# **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 18th May 2022 at 7:45pm**

**Present** – Cllrs Andrew Wright, Mike Hedley, Geoff Collen Vic Jenkins Nigel White and Damian Hagarty. Also present was Christine Smith (clerk) and one member of the public

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 District Councillor Jeremy Rowe
6. **Declarations of interest** – None
7. **Previous Minutes** – the minutes of a meeting held on Wednesday 16th March 2022 were circulated, APPROVED and signed.
8. **Co-option of New Parish Councillor** – An application to fill the casual vacancy on the council had been received from parishioner Garry Holmes. After discussion, it was AGREED that Mr Holmes be co-opted
9. **Declaration of Acceptance of Office** – this was signed by the newly co-opted councillor Garry Holmes and witnessed by the clerk. The chairman welcomed Mr Holmes to the parish council
10. **Planning Decisions** –
	* 1. BA/2021/0160/FUL – Mr Rose, The Farmery, Low Road, Norton Subcourse – conversion of barn and outbuildings to annex accommodation – APPROVED subject to conditions
11. **Planning Applications** – none
12. **Planning Correspondence** – none
13. **Finance** – the following items were considered:
	* + 1. Payment of the clerk’s salary for the first quarter 2022/3 was NOTED
			2. Clerk’s expenses of £30 (Broadband provision for April and May 2022) was APROVED
			3. The payment of the parish council insurance premium of £230.38 to BHIB was APPROVED
			4. The receipt of the first part of the precept from South Norfolk Council of £1,275 was NOTED
14. **Certification of Exemption** **2021/22** – 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 2022 was SIGNED
15. **Annual Governance Statement for 2021/22** - was reviewed, APPROVED and SIGNED
16. **Accounting Statement for 2021/22** – was reviewed, APPROVED and SIGNED

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

1. **Appointment of Village Hall Committee Representative** – Damian Hagarty was re-appointed to represent the parish council on the Village Hall Committee
2. **Presentation of Community Plaque** – it was noted that Deputy Lieutenant Sir Nicholas Bacon would be presenting a plaque to the community on Monday 13th June at 11:30am at the village sign. Everyone would be welcome to attend.
3. **Chairman’s Report** – Cllr Andrew Wright reported that there was an approach from a company about the installation of solar panels in the area
4. **Parish Councillors’ Reports** –no reports
5. **District and County Councillors’ Reports** – the District and County Councillors’ reports were as circulated via email.
6. **Correspondence** – correspondence was NOTED.
7. **Next Meeting** – the next scheduled meeting would be held on Wednesday 20th July 2022
8. **Close** – the meeting closed at 8:20pm

 Signed…………………………………

 Date……………………………………