

TACOLNESTON PARISH COUNCIL

Minutes of the Meeting of Tacolneston Parish Council held in Tacolneston Village Hall on Wednesday, 21st March 2018 at 7pm

Present: Cllr B Spratt (Chairman), Cllrs Cleary, Maginn, Darrell, Manning and McClenning.
Acting Clerk/RFO- Mr John Pennell, District Cllr Duffin, Mr Lees (Press), 5 members of the public.

Absent:

- 1. To consider accepting apologies for absence**
None 17/228

- 2. Declarations of Interest & Dispensations**

The acting clerk announced that he had granted dispensations to SM & KD for discussion of the GNLP. For KD, BC & BS for discussion of the Woodland Club. BM also declared an interest a member of the Woodland Club.

The acting clerk declared that he was recording the meeting for his own personal purposes. 17/229

- 3. Approval of Minutes**

KD advised that the invoice to NPTS for council training £210 had already been paid prior to the previous meeting. Also, the payment to M Purdy had been deferred not paid.

KD proposed both items were deleted from the minutes. SM seconded, and the motion was carried. 17/230

- 4. Clerks Report**

The Acting Clerk advised that a Parish Election had been called by 10 electors following the resignation of MH. 17/231

- 5. RFO Report**

Following the resignation of Marianne Purdy, the Assistant Clerk & RFO, the acting clerk assumed this role. He advised that the new accounts for TPC and TPC as TAFRA trustee with Unity Trust Bank had been opened. The Barclays account had £9,700 and the Nationwide £4,100. He strongly recommended that £8,500 be transferred by cheque from the Barclays account to the TPC Unity Trust account. KD & BM both questioned the necessity of this so close to the financial year end. The acting clerk advised that there was another issue in that £500 had been transferred to the TPC TAFRA trustee account in error and consequently he again strongly recommended that KD and BM as signatories to the accounts signed the cheque for £8,500 so this could be unscrambled. DM proposed that TPC authorised the cheque signatories to sign the cheque, BC seconded, voted and carried.

The following cheques had been drawn up to be approved.

- a) The Woodland Club £250.00 - BC objected to the offer of a grant and proposed that the payment was not made, DM seconded the motion. vote 2 in favour, one against, two abstentions.
- b) Eastern Play Services £658.20 - BC proposed, KD seconded, motion carried unanimously
- c) Norfolk PTS £56.47 - KD proposed, approved. 17/232

- 6. Public Participation**

Statements were made by the public 17/233

- 7. Correspondence**

BM handed the Chairman and the acting clerk notices requesting a Parish Council meeting regarding corrections to the minutes. 17/234

- 8. TAFRA Report** *Committee Report to TAFRA.*

SM advised that a key box had been fitted to the village hall. TPC as sole trustee was responsible for actioning the 2nd phase of the play area. Village hall used every evening and events were planned to

Signed:

B Spratt

Date:

20th June 2018

Page 1 of 4

celebrate the Royal Wedding and opening of the play area and to commemorate the ending of the First World War. **17/235**

9. Governance Review

The acting Clerk deferred this item. **17/236**

10. Planning

No planning matters within the parish. The County and District Councillors advised that the Hemphall bypass had now been agreed. **17/237**

11. Re-numbering of Minutes

KD proposed that the numbering should be deferred till the special meeting requested to consider the minutes, seconded by BM, motion carried. **17/238**

12. GNLP & CPRE

GNLP BM proposed that the share of CIL payments received by parish councils be equalised in rural areas to match city, seconded by BC, motion carried unanimously. Clerk to write to District Council advising decision.

CPRE District Councillor advised councillors that they risked predetermining themselves if they enforced the petition put forward by the CPRE. **17/239**

13. Frequency of PC Meetings

SM proposed that TPC meetings held on the third Wednesday every other month and TPC meeting as Sole Trustees be held at least quarterly or more frequently during the remaining empty dates. KD seconded the proposal, motion carried unanimously. **17/240**

14. Visual Aid System

The Committee would be pleased to.
~~SM advised that TAFRA would be pleased to~~ supply broadband if installation paid for by TPC, deferred to next Sole Trustee meeting. **17/241**

15. Internal Financial Review

Monday 26th March proposed by KD for a meeting with the acting clerk to check systems of internal control. **17/242**

16. "To inspect and consider the reasons given in the book detailing why agenda items put forward by parish councillors as is proper via the clerk have not been placed on the agenda at previous parish council meetings"

Book inspected and photographed. **17/243**

17. "To consider the external auditor's report for 2016/17 with a view to understanding the failure by the parish council in filling in the Annual Governance statement correctly"

Acting clerk advised Councillors that they had all agreed the statement and that the clerk could not do any more. KD advised that she had been unhappy with the situation as she had not been allowed to carry out the internal financial review, she had been therefore been unable to advise Councillors as to whether correct procedures had been followed and had left the meeting prior to the filling in of the statement and did not vote. **17/244**

18. Appointment of RFO.

Acting clerk confirmed that this was a legal requirement. **17/245**

19. Items for Tacolneston Times and Tacolneston Matters website

Litter pick, 7th April, Village Hall. Requested that the village hall be available for WC use. Acting clerk advised that this could not be agreed at this meeting as this was not a Trustee meeting. **17/246**

20. Confirm date and times of next parish council meeting

Acting clerk advised on schedule, 23rd May. **17/247**

21. To exclude the press and public to discuss HR matters

It was unanimously agreed to exclude the press and public. **17/248**

Signed:

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Date:

20 June 2018

Page 2 of 4

22. To consider and if thought fit decide on the appointment of Mrs Hellen Hammond as Assistant Clerk/RFO

Amendment to the motion made by KD to remove the word 'assistant'. The motion was seconded by BM. There were three abstentions and one against. The motion was carried subject to Mrs Hammond's acceptance of the position.

In respect of the outgoing clerk's wages four cheque payments were agreed:

- a) £54.10 Expenses as detailed in spreadsheet attached to email of 28/02/18
- b) £228.18 salary January'18
- c) £138.66 salary 1st to 17th February'18
- d) £107.28 ex-gratia payment to cover 8.75 days holiday pay

17/249

23. To agree the Employment Contract for the Acting Clerk and other personnel matters

After some discussion it was decided not to agree the employment contract. John Pennell was asked if he would act as mentor to the new clerk, he declined. **17/250**

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20th June 2018

Page 3 of 4