**DRAFT**

**Minutes of a meeting of the Quidenham Parish Council held on the 14th of June 2021**

**In the Garnier Hall, Eccles.**

The meeting opened at 7.30 p.m.

Those present: Simon Lee (SL) Acting Chairman; Peter Lotarius (PL); David Hunt (DH); David Cumming (DC); Heather Doig (HD); Beverley Lee (BL); Kate Lloyd (KL) Clerk.

The Clerk told the meeting that an email had been received from the Chairman, David Wright (DW), with additional items for the agenda. A copy of this will be filed with these Minutes.

1. Apologies for absence: Sarah Suggitt, District Councillor; David Wright.

2. Declarations of Interest. There were no declarations of interest to add to those already declared.

3. Minutes of the last meeting. The Minutes of the meeting via Zoom of the 10th of May 2021 were signed as a true record.

4. Matters arising from the Minutes. **Action**

 **Defibrillator for Wilby.** To be discussed as agenda item no.7

 **Garnier Hall Repairs**. Comment from DW. We are still waiting for work to be finished, it's now six months since work started. Maybe we should say get work completed soon or we withdraw some of the grant for the final work and just pay them a proportion.

 **Wilby Notice Board.** This will be attended to in due course.

 **Dog Refuse Bins.** These don't appear to have been emptied recently. KL will chase up with Serco. **KL**

 **Quidenham Litter bin.** This has now been emptied.

**5. Finance. 5.1.** The total amount in hand after all deductions listed below is £19,362.51.

  **5.2.** Cheques signed since the last meeting: Mandrake (U.K.) Ltd. April payroll £26.40; Mandrake (U.K.) Ltd. May payroll £26.40; Reimbursement to KL of £1,055.96 for payment of C. Bailey, Internal Audit £80.00; Bailiwick IT for new battery and fitting same for QPC's Dell laptop £108.00; CGM East Anglia, June grass cutting £272.57; BHIB Brokers 2021-2022 Insurance £540.79; HMRC KL's tax month 1 £54.60. KL's salary for months 1 and 2

£438.10; HMRC month 2 £54.60.

 **5.3. Acceptance and approval of 2020-2021 Accounts.** The full accounts including Payments and Receipts Worksheet, Explanation of Variances, Budget Comparisons and Bank Reconciliation had been sent to the Council prior to the internal audit. These were accepted and approved by the Council.

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**6. Planning. 3PL/2021/0626/LB.** The Council raised no objection.

 **3PL/2021/0141/DOC.** The Council raised no objection.

  **3PL/2021/0307/F.** The Council found there was insufficient information given about the application. It was noted that although a decision is not being made by the planning committee until the 13th of July 2021 work had already started on the holiday cabins. SL asked what had been determined about a previous application 3PL/2020/0043/F.

PL queried whether an ecological study had been undertaken. In all, given the history of the site there are outstanding issues which appear to require resolution. KL was asked to write to Sarah Suggitt, District Councillor, to ask her to look into these applications and advise the Quidenham Council accordingly. **KL**

**7. Defibrillator for Wilby.** A quotation for the appliance whose suitability had been advised by Kate Midgeley had been received. A copy is filed with these Minutes. The price including an installation fee of £200.00 is £1940.00 ex VAT and carriage of £25 will be charged. After discussion it was agreed that this would act as a useful test case and provision might be made in next year's budget for a further appliance for one of the other villages. The acceptance of the quotation was proposed by David Cumming and seconded by Peter Lotarius. David Cumming to liaise with Kate Midgely with regard to arranging training for those Wilby residents who have expressed an interest in the purchase of a defibrillator. **DC**

**8. The Clerk's report.** The Internal Audit had taken place and the Clerk read out the auditor's report and comments. These were favourable and no recommendations had been made.

The notice of the period during which electors may request to examine the accounts will be published on the notice boards and the website on the 28th of this month together with the Annual Governance and Accountability Return 2020-2021. The insurance for the year 2021-2022 has been arranged with BHIB Brokers in the sum of £540.79. This is a very favourable rate which will be locked for three years, a saving of about 25%. KL then reported on the disappointing attendance at the Annual Parish Meeting . However, it is a legal requirement to hold such a meeting and it had been properly advertised.

**9. Correspondence.** All correspondence this month has been by email and everything of relevance has been forwarded to the Councillors and posted on the website.

**10. Meeting open to the public.** No members of the public were present.

**11. Any other business.**

 **DC** reported that the road around Wilby Green was badly in need of repair. Residents in the past have funded its repair but are reluctant to do so again as it is used by many other vehicles than those which belong to them. KL to write to the Beevor Estate to request its financial help with repairs. **KL**

 **DH** His attention had been drawn by a Heath Road resident to a leaking pipe in the road. The effluent which was being discharge smelled foul. KL to provide DH with the relevant information as to which authority he can report the problem. **KL**

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**DH** Overhanging branches of some trees in Sandfield Lane. DH and KL had met with the resident whose property was at risk of being damaged should these branches break and fall. Communication has been set up with Messrs. Strutt and Parker with a view to deciding on whose land the trees grow. DH will report back and the Council will pursue this further if necessary.

 Several Councillors reported the large number of potholes appearing in roads around the parish. KL to investigate and report the problems to Highways. **KL**

 **KL** Following a road traffic accidentin which her car had been so badly damaged it had been written off a Quidenham resident had requested her to report the accident to the Council. PL underlined the need for accidents to be reported to the police in order that

an official record is kept. At present there is no likelihood of any reduction in the speed limit being made.

The meeting finished at 8.50 p.m.

The next meeting will be on the 12th of July 2021 in the Garnier Hall at 7.30 p.m.

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