LITTLE DUNHAM PARISH COUNCIL

Minutes of the Annual Meeting of Little Dunham Parish Council held on Thursday 5th May 2022, following the Annual Parish Meeting, commencing at 7.40 in the Village Hut.

Present: Cllr Simon Fowler (Chairman)
Cllr Malcolm Parker (Vice Chair)
Cllr Jane Harding
Cllr Paul Stebbings
Cllr Nina Forsyth

Four members of the public
Sheryl Irving (Clerk)

1. Election of Chairman and signing of the Declaration of Acceptance of Office form.

Cllr Harding proposed that Cllr Fowler be elected as Chairman, this was seconded by Cllr Parker and unanimously agreed by Council. Cllr Harding thanked the Chairman for his hard work on behalf of the Council.

2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.

Cllr Fowler proposed that Cllr Parker be elected as Vice-Chair, this was seconded by Cllr Stebbings and unanimously agreed by Council.

The Chairman thanked the out-going Vice-Chair, Cllr Harding, for her hard work on behalf of the Council.

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies from Cllr Mylum were approved and apologies were also received from County & District Cllr Mark Kiddle-Morris.

The Chairman reported that he had received the resignation from Mrs Linda Johnson, which created a vacancy. The Chairman thanked Mrs Johnson for everything she had done for the Council.

4. To receive any declarations of interest.

There were none received.

5. To approve the minutes of the meeting held on Thursday 3rd March 2022.

Cllr Harding proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Parker and unanimously agreed by Council. The Chairman duly signed the minutes.

6. Open Forum for Public Participation.

A member of the public raised a matter of highway verge erosion and was informed that it had been reported to Highways but will be chased up again.

No other matters were raised.

7. County/District Councillor reports.

In the absence of the County and District Cllr, there were no reports.

8. To receive an update regarding action in respect of the high number of HGV vehicles using Necton/Station Road.

Council noted that the planning application relating to the depot had not been decided and consequently there was no update on any changes to traffic movements. Council agreed that the Chairman and Cllr Stebbings should prepare an objection to the Operators Licence which is due to be renewed in July. It was hoped to obtain a restriction on operating times etc.

9. To receive an update on Highway & Footpath matters.

Cllr Forsyth reported that all defects had been reported to Highways but no works had yet been carried out.

10. To receive an update on the Community Speed Watch Scheme.

Cllr Stebbings had no further update, following the Annual Parish Meeting report.

11. To discuss planning issues.

a) Applications for consideration.
There were no applications to consider.

b) Decisions to note.
Council noted that no decisions had been made on the following two applications.

- 3PL/2021/1422/O – Land west of Necton Road – the erection of 4 no. dwellings and associated access.
- 3PL/2022/0100/F – Great Dunham Hall, Litcham Road - proposed reconstruction and extension of existing storage building.

c) To receive an update regarding the proposed application for a 190 acre solar farm at Church Farm, Newton.
The Chairman reported that, together with the Chair of Great Dunham Parish Council, they hoped to meet with the agent with suggestions on how to improve the application to make it more acceptable locally. To date, no response had been received to the request for a meeting.

d) To receive an update regarding the 'Housing for Local People' Scheme.
There was no further update available.

e) To consider the Breckland call for Development sites and Local Green spaces.
Cllr Parker proposed that a site on Barrows Hole Lane be designated for development but there was no seconder. No other options were proposed.

12. To receive a report regarding the Playing Field.

The grass is being cut regularly and the area is in good order. Cllr Parker has the new Jubilee signage and Council thanked him for dealing with this matter. The sign will be installed after the Jubilee weekend.

13. To receive a report regarding the Amenities (Conservation) area.

The area has looked well this year, with many spring flowers and seating now in place and being used.

14. To receive a report regarding the Village Hut and Phone Box.

The Chairman thanked Cllr Parker for washing the BT Box which has one opaque piece of glass. Cllr Parker will obtain costs for a replacement and a wrap option.

The hut is not being as well used as hoped and Council agreed a regular drop-in session, on the last Friday of each month. A regular coffee morning was also suggested but it was felt volunteers would be difficult to find to run it.

15. To receive a report regarding the Vattenfall's Norfolk Vanguard and Norfolk Boreas Community Benefit Fund.

There was no further update available in respect of the community fund.

In respect of the proposed electricity supply via pylons from Norwich to Tilbury, Council agreed to support it but the preference would be for it to be underground.

16. To receive a report regarding the Queen's Platinum Jubilee Celebrations.

There had been a low response to the circulation regarding the event but it will be circulated again nearer the date.

17. To discuss any correspondence for circulation.

There was no correspondence.

18. Financial and Governance Matters

a) To receive a financial report for the years ending 31st March 2022 and 31st March 2023.
Council noted the financial reports.

b) To receive the internal auditors report and consider any recommendations.
Council noted the minor recommendations in the report and, where possible, these would be implemented.

c) To approve the annual governance statement in the 2021-22 Annual Return.
Cllr Fowler proposed approval of the annual governance statement in the 2021-22 Annual Return, this was seconded by Cllr Parker and unanimously agreed by Council.

d) To approve the accounting statements in the 2021-22 Annual Return.
Cllr Stebbings proposed approval of the accounting statements in the 2021-22 Annual Return, this was seconded by Cllr Fowler and unanimously agreed by Council.

e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
Cllr Fowler proposed approval of the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations, this was seconded by Cllr Harding and unanimously agreed by Council.

f) To receive a report regarding the Council Insurance renewal due on 1st June 2022.
Three quotations had been obtained and Council agreed to the lowest quote which did provide adequate cover and was for a period of three years.

g) To authorise financial payments as detailed below.
Cllr Parker proposed that the following payments be approved, this was seconded by Cllr Stebbings and unanimously agreed by Council.

• Clerk Pay & Allowance (Apr/May)	
• (including incremental salary increase and pay award)	£286.64
• HMRC – PAYE	£1.80
• Electric Supply – Village Hut	£53.97 (DD)
• Play Area Inspection	£84.00
• Grass Contractor (1 of 2)	£967.55
• Internal Auditor	£35.00
<u>2021/22 Financial Year (Paid)</u>	
• BT Box Replacement Glass	£120.00

19. To receive any new items for the next agenda.

There were no new items received for the next agenda.

20. To note the next meeting of the parish council will be held at 7.30pm on Thursday 7th July 2022 in the Village Hut.

Council noted the date of the next meeting and the Chairman closed the meeting at 8.19pm.

Signed: Date:

LITTLE DUNHAM PARISH COUNCIL - YEAR END 31ST MARCH 2022

Financial Report - May 2022

BUDGET UPDATE	Budget 21/22	To date	% Spend
PAYMENTS			
Admin	1,155	858.15	74%
Salary	1,568	1,606.30	102%
Village Hut	175	418.38	239%
Playing Field	100	120.95	121%
Open Spaces	150	110.00	73%
Grass Cutting	1,566	1,565.60	100%
Donations*	200	700.00	350%
Defib	0	0.00	
TOTAL	**4,914**	**5,379.38**	**109%**
VAT		*765.72*	
RECEIPTS			**Received**
Precept	3,500	3,500.00	100%
Interest		0.30	
Elections		220.00	
Recycling	150	225.58	150%
Grants/Donations		0.00	
HMRC Refund		21.20	
TOTAL	**3,650**	**3,967.08**	
Surplus/Deficit	-1,264	-1,412.30	

*Payments include the £500 Grant for VE Day

BANK RECONCILIATION	
Balance at 01/04/2021	**7,017.77**
Less Expenditure at 31.3.2022	10,529.32
Plus Receipts at 31.3.2022	7,607.99
	4,096.44
Bank Balance at 31.03.2022	
Current Account	172.82
Savings Account	3,923.62
	4,096.44
including:	
S106 - Play Area	895.85
Village Hut Water Reserves	676.35
General Reserve	**2524.24**

Village Hut Water			
Income		**Expenditure**	
Donations	970.00	Anglian Water	1,769.80
S106 Grant - Water Supply	2,360.57	Fittings	2,614.42
Sale of Fixings	210.00	**TOTAL**	**4,384.22**
Fundraising	1,520.00		
TOTAL	**5,060.57**		
		Balance	**676.35**

LITTLE DUNHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2023

Financial Report - May 2022

BUDGET UPDATE	Budget 22/23	To date	% Spend
PAYMENTS			
Admin	1,060	72.50	7%
Salary	1,649	268.44	16%
Village Hut	360	51.40	14%
Playing Field	100	84.00	84%
Open Spaces	150	0.00	0%
Grass Cutting	1,613	0.00	0%
Donations	200	0.00	0%
Defib	25	0.00	0%
TOTAL	**5,157**	**476.34**	**9%**
VAT		*2.57*	
RECEIPTS			**Received**
Precept	5,250	2,625.00	50%
Interest	0	0.00	
Elections	0	0.00	
Recycling	150	0.00	0%
Grants/Donations	0	0.00	
HMRC Refund	0	26.80	
TOTAL	**5,400**	**2,651.80**	
Surplus/Deficit	243	2,175.46	

Bank Reconciliation	
Balance at 01/04/2022	**4,096.44**
Less Expenditure	52.50
Plus Receipts	2,651.80
	6,695.74
Bank Balance at 07/04/2022	
Current Account	147.12
Savings Account	3,923.62
	4,070.74
Plus any outstanding receipts	2,625.00
	6695.74
including:	
S106 - Play Area	895.85
Village Hut Water Reserves	676.35
General Reserve	**5123.54**

Village Hut Water			
Income		**Expenditure**	
Donations	970.00	Anglian Water	1,769.80
S106 Grant - Water Supply	2,360.57	Fittings	2,826.89
Sale of Fixings	210.00	**TOTAL**	**4,596.69**
Fundraising	1,520.00		
TOTAL	**5,060.57**		
		Balance	**676.35**