

TACOLNESTON PARISH COUNCIL

Minutes of the AGM of Tacolneston Parish Council in Tacolneston Village Hall on Wednesday 23rd May 2018 at 7pm

Present: Cllr B Spratt (Chairman), Cllrs Cleary, McClenning, Manning, Maginn, Gulliver
Clerk/RFO – Mrs H. Hammond

1. To consider accepting apologies for absence

Apologies were received and accepted from Cllr Darrell and District Councillor Duffin.
AG18/001

2. To receive declarations of interest and requests for dispensations

None. **AG18/002**

3. To elect the Chairman and Vice Chairman

Cllr Spratt for Chairman was proposed by Cllr Cleary and Seconded by Cllr McClenning. All in Favour.

Cllr Cleary for Vice Chairman was proposed by Cllr McClenning and Seconded by Cllr Maginn. Cllr Gulliver for Vice Chairman was proposed by Cllr Manning but not Seconded, therefore the first proposal stands. All in Favour. **AG18/003**

4. To receive the Acceptance of Office Forms

The acceptance forms for both Chairman and Vice Chairman were signed and accepted.
AG18/004

5. To confirm and Approve the Minutes of Meetings held on 27th February 21st March 11th April and 16th May 2018

The Clerk reported that there were no minutes held on file or electronically for the 27th February 2018.

The Clerk reported that there were no minutes held on file or electronically for the 21st March 2018.

It was agreed that the Chairman contacts the previous Clerk one more time requesting both sets of minutes. In the event that these are not forthcoming it was proposed by Cllr McClenning and Seconded by Cllr Manning that the Clerk should receive the Video Footage held by Mr J Darrell in order to compose the minutes required.

It was proposed by Cllr McClenning and Seconded by Cllr Spratt that the minutes of the meetings held on 11th April and 16th May 2018 be approved. **AG18/005**

6. Other Matters for the AGM

Cllr McClenning raised the point that the reference to The Committee should in fact be The Council.

Cllr Manning thanked the Clerk for ensuring the Council were forwarded the approved and signed Footnotes for the Minutes.

It was discussed and agreed that points a) through to P) (with the exception of k)) should be left with the Working Group as part of the Action Plan for the Monitoring Officer with intermediate reporting to the council, but the two main issues to be concentrated on are the Constitution and the Financial Situation.

Cllr McClenning requested that these points be included again in the Agenda for October/November.

Cllr McClenning proposed the above be noted and Seconded by Cllr Maginn. All in favour.

The Clerk raised that point a) approval of the minutes of the last AGM were in fact approved and signed off on 21st June 2017. **AG18/006**

7. Other Business of the AGM

a) To appoint a Footpath Warden

b) To appoint a Tree Warden

c) To appoint an Internal Control Officer

Cllr Manning stated that she would be happy to appoint for the Internal Control Officer to be appointed as it would be a member of the Council, however the Footpath and Tree Wardens being Voluntary would be better appointed once Policies, Role Descriptions and Risk Assessments were in place.

Cllr Cleary proposed Cllr Gulliver be appointed as Internal Control Officer and this was Seconded by Cllr Maginn. All in Favour.

Cllr Manning suggested that Cllr Darrell be asked if she would be prepared to support Cllr Gulliver in the appointment of Internal Control Officer. This was agreed. **AG18/007**

END OF BUSINESS OF THE AGM

8. Public Participation

None. **AG18/008**

9. Reports from District Councillor, Tree Warden and Footpath Warden

Nothing to report. **AG18/009**

10. To receive the Report from Tacolneston & Forncett Recreation Association

Cllr Manning reported on the urgent need for the Constitution and the Finances to be in place in order to proceed with the plans for the park.

The Clerk reported that the change of correspondence address (as requested by Cllr Darrell) with HM Land Registry for the Land lying North-West of West Way, Tacolneston required ID Verification of the person authorised to make this change. This would be a cost to the Council of £25 for a Solicitor to verify the ID of the Clerk which was approved. Cllr Spratt proposed and Cllr McClenning Seconded this – All in Favour.

The Clerk reported that the Solicitor she had approached was her Stepson.

The Solicitor/Company name was provided as Burrows Law.

After a brief discussion regarding the situation with the current Constitution lodged with the Charity Commission it was agreed that there should be a 'task and finish' group consisting of Cllr Manning, Gulliver and the Clerk to pull the required documentation together for submission to the Charity Commission. Cllr Cleary proposed and Cllr Maginn Seconded – All in Favour.

AG18/010

11. Finances

The Clerk produced and reported on the Current Financial Statement which Cllr McClenning proposed the Council accepts on the condition that it is understood that it is possibly incomplete but is as accurate as the Clerk can determine at this moment. Cllr Manning Seconded this – All in Favour.

The Clerk reported that contact had been made with the Internal Auditor from last year who has agreed to conduct the Internal Audit for this year at a cost of £35-£40. Cllr Spratt proposed, Cllr McClenning Seconded – All in Favour.

The Clerk requested that payment could be made to renew the Insurance with Came & Cable at a cost of £661.33 for a 3-year binding Long Term Agreement (as last Year). This was agreed and proposed by Cllr Cleary, Seconded by Cllr Gulliver – All in Favour. **AG18/011**

12. Correspondence Received

There was no Correspondence to discuss. For Clarity it was suggested that the Clerk at her discretion in deciding on what Correspondence should be forwarded on to the Council prior to meetings but ensure availability at meetings for discussion. **AG18/012**

13. Planning Applications Received

Although no applications had been received by the Clerk there was one currently in the Parish that was briefly discussed but no decision could be made at this meeting. **AG18/013**

14. Induction Training for the New Councillor

It was agreed that the Clerk should arrange the relevant training for Cllr Gulliver. **AG18/014**

15. Discuss Maintenance Plan for Village Sign

It was agreed that the Village Sign sits on land owned by a parishioner but is in desperate need of repair. Cllr Spratt confirmed that he was confident he could provide funds to the value of £1000-£1500 from his NCC Budget for the repair to the Sign. Quotes for works should be obtained, Cllr McClenning will undertake this whilst Cllr Darrell approaches the parishioner. **AG18/015**

16. Discuss 'Beast from the East' and Welcome Pack for new Residents

A discussion regarding the Salt Bins throughout the parish took place and it was requested that the Clerk find out the cost of Salt Bins.

The Clerk suggested that a Welcome Pack could be considered as part of the Working Group Action Plan. Cllr McClenning suggested that he obtains a copy of Ashwellthorpe's Welcome Pack to see if we can take anything from that. This matter is to be included in the Agenda for the next meeting. **AG18/016**

17. Update Parish Council Photograph on the Website

It was agreed that this should happen at the next Meeting that all Councillors are present. **AG18/017**

18. To receive Items for the next Agenda and confirm the date and time of next Meeting.

Cllr Maginn expressed his concern regarding the amount of Motorcycles speeding through the village particularly on a Tuesday afternoon/evening on their way to 'Two Wheel Tuesday' at the Ox & Plough, Old Buckenham. Cllr Maginn would like this included in the next Agenda meanwhile, the Clerk is to locate the Parish Incident Book and contact the authorities to make them aware.

Cllr Cleary made the council aware that the previous correspondence received regarding Residents Parking Scheme included a considerable contributory expense to the council should this be taken up.

It was confirmed that future Council meetings will alternate with the Sole Trustee Meetings and the hall is available to us on the third Wednesday of every month therefore the next full Council Meeting will be 18th July 2018. **AG18/018**

The Chairman thanked everyone for attending and closed the meeting at 8.32pm

There being no further business the meeting closed at 6.50pm

There was no business to be dealt with at this meeting. The meeting was held on 19th July 2018 at 6.50pm.

1. The minutes of the meeting held on 12th July 2018 were approved and signed by the Chairman and the Clerk.

2. The Chairman reported that the meeting had been held on 12th July 2018 at 6.50pm.

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