

**MINUTES OF THE ANNUAL GENERAL MEETING OF SCOULTON PARISH COUNCIL HELD ON 25<sup>th</sup> MAY 2015 AT 8.45 PM IN THE VILLAGE HALL**

**Present:** Cllrs Mark Brown, Andrew Shingfield, Colin Spinks, Al Middleton, Roy Potton, Zena Rowland and Nigel Webster.

**In attendance:** Heidi Frary (Clerk) and DC Rogers

1. **Election of Chairman:** AS proposed Zena Rowland as Chair this was seconded by Al Middleton and there were no other nominations. Zena Rowland was duly elected and signed her declaration of acceptance of office form.
2. **Apologies** were received from DC Hewett
3. **Election of Vice Chairman:** Andrew Shingfield proposed Al Middleton and this was seconded by Mark Brown. There were no other nominations so Al Middleton was duly elected and signed his declaration of acceptance of office form.
4. **To appoint Village Hall Representative:** Roy Potton will continue in this role. Proposed by Nigel Webster, seconded by Andrew Shingfield
5. **To appoint Wayland Partnership Representative:** It was decided Mark Brown would attend where possible. Proposed: Zena Rowland, seconded: Andrew Shingfield
6. **OPEN FORUM**  
None
7. **Register of interests** – to declare personal or prejudicial interests in items on the agenda – None.
8. **Minutes** of the meetings held in March 2017 had been circulated and were **approved**.
9. **Matters arising.**  
None
11. **Correspondence:**
  - NCC – Parish Partnership confirmation of successful bid for Village Gates. It was agreed to proceed with the match funding purchase. Proposed: AM, seconded: MB
  - Scoulton Church fundraising garden party. There were no volunteers to attend the event, but ZR agreed to create an information board with names and contact information for the Council. **ZR to action and Clerk to respond**
  - Village Hall – request for donations for a fundraising auction of promises. It was felt that the Council could not participate as a group, however individuals should contact the organisers directly for more information if they wish to take part. **Clerk to respond**
12. **Planning:**
  - None.
13. **Finance:**
  - To receive the Accounts Summary for 2016/17 and Internal Auditors Report. This had been previously circulated and was agreed. Proposed: MB, seconded: AM
  - To agree the statement of internal control, risk assessments, asset register and financial regulations This had been previously circulated and was agreed. Proposed: MB, seconded: AM
  - To accept and sign the Annual Statement of Governance and Accounting Statements This was agreed. Proposed: MB, seconded: AM
  - To consider making a donation to Scoulton Village Hall on receipt of further information. It was noted that the Council require a quote for the rear door if they are to consider making a grant towards the purchase. **Clerk to action**
  - To consider rejoining NALC if website issues are not resolved. Not applicable
  - To approve payments now due:

○ Norfolk County Council – Parish Partnership Contribution	£1000.00
○ Norfolk Pension Fund (April)	£39.74
○ Norfolk Pension Fund (May)	£39.74
○ Norfolk Pension Fund (June)	£39.74
○ Clerks Reimbursements	£67.02
○ Insurance	TBC
○ Scoulton Village Hall (Hire charge)	£10.00
○ Jo Rayner (Internal Audit)	£50.00
Agreed. Proposed: AS, seconded: MB	

#### 14. Highways

- The Back Lane footpath sign is missing and Highways are ‘monitoring the situation’
- The bus shelter sign. Highways will not replace the damaged sign and suggested that the Council repaint the side of the shelter and dispose of the damaged sign. **CS and AS to action**
- AM completed his walk around and reported issues to the Clerk. The chevrons on the road in Carbrooke have been hit by a car and damaged. **The Clerk to inform Highways and NW to inform the Carbrooke Parish Council.**
- The Giveway sign at the end of Clipbush Lane has been hit by a vehicle and knocked at 90 degrees. **Clerk to chase**
- Rodding of drains outstanding. Highways are ‘awaiting investigation’. **Clerk to chase**
- AS has filled the ruts by the village sign and CS has re-seeded the area.
- The layby along Ellingham Road is full of rubbish. Clerk to investigate signage and regulations for CCTV cameras. **Add to next agenda.**

#### 15. War Memorial Update

The Clerk has contacted many stonemasons and it is expected that any work to underpin the memorial will cost in excess of £5,000. Restoration work recommended by stone masons would cost in the region of £1,000 but would invalidate any War Memorial Trust contribution. It was agreed that the Clerk should obtain an updated quote from Brett’s as their earlier one was received in 2014. A final decision to be made at the next meeting. Proposed: AS, seconded: NW **Clerk to action**

#### 17. Future Business

None

#### 18. Dates of future meetings:

6<sup>th</sup> July, 14<sup>th</sup> September and 9<sup>th</sup> November 2016 at 8.10pm Scoulton Village Hall

Meeting closed at 9.35pm