



East Rudham Parish Council

Annual Parish Council Meeting Minutes

Tuesday 16 May 2023, 7.30pm

Parish Councillors present: Malcolm Pearson MBE (Chairman), Tony Elburn (Vice Chairman), Sue Jones, Trevor Davis, Mark Tizard and Chris Morely (Borough Councillor). Also in attendance: Jodie Bond (Parish Clerk). There were no members of the public present.

1. To elect a chairperson of the coming year

The Clerk invited nominations for the office of Chairman. Cllr Pearson was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Pearson to serve as Chairman for the coming twelve months. Proposed by Cllr Elburn and seconded by Cllr Jones. Cllr Pearson thanked councillors and signed his declaration of acceptance. Cllr Pearson took the remainder of the meeting as Chairman.

2. To elect a vice chairperson for the coming year

The Chairman invited nominations for Vice-Chairman. Cllr Elburn was nominated by Cllr Jones and seconded by Cllr Davis. With no further nominations, all agreed to elect Cllr Elburn to serve as Vice-Chairman for the coming twelve months.

3. Welcome and to receive apologies for absence

The Chairman welcomed those present. Apologies were received from John Dawson and Rosemary Weeks. Apologies accepted.

4. To receive declarations of interest in items on the agenda and consider any requests for dispensations

There were none.

5. To approve the minutes of the meeting held on 18 April 2023

The minutes were approved without amendment and signed by the Chairman as a correct record.

6. To report progress on items not on the agenda from the last meeting

The revised street furniture licence for the bus shelter has been submitted to Highways.

7. To receive reports from BC and NCC Councillors, if attending

Michael Chenery (County Councillor)

Not present

Chris Morley (Borough Councillor)

Cllr Morley reported at the Annual Parish Meeting.

Please visit the Borough Council website for the latest information www.west-norfolk.gov.uk

8. Open forum for public participation: an opportunity to hear from members of the public

There were none.

9. To receive updates from council members

9.1 Jack's Lane Windfarm Community Fund

Cllr Pearson advised that have set a date of 7th June for their next meeting.

9.2 SAM2 & Speeding report

Speed Watch

Report has been circulated to councillors since last meeting.

SAM2 report

March

Location	Groveside
Average speed	36.6mph
Max speed	70 mph on 3/5/23 at 12.40am
85 th percentile speed	43.9 mph
Volume	123,164

Cllr Davis reported an issue with the speed that flashed up as it seemed to be approx. 10mph more than he was travelling at the time. Cllr Elburn agreed to look into this.

10. Open Spaces & Highways Issues

10.1 Discuss the request for a memorial tree to be planted in the village

The Chairman has discussed this outside of this meeting with members of the community, and following further discussion the Council agreed that a memorial bench may be more suitable than planting a tree on The Village Green. As there is already a mature tree growing there, also flooding can be an issue and The Green is well used as an open space. Following a vote by show of hands the council RESOLVED not to permit a memorial tree to be planted on The Green. An alternative site may be within the grounds of the Village Hall, or a memorial bench would be considered for The Green.

10.2 Receive update on new bus shelter on Eye Lane

Following receipt of the signed street furniture licence from Highways, Cllr Elburn reported that the bus shelter would now have to be repositioned as it would otherwise obstruct the newly planned housing development. Clerk therefore resubmitted a new location plan with a new street licence application ahead of this meeting which was signed in agreement by Highways today. Cllr Elburn agreed to update able engineering.

10.3 To receive update on the play park

Cllr Tizard reported that there is no update yet, we applied in March and we cannot follow up until 12 weeks have passed, so we hope to receive an update by our next meeting.

10.4 Receive update on erosion on The Green, caused by passing vehicles

Clerk had reported this to Highways however they have replied stating that they believe it to be in an acceptable condition and are unable to help. They note that if the PC still wishes to install kerbs to repair/protect the verges Highways could provide a quotation. Clerk to request a quote for consideration in the future. Cllr Elburn to advise the specification needed to obtain the quote in the first instance.

11. East Rudham Cemetery & Churchyard

Cllr Pearson advised that they have agreed which gravestones need work and once the weather is better ill organise a clean up party. The grass cutting will be discussed further between Cllr Pearson and Cllr Elburn and they will establish whether some quotes can be obtained for the grass cutting, including with the other grassy areas in the village, which can be considered next year.

12. Newsletter

Clerk to forward the Parish Council article as soon as possible following this meeting.

12.1 Discuss nominations for 2023 Norfolk Community Biodiversity Awards

Cllr Weeks proposed that we nominate the Dominy's for the Spaces for Nature if there is still time. All agreed.

13. Financial Matters

13.1 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented all matters were in good order, however she has made some minor advisory notes. It was agreed that these notes will be implemented by the Clerk.

13.2 To approve the Annual Governance Statement in the 2022-23 Annual Governance Annual Return (AGAR)

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

13.3 To approve the Statement of Accounts in the 2022-23 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

13.4 To approve the bank reconciliation and payment of accounts list

The Council RESOLVED to approve the bank reconciliation and payments list (below).

Payments

Clerk	Salary (Apr-May)	£478.00
Hempton PC	Clerk Expenses	£27.96
K&M Lighting	Street Lights (May)	£32.89
BHIB Ltd	Insurance	£758.78

Receipts

BCKLWN	Precept	£11342.00
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Cllr Elburn reported that following a recent grass cut of The Village Green a member of the public who parked their vehicle in the car park found their offside rear door window shattered, resulting from the grass cutting. Upon investigation Cllr Elburn believed this to be the case and proposed that the Parish Council pay the excess amount due for the replacement of this windscreen. Following discussion, the Council agreed to pay the excess amount. Cllr Elburn agreed to liaise with the vehicle owner to get this matter resolved.

14. Planning Matters

14.1 To receive results of applications.

22/01146/F | at Land NE of 5 Eye Lane and S of The Bungalow Fakenham Road East Rudham

Variation of Condition 3 attached to Planning Permission 21/00498/FM: Proposed residential development of 10 dwellings. PC comment – No further comment | BC decision - PENDING

23/00175/F | Proposed cart shed at Anchorage House, Broomsthorpe Road, East Rudham

PC comment – SUPPORT | BC decision - APPROVED

23/00174/F | Two storey rear extension and alterations to dwelling at Old White Horse Station Road East Rudham Norfolk PE31 8RB

PC comment – OBJECT with comments | DC decision - PENDING

23/00497/F | VARIATION OF CONDITION 8 OF PLANNING APPLICATION 21/02172/F - Two

detached houses including extended access (PLOT 1) at PLOT 1 22 Bagthorpe Road East Rudham PE31 8RA
PC comment – Clerk to make comment once councillors comments received via email.

Old White Horse site – Following discussions it was agreed that we would like to know what enforcement action will be taken, as we still do not have an answer to this. Parish Councillors and Cllr Morley will both contact the case officer again.

14.2 To receive applications for consideration
There were none.

15. To agree to adopt the General Power of Competence

Following consideration, the Council RESOLVED to ADOPT the General Power of Competence following the local election, as Clerk is CiLCA qualified.

16. To receive and consider any correspondence

Mobile Library service changes – clerk to publish on website.

NALC email regarding the gov.uk email pilot scheme – Following discussion it was agreed not to take this further at this time.

ICINI Tree Surgery email – will be kept on file.

16.1 Discuss email received 'Helping older people who fall in the community'.

Following discussion, it was agreed to invite Ms Andrews along to our June or July meeting to make a short presentation and we will try to raise awareness.

17. To review and approve the Financial Regulations

Following review, the Council RESOLVED to APPROVE the Financial Regulations presented by the Clerk.

18. To receive update on the Archives Day in June

There are a lot of new documents to be displayed this time, so it looks to be another good event. Cllr Tizard, Cllr Jones and Cllr Elburn agreed to help on the day. Thanks, given.

19. Receive items for inclusion on the next agenda and note the date of the next meeting

Inclusions for the next agenda:- To ratify the decision to pay the excess on shattered rear windscreen.

Cllr Pearson gives his apologies, but he will not be in attendance at the next meeting.

The next meeting will be held on 20 June at 7.15pm.

The Chairman thanked everyone for attending and closed the meeting at 8.50pm.

Signed by Chairman: Date: