# **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 online via Zoom Conference**

#### **on Wednesday 20th May 2020 at 7:45pm**

**Present via video link**– Cllrs Andrew Wright, Mike Hedley, Vic Jenkins and Damian Hagarty. Also present was Christine Smith (clerk) and County Councillor Margaret Stone

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** – Cllrs Geoff Collen, Nigel White and Len Harper
6. **Declarations of interest** – None
7. **Previous Minutes** – the minutes of a meeting held on Wednesday 18th March 2020 were circulated, APPROVED and signed.
8. **Planning Decisions** – none
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 2020/21 was NOTED
			2. Clerk’s expenses of £30.00 (Broadband provision for April and May 2020) was APPROVED
			3. Payment of the annual subscription to the Norfolk Association of Local Councils of £139.37, including £35 for hosting the parish council website, was APPROVED
			4. The payment of the parish council insurance premium of £206.86 to BHIB was APPROVED
			5. The issue of a replacement cheque to Norton, Thurlton and Thorpe Village Hall for £100 (original cheque issued in July 2019 was lost by recipients) was APPROVED
			6. The receipt of the first part of the precept of £1,263.06 was NOTED
12. **Certification of Exemption** **2019/20** – 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 2019/20 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
13. **Annual Governance Statement for 2019/20** - was reviewed, APPROVED and SIGNED
14. **Accounting Statement for 2019/20** – was reviewed, APPROVED and SIGNED

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

1. **Chairman’s Report** – Cllr Andrew Wright reported that Reedham Ferry was closed due to issues with non-compliance with the Covid-19 regulations. He added that he had reviewed the situation within the parish during the current lockdown due to the Coronavirus and felt that all vulnerable parishioners were being provided for by neighbours.
2. **Parish Councillors’ Reports** –Cllr Mike Hedley reported that new residents had moved in on Low Road, Norton Subcourse. He added that there was still a vacancy for a Trustee on the Poor Marsh Trust; this would be placed on the agenda for the next meeting so it could be discussed more fully**.** Cllr Vic Jenkins noted that there had been a marked increase in fly tipping and the lighting of bonfires.
3. **District and County Councillors Reports** – the District Councillors’ report was as circulated. County Councillor Margaret Stone’s reports and updates had been circulated via email to all councillors. She stated that she would continue to send these and added that Norfolk County Council had been well prepared for the pandemic following a training exercise in 2019, but the financial implications of Covid-19 would be huge.
4. **Correspondence** – correspondence was NOTED.
5. **Next Meeting** – the next scheduled meeting would be held on Wednesday 15th July 2020
6. **Close** – the meeting closed at 8:15pm

 Signed…………………………………

 Date……………………………………