

Kimberley and Carleton Forehoe Parish Council

MINUTES OF A PARISH COUNCIL MEETING HELD AT ST PETER'S CHURCH, KIMBERLEY ON FRIDAY 16TH MAY 2015 AT 7PM

The following members were present:- Colin House, Joy Smiley, Jane Fraser, Diana Hambro and Val Evans. The Clerk, County Councillor Margaret Dewsbury, District Councillor Michael Edney and two members of the public were also present.

Public Comments:

None

Action

1. ELECTION OF CHAIRMAN

Colin House was elected as Chairman, proposed by Joy Smiley, seconded by Diana Hambro, all in favour. Mr House signed the statutory Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN

Joy Smiley was elected as Vice Chairman, proposed by Colin House, seconded by Diana Hambro, all in favour.

3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

4. DECLARATION OF INTERESTS AND DISPENSATIONS

There were no declarations of interest.

5. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting 27th February 2015 were **agreed** as a correct record and signed, proposed by Joy Smiley, seconded by Val Evans, all in favour.

6. CORRESPONDENCE

The Council received the correspondence which was **noted**.

7. FINANCE

7.1 The 2015/16 financial transactions to date were **noted**.

7.2 The cheque payments were **approved** as presented, proposed by Colin House, seconded by Joy Smiley, all in favour:

a)	HMRC	Clerk's PAYE	£50.00
b)	Norfolk ALC	Subscription	£80.86
c)	National ALC	LCAS Registration	£60.00
d)	Janice Plunkett	Internal Audit	£30.00
e)	Kimberley PCC	Grass Cutting	£150.00
f)	Carleton Forehoe PCC	Grass Cutting	£150.00
g)	C Moore	Ink Cartridge	£22.70
TOTAL			£543.56

7.3 Internal Audit

The internal audit report was noted, with no issues to report.

7.4 Annual Return

The Annual Return and Annual Governance Statement was approved, proposed by Jane Fraser, seconded by Val Evans, all in favour.

8. **PLANNING**

8.1 Applications for consideration

2015/0908 Gelham Lodge, Barnham Broom Road, Carleton Forehoe: Conversion of double garage into games room and store room.

It was **agreed** to recommend approval of the application, proposed by Jane Fraser, seconded by Val Evans, all in favour.

Clerk

8.2 Planning decisions

There were no planning decisions.

9. **ONGOING MATTERS**

a) Vehicle Activated Signs

The Clerk reported that the Parish Partnership Fund application had been successful, and that a further £5,511.40 was required for the matched funding. It was **agreed** that the cheque would be signed off and that once the money was transferred into the Parish Council account it would be sent to Norfolk County Council, proposed by Colin House, seconded by Joy Smiley, all in favour. District Councillor Michael Edney agreed to try to get £1,000 funding from South Norfolk Council for the project.

Clerk

10. **NEW MATTERS**

a) Review Standing Orders and Financial Regulations

It was **agreed** to adopt the Model Standing Orders and Financial Regulations as presented, proposed by Diana Hambro, seconded by Jane Fraser, all in favour.

b) Training Policy

It was **agreed** to adopt the Training Policy, proposed by Jane Fraser, seconded by Val Evans, all in favour.

c) Training Policy

It was **agreed** to adopt the Action Plan for 2015/16, proposed by Jane Fraser, seconded by Val Evans, all in favour.

d) Training Policy

It was **agreed** that the Council met the criteria for the Local Council Award Scheme 'Foundation Award' as set out, and to make the application for the Award, proposed by Jane Fraser, seconded by Diana Hambro, all in favour.

Clerk

a) Training Policy

It was **agreed** to re-adopt the General Power of Competence, proposed by Colin House, seconded by Jane Fraser, all in favour.

11. **DATE AND TIME OF NEXT MEETING**

Friday 4th September 2015 at Kimberley Church, 7pm.

The meeting closed at 7.55pm.

Signed

Dated