

**MINUTES OF THE ANNUAL GENERAL MEETING OF SCOULTON PARISH COUNCIL HELD ON
23rd MAY 2023 AT 7.40 PM IN THE VILLAGE HALL**

Present: Cllrs Mark Brown (MB), Colin Spinks (CS) and Andrew Shingfield (AS)

In attendance: Heidi Frary (Clerk)

OPEN FORUM

None

1. **Apologies for absence** were received from were received from Cllrs Kevin Stevens (KS) and Nigel Webster (NW), CC Connolly and DC Crane

2. **Co-option onto the Council**

None

3. **Election of Chair and signature of acceptance of office**

CS proposed Mark Brown as Chair this was seconded by NW and there were no other nominations. Mark was duly elected and signed his declaration of acceptance of office form.

Election of Vice-Chair

MB proposed Andrew Shingfield as Vice-Chair this was seconded by CS and there were no other nominations.

4. **Register of interests** – to declare personal or prejudicial interests in items on the agenda – none

5. **To appoint the Village Hall Representative:**

Kevin Stevens to take this role. Proposed by MB, seconded by CS

6. **End of Year Financial Matters**

- To agree the statement of internal control, risk assessments and financial regulations These had been previously circulated and was agreed. Proposed: AS, seconded: MB
- To receive the internal auditor report, Asset register and Accounts Summary for 2022/23 This had been previously circulated and was agreed. Proposed: AS, seconded: MB
- To accept and sign the Certificate of Exemption and Annual Statement of Governance: This had been previously circulated and was agreed. Proposed: AS, seconded: MB
- To accept and sign the Accounting Statement: This had been previously circulated and was agreed. Proposed: AS, seconded: MB

7. **Minutes** of the meetings held in March 2023 had been circulated and were **approved**.

8. **Matters arising.**

The Emergency Plan has been completed and is ready for circulation. **Clerk to action**

9. **Correspondence:**

- Letter from Priscilla Bacon Lodge requesting funding. Retained by the Clerk

10. **Planning:**

Planning applications:

- 3PL/2023/0508/VAR: Clay Barn, Woodrising Road – variation to condition 2 on 3PL/2022/0262/F. No comments

Planning applications with comments submitted:

- None

Planning notifications:

- 3PL/2022/0358/F: Land west of Hemsworth House, Norwich Road – proposed residential development of 2 dwellings. APPROVED by BDC
- 3NM/2023/0034/NMA: Clay Barn, Woodrising Road – amendment to prior permission (additional windows) WITHDRAWN by Applicant
- 3PL/2023/0166/F: Acorn Barn, Woodrising Road – Erectin of single storey side extension and change of use of land. WITHDRAWN by applicant.

Any time limited planning issues:

- None

11. Any Village and Highways Issues

- AS spoke with a representative from the Crematorium who has agreed to purchase and install a sign if the Parish Council and Highways are in agreement. Sites were discussed and it was agreed that the Council should ask for the existing sign to be larger with an arrow adding. **Clerk to action.**
- There are a significant number of potholes between Woodrising and Scoulton. **Clerk to report.**
- B1108 leaving village towards the west the road has ruts from lorry wheels **Clerk to report.**

12. Finance:To approve payments now due:

• HMRC PAYE	£41.40
• Scoulton Village Hall (Hire charge)	£20.00
• Clerks Reimbursements	£57.86
• Wayland Partnership (Printing)	£28.60
• A Baker (Internal Audit)	£50.00
• Zurich Insurance	£249.98
• SGS Expenditure	£177.45

Agreed. Proposed: MB, seconded: CS

13. Any other business for the next agenda

Grass cutting in the Parish

14. Dates of future meetings: 11th July, 13th September and 8th November 2023 at 7.40pm.

Meeting closed at 8.15pm