# **Norton Subcourse Parish Council**

# **Clerk: Christine Smith**

**26 Loddon Road, Norton Subcourse, Norwich, NR14 6RT**

## **Email: nortonsubpc@yahoo.co.uk Tel: 01508 548709**

## **MINUTES**

#### **of the Annual General Meeting**

#### **of Norton Subcourse Parish Council**

#### **held at Norton Methodist Chapel**

#### **on Wednesday 15 May 2019**

**Present** – Cllrs Andrew Wright, Geoff Collen, Nigel White, Len Harper and Mike Hedley (two vacancies following election) Also present was Christine Smith (clerk)

1. **Election of Chairman:** Cllr Andrew Wright was nominated to be chairman. This was proposed, seconded and Mr Wright was elected unopposed.
2. **Declaration of acceptance of office:** This was signed by Cllr Wright and witnessed by the clerk.
3. **Election of Vice Chairman:** Cllr Mike Hedley was nominated to be vice chairman. This was proposed, seconded and Mr Hedley was elected unopposed.
4. **Declaration of acceptance of office:** This was signed by Cllr Hedley and witnessed by the clerk.
5. **Apologies** – none received
6. **Declarations of interest** – None
7. **Previous Minutes** – the minutes of a meeting held on Wednesday 20 March 2019 were circulated, APPROVED and signed.
8. **Planning Decisions** – The following decision was NOTED:
	* + 1. 2019/0100 – Quarry off Beacon Hill, Loddon Road, Norton Subcourse – variation of conditions 1,2,3,9,10,11,12 and 19 of PP C/7/2018/7005 to revise phasing, restoration and aftercare – APPROVED with conditions (determined by Norfolk County Council)
9. **Planning Applications** – none
10. **Planning Correspondence** – none
11. **Finance** – the following items were considered:
	* + 1. Payment of the clerk’s salary for the first quarter was NOTED
			2. Payment of the clerk’s expenses of £33.49 was APPROVED
			3. Payment of the annual subscription to the Norfolk Association of Local Councils of £139.37, which includes £35 for hosting the parish council website, was APPROVED
			4. Payment of the parish council insurance premium of £205.69 to BHIB Ltd. was APPROVED
			5. Receipt of the first part of the precept of £1,205.00 was NOTED
			6. Receipt of a VAT refund of £81.80 from the purchase of a new noticeboard was NOTED

The following item was received after publication of the agenda. As a regular and anticipated invoice, it was agreed that the payment be provisionally agreed and ratified at the next meeting:

* + - 1. Payment of £76.80 as the contribution to Thurlton P.C. for the parish newsletter from July 2018 to April 2019 was ARROVED provisionally. A brief discussion took place on a proposed increase in charges for magazine contributions made by Thurlton P.C. This would be formally considered at the next meeting.
1. **Certification of Exemption** **2018/19** – it was AGREED that Norton Subcourse Parish Council was exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 for the financial year 2018/19 and the Certificate of Exemption for Smaller Authorities where gross income or expenditure did not exceed £25,000 in the year of the accounts ended 31 March 2019 was SIGNED
2. **Annual Governance Statement for 2018/19** - was reviewed, APPROVED and SIGNED
3. **Accounting Statement for 2018/19** – was reviewed, APPROVED and SIGNED
4. **Review of Bank Mandate** – it was AGREED that the signatories on the Parish Council Bank be updated to Mr Andrew Wright, Mr Geoff Collen and Mr Mike Hedley

**The adjournment for public participation was not required**

1. **Chairman’s Report** – Cllr Andrew Wright reported that BESL were working on the river wall near Nogdam End and work was progressing well. He added that a concerted effort must be made to fill the two vacancies on the parish council by co-option. Anyone interested should be referred to the clerk. The chairman asked that the clerk pass on congratulations to District Councillor William Kemp on his successful election campaign in his new area.
2. **Parish Councillors’ Reports** –no reports
3. **District and County Councillors Reports** – no reports
4. **Correspondence** – correspondence was NOTED.
5. **Next Meeting** – the next scheduled meeting would be held on Wednesday 17th July 2019
6. **Close** – the meeting closed at 8:52pm

 Signed…………………………………

 Date……………………………………