**Minutes of a meeting of the Quidenham Parish Council**

**held on the 8th of April 2024**

**at 7.30 p.m. in the Garnier Hall, Eccles**

The meeting opened at 7.30 p.m.

Those present: Simon Lee (SL) Chairman; Peter Lotarius (PL); David Hunt (DH);

Heather Doig (HD); Beverley Lee (BL); Nick Newson (NN); Kate Lloyd (KL) Clerk to the Council.

Two items were added to the Agenda. 1) An application for a grant for repair work to the Garnier Hall roof had been received and (2) Planning Application 3PL/2019/0582/F.

**1. Apologies for absence.** The full Council was in attendance.

**2. Declarations of Interest.** There were no Declarations of Interest apart from those declared on becoming Councillors and reported to the Electoral Services Officer nor in any of the items on this meeting’s agenda.

**3. Minutes of the last meeting.** The Minutes of the meeting of March 11th 2024 were signed as a true record.

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

 **Commemorative bench at Quidenham.** A Risk Assessment carried out found there to be no problems with the bench.

**Flooding at The Carr.** KL had no response to her ‘phone calls to Strutt and Parker. There have been three traffic accidents in the past week after which a pump was used to drain the large body of standing water which had collected at the site over several weeks. KL was asked to write to Norfolk County Council Highways to point out that as the road is heavily used and a preferred route it needs their urgent attention. **KL**

 **50/50 Parish Partnership.** It was suggested that as the SAM2s in both villages needed upgrading or replacing then a bid be put in when they are sought later in the year. KL to seek prices from Messrs. Westcotec**. KL**

 **Insurance costs. 2024/2025.** The insurance carried by the Council will be due for

renewal on the 1st of June this year.. KL explained that although the Councillors will not be meeting in May she would be contacting them from time to time to discuss this and any issues which may arise.

 **CGM Contract.** All queries regarding RAMs and Public and Employee liability were answered satisfactorily.

 **Litter pick.** Although it was now too late to arrange a Parish litter pick PL asked that should Quidenham Village Society want to organise one they be told that equipment could be borrowed from the Council. **KL**

 **Clerk’s Replacement.** KL will draft an advertisement for presentation at the next meeting**. KL**

**5. Finance. 5.1** At the end of the financial year ending 31.03.2024 the current account at Messrs. Barclay’s was £16,743.09p. On the 4th of April 2024 the first tranche of the Precept

In the sum of £7,168.00p. was paid into this account.

  **5.2 Cheques signed since the last meeting.** No cheques had been signed since the last meeting.

 **5.3. Cheques to be signed.** KL salary month 12 £240.00p; HMRC KL’s tax month 12 £60.00p; Norfolk Ass,n of Local Councils £174.75p.

  **5.4. Approval and signing of the Annual Governance and Accountability**

**Return 2023/24 forms. Approval of the Accounting Statement for 2023/2024.** The Certificate of Exemption from External Audit, the Annual Governance Statement for 2023/24 and the Accounting Statements 2023/24were approved by the Council and signed by the Chairman and Clerk.

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**6. Planning.**

 **3PL/2024/1066/VAR –** No objection.

 **3PL/2024/0209/LB –** No objection**.**

 **3PL/2024/0224/HOU –** No objection.

 **3PL/2024/0219/F –** No objection.

 **3PL/2024/0230/F –** No objection.

 **3PL/2019/0582/F –** refer to the Council’s previous comments.

**7. Risk Assessments and Register of Assets.** The April 2024 risk assessments had been completed and no problems were reported. NN pointed out that the defibrillator in Wilby is checked monthly not weekly as shown on the Risk Assessment document. KL to update.The Register of Assets needs updating to include furniture kept in the Garnier Hall but no increase in the value of assets was thought to be needed. To be reviewed in twelve months’ time. The Register of Assets includes 2 grit bins, one in Wilby and one in Quidenham. NN reported that the one in Wilby is not needed but as at present no other village has a need for one no decision was made as to its disposal. **KL**

**8. Councillor Vacancy.** Only one candidate had come forward. As he was deemed suitable and as he had sat on the Council previously and was therefore known to several Councillors

the Chairman proposed he be co-opted to fill the vacancy. The co-option was unanimously agreed by the full Council.

**9. Clerk’s Report and Comments.** The Clerk asked the Council to set a date for the publication of the Public Rights notice following the completion of the audit of the Annual Governance and Accountability Return. The date set for publication was the 3rd of June 2024 to run until the 12th of July 2024.

**10. Correspondence.** No correspondence than electronic correspondence had been received.

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

**12. Any other business. PL** told the Council that the request for a grant for repairs to the Garnier Hall which had been received earlier in the day was premature and would be discussed at a forthcoming meeting of the Trustees. A discussion took place about the distribution of money available for grants which depends on the numbers of electors in each village. The matter of the Council’s legal ability to make grants to churches for repairs and improvements was discussed but no conclusion arrived at. **DH** had been unable to attend the last meeting of the Safer Neighbourhood Attleborough Partnership (SNAP) but was being kept up to date by the police.

**13. Date of the next meeting.** This is to take place on the 3rd of June 2024 and will be followed by the Annual Parish Meeting. The venue to be the Garnier Hall. The AGM to be followed by the ordinary meeting will start at 5.30 p.m. The Annual Parish meeting will follow at 7.30 p.m.

As there was no other business the Chairman closed the meeting at 9.30 pm.

Signed ……………………Page 2 of 2 QPC Minutes 8th April 2024 Dated……………….