

Northwold & Whittington Parish Council

Minutes of the Full Council Meeting held at Northwold Village Hall Thursday 7th March 2024, at 7.30pm for the purpose of transacting the business listed on the agenda below.

Present: Cllrs A Bennet (Chair), N Nickles, G Rayner, A MacMullen,
T MacMullen, G Gillett, S Smith A Jenkinson and M Gillett.

Public: 2

Clerk: D.Joy

MINUTES

The Chair informed members that the meeting was being recorded.

01 Apologies for Absence

Cllr Randell - unwell

Cllr Winters – no apologies given

The motion was proposed, the motion was seconded

Members **AGREED** to accept members apologies for absence.

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

Cllr Jenkinson declared an interest in Item 8.4 and did not request a dispensation to speak or vote.

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from the Full Council Meeting on the 8th February 2024.

The motion was proposed, the motion was seconded

Members **AGREED** the minutes from the Full Council Meeting on the 8th February 2024.

The Chair signed the minutes

04 **Chairmans Report**

Firstly, I'd like to start by thanking everyone for their continued time serving as councillors and giving up their time for meetings and other requests to help the council maintain its duties. I'd also like to thank everyone for supporting us and sticking by us in the last 12-18 months which have been somewhat challenging for us a council in terms of staff turnover (clerks) and the low number of people wishing to stand in the elections held during May 23 leaving us unable to carry out our business and then forming a new council. However, we stand strong as a team and continue to grow in strength and are starting to find some sort of normal routine again albeit slowly, but it is an important part of enabling us to function as a team and work together to serve our parishioners of Northwold & Whittington. We have been very fortunate to find Doreen our locum clerk who has put in a lot of time, effort, travelling and commitment in bringing us back to where we should be, and it wouldn't have been possible without her. I'd also like to thank the volunteers around the village who have given up time to support things like the in-bloom project.

Secondly, I'd like to politely request that going forward everyone is given the courtesy and respect when speaking at our meetings, that there are no sub conversations between other councillors and no interruptions to ensure each councillors points of debate on the agenda items are heard in full. It has been a very busy and full-on year for us all but it is important we work together as a team.

I am now going to hand over to Nigel who is going to give a small report on our 2024-25 budget and precept....

05 **Public Participation Time**

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak.

To receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed, the motion was seconded

Members **AGREED** to adjourn the meeting for a period of 15 minutes to allow Members of the Public to speak, to receive County and District Councillors reports and allow Councillors with prejudicial interests to speak

Borough Councillor Alun Ryves gave his report.

The motion was proposed, the motion was seconded

Members **AGREED** to resume the meeting

06 Matters from previous meetings

Update on progress on items from previous meetings. No decisions may be taken.

- 6.1 Minutes filed
- 6.2 Awaiting confirmation payments have been made.
- 6.3 Email sent to social club re CCTV invoice.
- 6.4 NALCs subscription renewed.
- 6.5 Awaiting Cllrs Bennett and Smith to confirm dates for playground inspection course.
- 6.6 Awaiting working group on date and time to meet.
- 6.7 Highway report on April's agenda.
- 6.8 Meeting with Orchards contractor pending.
- 6.9 Cemetery topple test pending
- 6.10 NALC instructed to set up new Councillor emails.
- 6.11 Agenda format updated
- 6.12 Email sent to Hockwold Parish Council re Falls working group.

07 Finance

7.1 To consider and agree Councils list of payments for March

The motion was proposed, the motion was seconded
Members **AGREED** the list of payments for March.

7.2 Update on the asset register and to consider and agree any actions.

The motion was proposed, the motion was seconded
Members **AGREED** for the Clerk to update the Asset Register with the comments made and circulate and for members to do a visual check before April's meeting.

7.3 To consider and agree if to move the payroll to SAGE.

The motion was proposed, the motion was seconded
Members **AGREED** to move the Payroll to SAGE.

7.4 To consider and agree if to subscribe to Scribe accounting package.

The motion was proposed, the motion was seconded
Members **AGREED** to subscribe to Scribe accounting package

7.5 To consider and agree Council response to the precept.

The motion was proposed, the motion was seconded
Members **AGREED** the response and this will be placed on the website.

08 Planning, Buildings and Environment.

8.1 Update on playground inspections and to consider and agree any actions.

The motion was proposed, the motion was seconded
Members **AGREED** to take out of action the broken equipment.

8.2 To consider and agree if to place the SAM2 data on the website.

The motion was proposed, the motion was seconded
Members **AGREED** for Cllr Rayner to email a monthly report to the Clerk to place on the website.

8.3 Update on War Graves signage and to consider and agree any actions.

The motion was proposed, the motion was seconded
Members **AGREED** to apply for the War Graves signage.

Cllr Jenkinson left the meeting.

8.4 To consider and agree planning applications:

24/00129/F

Land to facilitate installation of foul water treatment plant and drainage field to serve neighbouring residential development Land Adjacent Former Coal Yard Adjacent to The Poplars, Thetford Road, Northwold.

The motion was proposed, the motion was seconded
Members **AGREED** to Support this application.

Cllr Jenkinson rejoined the meeting.

8.5 To consider and agree the way forward for Northwold in Bloom.

The motion was proposed, the motion was seconded
Members **AGREED** that no action was necessary due to Cllr Jenkinson taking on this as a private project

8.6 To consider and agree a solution for the flooding on Little London Road.

The motion was proposed, the motion was seconded
Members **AGREED** for the Clerk to raise this issue with Borough Council, and to look into flood training from the CPRE if Council are members, as its free to members. If Council are not members then the Clerk will ask who wishes to go and book.

09 Policies, Documents and Communications.

9.1 To consider and agree a meeting start time.

The motion was proposed, the motion was seconded
Members **AGREED** to move the start time for meetings to 7pm.

9.2 To consider and agree members for the Employment Committee.

The motion was proposed, the motion was seconded
Members **AGREED** for Cllrs Bennet, Nickles, Smith and MacMullan to be on the Employment Committee.

9.3 To consider and agree the Terms of Reference for the Employment Committee.

The motion was proposed, the motion was seconded
Members **AGREED** the Terms of Reference for the Employment Committee

9.4 To consider and agree Councils Planning Protocol.

The motion was proposed, the motion was seconded
Members **AGREED** Councils Planning Protocol to improve efficiency on replying to planning applications.

9.5 To consider and agree Councils Equality and Diversity Policy.

The motion was proposed, the motion was seconded
Members **AGREED** Councils Equality and Diversity Policy.

9.6 To consider and agree Councils Biodiversity Policy.

The motion was proposed, the motion was seconded
Members **AGREED** Councils Biodiversity Policy.

10 Correspondence

To consider correspondence received by the Council and agree responses
There to

None

11 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

Cllr Nickles commented the meeting re the Churchyard was still ongoing.

Cllr Smith raised that the highways rangers still have not attended. The Clerk commented they would look into this.

Cllr Gillett raised the issue with Councillors attendance if over 6 months.

Cllr Bennett raised about the Internal audit. The Clerk commented this would be on the next agenda.

12 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to legal and contractual issues.

The motion was proposed, the motion was seconded

Members **AGREED** to resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to legal and contractual issues

12.1 To consider and agree the advert for the new Clerk.

The motion was proposed, the motion was seconded

Members **AGREED** the advert for the new Clerk

12.2 Update on Social Club and to consider and agree any action.

The motion was proposed, the motion was seconded

Members **AGREED** the way forward for the Social Club.

13 Date of next council meeting

13.1 4th April 2024 at Northwold Village Hall

MEETING CLOSED: 22:15PM

CHAIR: _____

DATE: _____