# **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 19th May 2021 at 7:45pm**

**Present** – Cllrs Andrew Wright, Mike Hedley, and Damian Hagarty. 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** – Received from Cllrs Geoff Collen, Vic Jenkins, Len Harper and Nigel White
6. **Declarations of interest** – None
7. **Previous Minutes** – the minutes of a meeting held on Wednesday 17th March 2021 were circulated, APPROVED and signed.
8. **Planning Decisions** – none
9. **Planning Applications** – the following applications required a response before the meeting. The clerk responded with the council’s view after consultation with councillors:
   * 1. 2021/0621 – Holly Farmhouse, Loddon Road, Norton Subcourse – retrospective application for retention of cart shed – recommend APPROVAL
     2. 2021/0709 – Leys Farm, Low Road, Norton Subcourse – proposed extension and conversion of existing farm related buildings to domestic workshop/garaging and storage together with amended access – recommend APPROVAL
     3. 2021/0650 – 44 Loddon Road, Norton Subcourse – retrospective application for a flat roof extension in replacement of existing conservatory – recommend APPROVAL
10. **Planning Correspondence** – none
11. **Finance** – the following items were considered:
    * + 1. Payment of the clerk’s salary for the first quarter 2021/22 was NOTED
        2. Clerk’s expenses of £37.98 (Broadband provision for April and May 2021 and purchase of copy paper) was APROVED
        3. The payment of the parish council insurance premium of £209.02 to BHIB was APPROVED
        4. The receipt of the first part of the precept of £1,240 from South Norfolk Council was NOTED
        5. The receipt of CIL payment of £1,405.76 on development to the west of Croft Road, Norton Subcourse (2020/1851) was NOTED
        6. A discussion took place to consider possible future projects to be funded by CIL receipts. It was AGREED that the refurbishment of the village sign or a bench may be considered as projects. The matter would be discussed further at the next meeting.
12. **Certification of Exemption** **2020/21** – 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 2020/21 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 2021 was SIGNED
13. **Annual Governance Statement for 2020/21** - was reviewed, APPROVED and SIGNED
14. **Accounting Statement for 2020/21** – was reviewed, APPROVED and SIGNED

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

1. **Chairman’s Report** – Cllr Andrew Wright had no report
2. **Parish Councillors’ Reports** –Cllr Mike Hedley stated that the pothole opposite Firs Farm on Low Road is still in need of repair; the clerk would report it. It was added that there were concerns locally about anti-social behaviour involving youths in the area of the village hall car park.
3. **District and County Councillors’ Reports** – the District and County Councillors’ reports were as circulated via email. It was NOTED that following the recent election County Councillor Margaret Stone had now been replaced by her husband County Councillor Barry Stone.
4. **Correspondence** – correspondence was NOTED.
5. **Next Meeting** – the next scheduled meeting would be held on Wednesday 21st July 2021
6. **Close** – the meeting closed at 8:25pm

Signed…………………………………

Date……………………………………