

MORNINGTHORPE AND FRITTON ANNUAL PARISH COUNCIL MEETING

8th MAY 2012

The Annual Parish Council meeting was held on Tuesday 8th May – scheduled time 8.30pm at the Barn, Friars Farm. Those present were:- Mr P Rodger, Mr D Sargent, Mr E Oxer, Mrs C McDonnell and Mr S Riches.

1. Election of Chairman for the ensuing year – it was proposed by D Sargent and seconded by S Riches that P Rodger be chairman – there were no other proposals and P Rodger was appointed.
2. P Rodger made his declaration of acceptance of office.
3. There were no apologies as all members of the Council were present.
4. No declarations of interest were made at this point.
5. Appointment of Vice Chairman - it was agreed upon a proposal by C McDonnell seconded S Riches that D Sargent be Vice Chairman.

As there were no members of the public present the next item was proceeded with.

6. Appointment of Committees.
It was agreed that there should be Planning Committee meetings if responses from a normal Council meeting would be too late - **any four members to be the constitution of a Planning Committee. The quorum to be three.**
7. Highway matters
It was noted that the Highway Rangers had carried some works, and that further patching at The Krons was to take place – notice re this would be coming out in June.

Correspondence to hand was noted – this including re Training dates, Joint Summer SLCC/ Norfolk alc Summer Conference 3rd July, Coffee and Chat date, General Power of Competence.

8. Audit

Clerk reported that the internal auditor had checked the accounts. Balance sheet to be signed up next meeting.

Effectiveness of the Internal Audit – that the Internal Auditor has copies of minutes, all invoices, bank statements etc., can ask any questions of a Clerk or Councillors and can ask for any information, to see books etc. during the year, it was considered that the Internal Audit was effective.

Discussion took place and the Clerk put that it was agreed that the Council should draw up terms of reference for Internal Audit.

External Audit – It was noted that that the Annual Statement has to be signed up by 30th June and to be to Mazars by 4th July. The advertising of the audit to be as required by law.

Reference the previous completion of audit - remark that expenditure for the year should have shown £431 not £422 had been made known and was accepted.

It was agreed that a Councillor should check the books etc. during the year – S Riches to do this.

9. Computer/IT

The Clerk informed that she had a lap top that could be used for the Parish Council. Discussion took place and it was agreed upon a proposal by C McDonnell seconded by D Sargent that a printer and as was necessary to be used in conjunction with the lap top should be obtained. **S Riches to look into the matter** – it was pointed out by the Clerk that she would need to deal with the ordering.

11. Finances as at 31st March – These were:-

Community account	£281.08
Business Saver Account	£921.72
Halifax	£5031.36
Petty cash	£9.58

(Since then cheques for Affiliation to Norfolk ALC £91.25; Dog Bin Servicing To SNDC £26.32; Tax due to HMRC re Clerks salary of £150 and to Morningthorpe and Fritton PCC re donation in respect of the Diamond Jubilee Celebrations of £50 had been paid).

The balances as at 27th April being:

Community account	Debit of £36.49	£800 precept to come in from South Norfolk Council.
Business Saver account	£921.72	
Halifax	£5031.36	
Petty cash	£9.58	

Information received from SNDC of £800 precept from South Norfolk Council going into the community account.

Insurance – with the 3 year policy with Came and Co ending on 31st May consideration was given to the Council taking out a further three year term with Came and Co and it was, upon a proposal by P Rodger, seconded by C McDonnell agreed that a further three year agreement be agreed to – premium for the years commencing 1st June to be paid £276.02.

12. **South Norfolk Council Consultation re South Norfolk Place Making Guide** - a CD to be viewed by Councillors re this and also one re the Mineral Site Specific Allocations Development Plan Document which had been received. This for any responses to be made at the next meeting.

Planning

An application re Beech Farm 2012/0589 - Barn Conversion to Dwelling with Detached Double Car Port and Store - P Rodger declared an interest and left the room for decision to be made. It was agreed that the application was approved. P Rodger then returned. It was noted that permission had been granted re application 2012/0426 Church Cottage

13. **Projects for the year** No projects were put forward.
14. **Meeting dates** It was agreed that the next meeting should be on 13th June. Other dates for the year as required.

D Sargent reported that requirements re tree work was being dealt with – review of.

He also reported a pond at Fritton that was to be emptied because of fish having been put in it – this should not have been done, and as to who had done this had not been established. It was noted that other pond was full of reed.

The meeting was then closed