

EDGEFIELD PARISH COUNCIL
Minutes of the Annual Parish Council Meeting held in the Village Hall,
Edgefield,
Monday 20th May 2024, 7pm.

Present: Emma Cletheroe (Chair) (EC) Jeremy Goldney (JG)
Suzanne Longe (SL) Claire Cletheroe (CC)
Jackie Cole (JC) Lin Pateman (LP)

Cllr Steffan Aquarone
Cllr Andrew Brown
Amanda Yacoubian (Clerk)
6 Parishioners

24/67. (i) To elect a Chair for 2024-25

On a PROPOSAL by Cllr JC, SECONDED by Cllr JG, Cllr Emma Cletheroe was elected as Chair. The Declaration of Office was signed in the presence of the Clerk.

(ii) To elect a Vice Chair for 2024-25

On a PROPOSAL by Cllr JC, SECONDED by Cllr EC, Cllr Jeremy Goldney was elected as Vice Chair. The Declaration of Office was signed in the presence of the Clerk.

24/68 Chairman's welcome and apologies for absence – EC welcomed everyone, apologies Cllr Anne Harrap

24/69. Statements of pecuniary interests, and dispensations to speak – None.

24/70. To approve the minutes of the meeting held on Monday 15th April 2024 – Proposed JG, seconded SL, minutes were approved and signed

24/71. Matters arising not covered elsewhere on the agenda –Footpaths (ELMS), were going to be replaced by SFI's, currently edges of field must be 2 meters from the centre of the hedge either side but can fluctuate and this is not compulsory. SL mentioned that Highways have removed the white paint from the centre of the road and left it at the side of the road, also the bus shelter on Ramsgate Street needs a refurb along with the phone boxes.

24/72. Report from Steffan Aquarone, Norfolk County Councillor – (refer to website)

24/73. Report from Andrew Brown, District Councillor – sent to Councillors on 19th May (refer to website)

24/74. FINANCE

- (a) **To approve the monthly financial statement cash book & budget, Bank statement, emailed to Councillors on 11th May.**

- (b) On a PROPOSAL by Cllr JC, SECONDED by Cllr SL it was AGREED to approve the cash book, budget and acknowledge bank statement. End of year Bank Reconciliation signed by Chair

(c) To approve the following payments and receipts

17/04/2024	£70.00	NALC	Annual subscription
17/04/2024	£159.24	NALC	Website
29/04/2024	£313.08	A Yacoubian	Clerk salary
09/05/2024	£60.00	Jo Boxall	Internal auditor

To acknowledge receipts

04/04/2024	£200.00	SLCC	Bursary for CiLCA
10/05/2024	£23.06	HMRC	VAT refund
30/04/2024	£3,430.00	NNDC	Precept

On a PROPOSAL by Cllr SL, SECONDED by Cllr JG it was AGREED to approve the payments and acknowledge receipts, all invoices are sent to Cllrs before authorisation of payment by BACS

(d) To receive the internal auditor's report

The internal auditor's report was read and recommendations were noted.

Cancel standing order for Clerks salary and sign Direct debit mandate for HMRC

(e) To approve the Annual Governance Statement 2023-24

On a PROPOSAL by Cllr JC, SECONDED by Cllr JG, the Annual Governance Statement was APPROVED and signed.

(f) To approve the Accounting Statements 2023-24

On a PROPOSAL by Cllr JG, SECONDED by Cllr SL, the Accounting Statements were APPROVED and signed.

(g) To approve the Certificate of Exemption 2023-24

As the payments and receipts of the Parish Council were below £25,000, on a PROPOSAL by Cllr SL, SECONDED by Cllr JG, it was AGREED to declare the Parish Council exempt from external audit for 2023/24, the Certificate of Exemption was APPROVED and signed.

(h) To approve an internal auditor for 2023-24

On a PROPOSAL by Cllr JG, SECONDED by Cllr SL, it was AGREED to appoint Jo Boxall to conduct the Internal Audit for 2024-25

(i) To agree the period of Notice for the Exercise of Public Rights (3rd June 2024 – 12th July 2024)

On a PROPOSAL by Cllr JG, SECONDED by LP it was AGREED on the suggested period of Notice for the Exercise of Public Rights

(j) To review and update Financial Regulations as per audit

The Clerk will wait for consolidated financial regulations from NPT&S as the new ones issued by NALC are very lengthy and more suitable for larger PC's

24/75. Planning

PF/24/0661 - Edgefield - The Pightles, Rectory Road, Edgefield

NNDC Decision issued re. PF/24/0375 Bluebell Cottage

NNDC TPO Confirmed TPO/23/1036

24/76. To receive update on Community Speedwatch – There needs to be a minimum of 6 trained people on the team, there is not currently an active group so the PC will contact the previous members to try and get the scheme up and running again. More members can then be recruited onto the team.

24/77. Update on Highways issues – There is a pothole on Holt Road & Potters Farm bend

24/78. To decide on Management Plan regarding the Poplar Tree on The Green – It was decided to get some quotes to remove the ivy and reduce the height of the tree.

24/79. The Green, parking – To approve applying for Lawful Development Certificate £144.50 – Proposed SL, seconded JC. Clerk to apply for planning permission.

24/80. Painting Telephone Boxes – The telephone box on The Green has been painted, thank you to those who have done such a good job! Just need to arrange for the telephone boxes on Rectory Road & Ramsgate Street to be painted. SL & EC are working on getting a team together.

24/81. To decide on course of action regarding the Batchelor Field at Fuel Farm – The Field is not registered with Land Registry and this should be addressed. The last payment for rent was received was in 2021. The land is being sublet which is a breach of the rental agreement. EC to look into who to contact re the rent arrears.

24/82. Clerks report – Training course SL footpaths £188 + VAT, it was decided that this is too expensive.

D Day 80 Update – Beacon lighting on the Church carpark, flyers went out in May and will go about again in the June CVN

CVN Donation – It was agreed that EPC will donate £250 p.a. Proposed SL & Seconded JG

Filing cabinet- Clerk will look for a new filing cabinet

24/83. To agree date of the next meeting – 17th June 2024, Cllr A Brown will not be able to attend

23/84. To Close the Meeting – meeting closed at 19.35pm

Signed as a correct record by:

date: