

# **Tibenham Parish Council**

Minutes of the Parish Council meeting held in the Meeting Room, Tibenham Community Hall on **Wednesday, 11<sup>th</sup> July 2018 at 7.00pm**

Councillors Present: Gareth Roderick-Jones (Chairman), David Timson (Vice Chairman), Alan Harris, Auriel Mephram

Apologies: Cllr Lambert, Cllr Smith, District Cllr Easton, County Cllr Spratt

In attendance: Marianne Purdy (Parish Clerk)

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**1. Public Forum**

No members of the public were present.

**2. Reports:**

- a) County Councillor – Not present.
- b) District Councillor – Not present.

**3. Apologies for Absence**

Cllr Gemma Lambert, Cllr Robert Smith, District Cllr Charles Easton, County Cllr Bev Spratt.

**4. Declarations of Interest**

None.

**5. Approval and signature of Minutes and any matters arising**

The minutes of the meeting 9<sup>th</sup> May 2018 were signed by the Chairman as a correct record without amendment. There were no matters arising.

**6. Planning**

Documentation for the planning matters below were circulated to all Councillors prior to the meeting.

2018/1128	M Purdy	Cedar House, The Street	Side extension to garage to create workshop
N/a	G Munday	Wooden Building	
2018/1286	D Morton.	Outbuilding North West of Primrose Farm	External alterations to building envelope following granting of prior approval for the change of use of agricultural buildings under Class Q (a) & (b) to a single dwellinghouse.

There were no objections to applications 2018/1128, 2018/1286. The Parish Council fully discussed the wooden stable block - it was agreed that it is a 'temporary building' and therefore the Parish Council believe it would not need planning permission.

**7. Saffron Housing**

Saffron Housing are working with the land-owner of the prospective site to negotiate a new linear layout. Highways have discounted changing the priorities of The Street/Blackbarn Road.

- 8. Clerk's Report**  
Deferred to next Parish Council meeting.
- 9. Certificate of Exemption**  
The Chairman read out the documentation relating to the Annual Return. It was agreed that the Certificate of Exemption be signed by the Chairman and Responsible Financial Officer – proposed by Cllr Timson, seconded by Cllr Mephram.
- 10. Approval of Annual Governance Statement in the 2017-18 Annual Governance & Accountability Return**  
The Chairman read out the statements in the Annual Governance section of the Annual Return. The Council agreed to approve the Annual Governance Statement – proposed by Cllr Timson, seconded by Cllr Mephram.
- 11. Approval of the Statement of Accounts in the 2017-18 AGAR**  
The Council agreed to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council – proposed by Cllr Timson, seconded by Cllr Mephram.
- 12. 2018/19 Clerk pay scales**  
The Council agreed to increase the Clerk's pay from SCP 17 to SCP 18 to be backdated to 1<sup>st</sup> April 2018 – proposed by Cllr Roderick-Jones, seconded by Cllr Timson. Further salary reviews to take place in March each year.
- 13. Subscription to Norfolk Parish Training Support**  
Deferred to next meeting.
- 14. Defibrillator**  
Cllr Smith will install a box above the defibrillator (at The Greyhound) - this will contain a telephone connected to the landline which will be limited to 999 or 112 calls only. This means, if no mobile signal available, a telephone will be available to call the emergency services. The Parish Council would like to pass on their thanks to Cllr Smith.
- 15. War Memorial**  
It was agreed that further information would be obtained regarding pricing for cleaning and repairing of the War Memorial.
- 16. Draft Norfolk Access Improvement Plan**  
Deferred to next meeting.
- 17. Winter road clearance arrangements**  
Deferred to next meeting.
- 18. Fundraising ideas**  
Brief discussions were held around fundraising for the Parish Council. This item will be discussed in more detail at the next meeting.
- 19. Footpaths**  
Deferred to next meeting.

**20. Finances** – as at 6<sup>th</sup> July 2018: Savings Account £0.00, Current Account £9099.96

The following invoices were approved for payment:

Miss M Purdy	Clerks wages x 2 months	£192.16
Society of Local Council Clerks	Annual subscription fee	£59.00
HMRC	PAYE x 3 months	£72.00
Jenny Robson	Internal Auditor	£40.00
Newman & Co	Payroll Fees x 3 months	£36.00

The payment to Norfolk Association of Local Councils was deferred to the next meeting (£161.11).

To note monies received since last meeting:

Tibenham Comm Hall	50% share newsletter	£63.84
Charities Trust (Aviva)	Footpath application	£300.00

All invoices to be paid, with the exception of NALC invoice - proposed by Cllr Roderick-Jones, seconded – Cllr Timson

**21. Transfer of monies in bank accounts**

Deferred to next meeting.

**22. General Correspondence**

All correspondence circulated to Councillors. No further correspondence since issue of Agenda.

**23. Community Hall update**

Nothing new to note.

**24. Items for next Agenda/Date of next meeting**

Hedging on The Street/Blackbarn Road. Items that have been deferred.  
Next meeting Wednesday, 12<sup>th</sup> September 2018 at 8pm.

**The Chairman closed the meeting at 7.30pm**