Congham Parish Council

Congham

Minutes of the Parish Council meeting held on Wednesday 29th May 2024.

In Attendance: Cllrs: M de Whalley, N. Grief and L. Grange. Clerk, Ophelia Donovan. Public: 0.

1. Election of Chairman.
Cllr. de Whalley was elected Chairman. Cllr. de Whalley accepted his post and signed the Declaration of Acceptance of Office. Proposed: Cllr. Grange. Seconded: Cllr. Grief.

2. Election of Vice-Chairman.
Cllr. Grief was elected Vice-Chairman. Cllr. Grief accepted his post and signed the Declaration of Acceptance of Office. Proposed: Cllr. de Whalley. Seconded: Cllr. Grange.

3. Apologies.
Apologies were received from Cllr. Tilbrook, Cllr. Dark. Apologies were sent from Cllr. Anota and relayed via Cllr. de Whalley.

4. Minutes:
a) It was resolved that there were no matters from the minutes not listed on the agenda.
b) It was resolved to agree & sign the minutes of the Parish meeting held on the 29th May 2024. Proposed: Cllr. Grief. Seconded: Cllr. Grange.

5. To receive Declarations of Interest.
Cllr. de Whalley declared an interest as the Borough Council's portfolio holder for the Planning Committee. Grief declared an interest in Hudson Fen.

6. To receive written reports from the County Councillor and the Borough Councillor.
Borough Cllr M de Whalley gave an update on recent borough activity. No reports were received from Cllr. Dark or Cllr. Anota.

7. Public Participation.
There was no public participation.

8. The retrospective application of the infilling of Congham Bridge.
An update was provided on the retrospective application of the infilling of Congham Bridge. As a member of the borough planning committee, Cllr. De Whalley confirmed that he would not vote in any decisions. It was resolved that the decision would be made in July and that some residents were not in agreement of the infilling being removed. Concerns were noted that if the infilling was removed, there could be anti-social behaviour in the form of fly tipping.

9. Defibrillator update.

The defibrillator project was discussed. The Parish Council's application to the London Hearts defibrillator scheme enables the Council to have a partially funded defibrillator. The Council will need to make up the balance. The Clerk is to undertake further research into what other funding opportunities are available to get the best value for tax payers' money.

10. Update on West Norfolk Local Plan Review.

There was a discussion regarding the Consultation. Cllr. de Whalley confirmed that he had sat in on the discussions. The consultation on the Gypsy and Traveller Site is likely to take place in September 2024.

11. Update on Flooding along St. Andrews Lane and Station Road.

It was confirmed that this road was muddy and that tractor tyres were churning up the side of the road. It was agreed that the clerk should contact the Highways Authority to report this.

12. Neighbourhood Plan Consultation.

As a member of the borough planning committee, Cllr. De Whalley confirmed that he would not vote in any decisions. It was agreed that the Local Plan will be adopted in February 2025 and there will be a Referendum in the summer of 2024. The Councillors reviewed the report. Cllr. Tilbrook was not present at the meeting. The clerk read out Cllr. Tilbrook's comments by e-mail "If you could print out the last page of the inspector's report. If the councillors who have not had a chance to read the last page of the 42 pages, please let them".

13. Planning Applications:

None.

14. Finance

a. The payments and receipts to May 2024 were agreed.
b. The Clerk's salary & expenses for 2 months pay in the sum of £742.14 was agreed.
c. St. Andrews Church hire in the sum of £25.00 was agreed.
d. The payment for the Internal Auditor was agreed in the sum of £60.
e. The insurance renewal in the sum of £181.41 was agreed.
f. The Clerk confirmed that she had spoken to Barclays and that Cllr. Tilbrook and Cllr. Grange have been added to the mandate as signatories.
g. The Clerk gave an update on the Internal and External Audit which was previously circulated and is on the Parish Council's website.
h. The AGAR was unanimously agreed by Council and signed by the Chair and clerk.
Proposed: Cllr. Grief.
Seconded: Cllr. Grange.
i. The exercise of public rights were agreed as 3rd June 2024 to 12th July 2024. Notification will be published on the Parish Councils' website.
j. The precept in the amount of £6, 699.50 was received on the 30th April 2024.
k. It was agreed that the CIL report would be submitted by the 1st June 2024.

15. To provide an update on the map board.

The final draft to be printed onto the map board was unanimously agreed.
Proposed: Cllr. Grange. Seconded: Cllr. Grief.

16. To discuss recruitment via Co-option

The Clerk advised that there was a new applicant, they had requested to attend the Parish Council's meeting in September. The role should continue to be advertised in the Village Link magazine to cover the additional vacancies.

17. Cycle Stand Initiative.

The Clerk confirmed that she had contacted the Church and the Anvil Inn to ascertain I there was any interest in a cycle stand. The Church were not interested but the Anvil Inn were interested, so long as it was free. It was agreed that the form should be submitted and quotes for installation should be obtained. Cllr. de Whalley said that he could contact someone he knew about installation. Proposed: Cllr. Grange. Seconded: Cllr. Grief.

18. Insurance Renewal.

It was agreed that the Parish Council's insurance should be renewed with Zurich Plc. Proposed: Cllr. Grange. Seconded: Cllr. Grief.

19. Biodiversity Plan

The Biodiversity plan was unanimously agreed. Cllr. de Whalley advised that he would like to add wild flowers contribution and bird boxes as agenda items for our next meeting.

20. To review and consider adopting the updated Financial Regulations.

It was resolved to agree that the updated Financial Regulations should be adopted. Proposed: Cllr. Grange. Seconded: Cllr. Grief.

21. To review and consider adopting the updated Standing Orders.

It was agreed that the updated Standing Orders should be adopted. Proposed: Cllr. Grief. Seconded: Cllr. Grange.

22. To review and consider adopting a risk management scheme.

It was unanimously agreed that a risk management scheme should be adopted. Proposed: Cllr. Grange. Seconded: Cllr. Grief.

23. Fuel Allotment update.

In relation to the fuel allotment, it was agreed that further papers should be sough from the Land Registry before agreeing a boundary.

24. Highways and footpaths update.

a) The update on the lost footpath was deferred as Cllr. Dark was not present at the meeting
b) The update on the step to the post box was deferred as Cllr. Dark was not present. The Clerk is to e-mail Cllr. Dark for an update.

25. Correspondence

Correspondence was received by a resident asking to see the Parish Council's accounts, to see where tax payers money go. The Clerk advised that they sent the resident account details and that these were readily available on the website

22. Urgent Items

There were no urgent items.

23. Venue & Date for Next Meeting:
It was resolved that the next meeting (to include the Annual Parish Meeting) would be held on the 24th July at 7pm at St. Andrews Church.

The meeting closed at 9:25pm

Signed ……………………………………………………… Chair, M de Whalley, 24th July 2024.