

Tibenham Parish Council

Minutes of the Parish Council meeting held in the Meeting Room, Tibenham Community Hall on **Wednesday, 16th January 2019 at 7.30pm**

Councillors present: Gareth Roderick-Jones (Chairman), David Timson (Vice Chairman), Gemma Lambert

Apologies: Cllr Auriel Mephram, Cllr Robert Smith, County Cllr Spratt

Not present: Cllr Alan Harris, District Cllr Easton

In attendance: Marianne Purdy (Parish Clerk)

1. Public Forum

No members of the public were present.

2. Reports:

No reports received from either County Councillor Spratt or District Councillor Easton.

3. Apologies for Absence

Cllr Mephram, Cllr Smith, County Cllr Spratt.

4. Declarations of Interest

None.

5. Approval and signature of Minutes and any matters arising

The minutes of the meeting 14th November 2018 were signed by the Chairman as a correct record without amendment. There were no matters arising.

6. Saffron Housing

The Parish Council fully discussed the issues around Saffron Housing - clerk to follow up. No updates with regards shared ownership houses.

7. Planning

No new applications.

8. Clerk's Report

The clerk reported that the Parish Council meetings for the year had been booked, and a copy of the dates would be displayed on the noticeboards and website. The fence post at the recycling centre would be replaced by South Norfolk Council. War Memorial – awaiting quote on replacement of lead lettering.

9. Elections

Local elections will take place on 2nd May 2019. Item deferred to 13th March Parish Council meeting.

10. Speed and vehicle analysis

Report was circulated prior to the meeting. Report to be placed on Parish Council website. No further action to be taken at this time.

11. Joint Newsletter

Items discussed for inclusion in the next newsletter due to be distributed at the end of March 2019.

12. Donation Norfolk Ramblers

It was agreed that a donation of £50.00 would be made to the Norfolk Ramblers Association. Proposed Cllr Roderick-Jones, Seconded Cllr Timson.

13. Fundraising Ideas

To be discussed at next meeting.

14. Community Infrastructure Levy

CIL received for the last 5 years had been noted and circulated to Councillors prior to the meeting. It was agreed that CIL monies from 2015/16 £132.56 would be applied to the cost of the boardwalk. Cllr Roderick-Jones proposed that the CIL monies be used for this purpose. Seconded by Cllr Timson.

15. Precept and Budget 2018/19

The Parish Council fully discussed the Precept and it was agreed that that the Parish Precept would rise from £20.18 per year (Band D) to £22.20 an increase of £2.02 per year (10%). The increase in Precept was proposed by Cllr Roderick-Jones and seconded by Cllr Timson.

The draft Budget was fully discussed and agreed by the Parish Council. Acceptance of the draft budget was proposed by Cllr Roderick-Jones and seconded by Cllr Timson.

16. Parish Council Insurance

Three quotes for insurance were obtained and circulated to Councillors prior to the meeting. It was agreed that insurance would be taken out with Inspire for a total of £218.00 per annum.

17. Finances

Finances – as at 10th January 2019 Savings Account: £1286.25 Current Account: £7358.96

The Parish Council authorised payment of the invoices listed below – Proposed by Cllr Roderick-Jones, seconded by Cllr Timson. It was noted that payment had been made to Norfolk Ramblers Association £2055.00.

Miss M Purdy	Clerk's wages x 2 months (inc tax refund)	£382.40
Unity Bank	Service charge per quarter	£18.00
CopyDiss	Joint Newsletter x 210 copies	£143.64 (paid)
Newman & Co	Payroll Fees x 3 months (Sept inv.)	£36.00
Came & Company	Annual Insurance Fee	£218.00
Information Commissioner's Office	Data Protection Fee	£40.00
South Norfolk Council	Dog bins – Annual Charge	£240.00

It was noted that HMRC is in credit due to a tax refund to the clerk and therefore no payment is due this quarter.

It was agreed that £2000 should be kept in the Current Account for day-to-day running of the Council. Clerk to transfer monies to relevant accounts.

18. Correspondence

All email correspondence received had been forwarded to Councillors prior to the meeting. No action required.

19. Community Hall update

Cllr Timson, in his role as Chair of the Community Hall, updated the Parish Council: Trustees' report currently being undertaken for the Charity Commission; playground equipment ongoing with grants being looked into.

20. Items for next Agenda/Date of next meeting

Items for next agenda: CIL monies.

Next meeting **Wednesday, 13th March 2019 at 7.30pm**

The Chairman closed the meeting at 8.53pm