



East Rudham Parish Council

Annual Parish Council Meeting Minutes

Tuesday 17 May 2022, 7.30pm

Parish Councillors present: Tony Elburn (Chairman), Malcolm Pearson MBE (Vice Chairman), Rachel Wade, Rosemary Weeks, John Dawson, Trevor Davis, Chris Morely (Borough Councillor) and Michael Chenery (County Councillor). Also in attendance: Jodie Bond (Parish Clerk), there was 1 member of the public.

1. To elect a chairperson of the coming year

The Clerk invited nominations for the office of Chairman. Cllr Pearson was nominated by councillors' present. With no further nominations it was agreed to elect Cllr Pearson to serve as Chairman for the coming twelve months. Proposed by Cllr Wade and seconded by Cllr Dawson. Cllr Pearson thanked councillors and signed his declaration of acceptance. Cllr Pearson took the remainder of the meeting as Chairman. Cllr Pearson wished to thank Cllr Elburn for everything he has done and continues to do for the Parish Council.

2. To elect a vice chairperson for the coming year

Cllr Pearson invited nominations for Vice-Chairman. Cllr Elburn was nominated by Cllr Wade and seconded by Cllr Dawson. 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 Sue Jones. Apologies accepted.

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

Cllr Wade declared a pecuniary interest in items 9.1 and 14.5.
It was RESOLVED to grant Cllr Wade a dispensation to participate in the consideration of items 9.1 and 14.5.

5. To approve the minutes of the meeting held on 19 April 2022

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

Cllr Wade advised that there is a company that deals with contactless payments for electric vehicle charge points.

It would cost £4.99 per month for a subscription to them, plus they take 7% of the fee. There will also be the cost of the charge point itself to consider.

The PC would be charged for the electricity used, plus the standing fee, which would be recovered in the charge back to the user. This charge would not be for profit but for cost covering. Further research is required.

An application could be submitted to Jacks Lane Windfarm as it would meet the criteria.

Cllr Pearson suggested that at least one member of the Parish Council would have to oversee this and make regular reports at the council meetings. Cllr Wade would be happy to do this.

It was agreed that a fast charge point would be required and possibly to set a maximum charge time, so that vehicles are not charging for hours at a time. It was suggested that 2 spaces on the car park could be allocated, such as the hatched areas by the post box. Agreed to include this item on the next agenda.

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

The member of the public present notified us that the co-ordinator of the Speed Watch team has resigned and could we please update the details on our website. Clerk to action.

Cllr Pearson noted that it seems to be going well.

8. To receive updates from council members

8.1 Jack's Lane Windfarm community fund

Cllr Pearson proposed that Cllr Davis take over as PC representative on the Committee. Further discussion will continue after this meeting.

8.2 SAM2 & Speeding report

SAM2 report

Cllr Elburn reported that there is no data this time due to battery failure.

9. Open Spaces & Highways Issues

9.1 Receive an update on the Queens Jubilee Event

Cllr Wade advised that over £1000 has been raised so far with approx. £250 working profit.

The £180 NCF grant has also been received.

Everyone is encouraged to come along to the beacon lighting, community picnic and other events.

The Parish Council contribution of £180 for marquee hire and children's activities will be made to Jane's Coffee Corner. All AGREED.

Cllr Wade also advised that the school are having a Jubilee Celebration on Monday and have invited members of the PC to attend. A request has been made by the school for the children to see the beacon. All AGREED this would be ok under strict supervision.

Cllr Pearson thanked Cllr Wade on behalf of the Parish Council for all her efforts.

Cllr Morley added that he will be giving out Jubilee medals to the school children this Friday, on behalf of the Borough Council.

9.2 Receive update on highways issues and the traffic cones on The Green

Highways refused to paint white lines opposite the gateways due to budget constraints which prevent them from doing this.

It was recommended that a letter was sent to residents of The Green before Highways intervene.

A letter was sent with some suggestions and a request to remove the cones. One homeowner responded as they had spoken to the PC previously about putting chains up.

However, the cost of the chains and the precedent this would set would be too expensive. The homeowners had offered to contribute, but then due to Covid this matter wasn't resolved, and no further contact made at that time.

It was suggested that we could consider small signs along the edge of The Green stating 'Residents access, do not obstruct' or similar. Cllr Elburn will obtain a price for 3 signs for consideration. Clerk to update the homeowner that we are looking into an economic solution and will update further.

9.3 Receive an update on the Play Park

Cllr Wade advised that the contractors are looking to start on 23rd May and work should not take more than one week to complete. The grass has been cut in readiness and the signs on the gates have been updated by Cllr Wade. Cllr Wade agreed to continue to carry out the weekly visual check and record the findings.

10. East Rudham Cemetery

10.1 To review the burial fees

Following discussion, the Council RESOLVED to increase the fees by 25%, based on research undertaken by Cllr Elburn. These fees will be implemented from 1st June 2022.

10.2 To approve temporary change of maintenance operator

Cllr Elburn advised that the current contractor is out of action for approx. 6 months, due to personal circumstances. Cllr Elburn will confirm Keegan's price to look after the main areas in the meantime, also Cllr Wade suggested the contractor that looks after The Green around The Crown.

10.3 To receive an update on the cemetery clean up

Cllr Pearson advised that this has started but it has become evident that this is a huge task. The working party has started to mark the graves out and there are some small expenses incurred for string and pegs. Some of the stone surrounds are in complete disrepair, which will either have to be repaired or removed. Weed killer has been put down and some new gravel is required for an initial tidy up. Cllr Wade proposed that approx. £200 is used from general reserves for new gravel. All AGREED. Cllr Pearson proposed that more funds are budgeted for next year so that further work may be carried out. All AGREED. Cllr Dawson is continuing to digitalise the graves.

11. Newsletter

Cllr Weeks will have the next edition completed by Thursday.

12. Planning Matters

12.1 To receive results of applications.

21/01010/F | Change of use from butchers shop and premises to dwelling at J Kew Butcher

PC Comment – SUPPORTS | BCKLWN decision – REFUSED

21/01011/F | Construction of four Dwellings

PC Comment – SUPPORTS with reservations | BCKLWN decision - REFUSED

Cllr Wade suggested that we establish what reinforcement action will be taken following this decision. All AGREED. Clerk to action.

21/01012/F | Alterations and extension to dwelling at Old White Horse

PC Comment – OBJECTS | BCKLWN decision - REFUSED

22/00481/F | Mallard Cottage Station Road East Rudham King's Lynn Norfolk PE31 8SU

Single-storey extension to rear of dwelling. Insertion of 3 no. dormer windows to rear roof. (with associated internal alterations) Replacement Porch to front of dwelling. Erection of detached 3-Bay Garage and Store building on site.

PC comment – SUPPORTS BC decision - PENDING

- 12.2 To receive applications for consideration
22/00575/F | The Cottage, Broomsthorpe Road, East Rudham, PE31 8RG
Rear two storey extension and minor internal alterations
PC comment – SUPPORT
21/01373/F | Land Adjacent To 54 Bagthorpe Road East Rudham King's Lynn
Proposed new residential dwelling Appeal reference: APP/V2635/W/21/3288964
PC comment - supported this originally –No further comment.

13. To receive and consider any correspondence

There was none.

14. Financial Matters

- 14.1 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.
- 14.2 To approve the Certificate of exemption
The Clerk read out the total annual payments and receipts. The Council then RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk signed the Certificate of Exemption on behalf of the Council.
- 14.3 To approve the Annual Governance Statement in the 2021-22 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.
- 14.4 To approve the Statement of Accounts in the 2021-22 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.

14.5 To approve the bank reconciliation and payment of accounts list

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

Payment to	Description	Ref	Amount (£)
K&M Lighting	Street Light Maintenance	Online	32.89
J Bond	Clerk's Salary (Apr-May)	Online	482.56
Hempton PC	Clerk's Expenses	Online	22.91
HMRC	PAYE	Online	9.20
HMRC	PAYE	Online	8.85
M Pearson	Cemetery Expenses	Online	12.45
Janes Coffee Corner	Jubilee Marquee/Kids Crafts	Online	180.00
Bullfinch	Gas Fired Beacon	Online	588.00
BCKLWN	Newsletter Printing	Online	80.89
BHIB Ltd	Insurance	Online	718.54
	Total		£2136.29
Receipts from	Description		Amount (£)
HMRC	VAT Refund	DC	2483.06
Brett & Son	Cemetery Fee	DC	120.00
Mr Brown	Peppercorn Rent	100337	3.00
NCF / BC	Jubilee Grant	DC	180.00
	Total		£2786.06

14.6 To approve the insurance renewal

Following review, the Council RESOLVED to renew the 22-23 insurance cover with BHIB Ltd and commit to a 3yr LTA. Clerk to action.

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

Items for inclusion on the next agenda: Consider bus shelter, Review the old maps and documents, Traffic cones and white lining on The Green.

The next meeting will be held on 21 June 2022 at 7.15pm.

The Chairman thanked everyone for attending and closed the meeting at 9.11pm.

Signed by Chairman: Date: