

# Belchford and Fulletby Parish Council

## Minutes from Annual Parish Council meeting and the Parish Council Meeting held on Thursday 16<sup>th</sup> May 2024 held at Belchford Village Hall.

Present in person: Councillors: P Thompson (PT), I Goodall (IG), N Briggishaw (NB), K Skalka (KS), M Brown (MB), P Morris (PM), K Marris (KM) 1 member of the public, D Cllr Simpson and the clerk Mrs K M Elliott.

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### The public forum began at 7.35 pm

**Public Forum:** ELDC have made contact with the village hall committee to enquire if the Energy Van can visit our village and use a space in the hall car park. This may be appropriate for the 1<sup>st</sup> June when we are holding our Annual Parish Meeting. They offer advice and give information on energy efficiency in the home and also grants available. Can we also help publicise their visit. The parish council have no preference for a date and will help to publicise when date is known. At the AGM of the village hall committee it was decided to try out a modem and pay as you go sim to provide Wi-Fi at the hall for all users. D Cllr Simpson asked what the broadband provision was like in our parish. IG provided background and information on current situation.

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### Parish Council meeting commenced at 7.46 pm

#### AGM

#### 1. Election of officers and signing of declaration forms.

- a. **Chairman** – It was proposed, seconded, voted and resolved that Mr P Thompson be re-elected as Chairman.
- b. **Vice Chairman** – It was proposed, seconded, voted and resolved that Mrs J Newby and Mr I Goodall be jointly re-elected as vice chairmen.
- c. **Responsible Finance Office (RFO)** – NB confirmed that he is stepping down as RFO. Members discussed the options available and volunteer councillors were sought to carry out this role.

#### AGENDA

#### 2. Apologies for absence and reasons given – JS, JN and NS all provided apologies.

#### 3. Declaration of interests and requests for dispensations - *To receive declarations of interest in accordance with the Localism Act 2011 and to consider granting dispensation(s), as per written requests received by the proper officer, to councillors under section 22 of the Act.* There were none.

#### 4. Chairman's remarks – PT has enjoyed his first year in post, it is a privilege and progress is sometimes slow. PT offered thanks to IG for his work with the NDP and website, JN for the newsletter and website, NS for her work on the NDP, NB for being the RFO and keeping the accounts and JS for continued work with the woodland. There are one or two things which will conclude in the next year and therefore free up time for some councillors. Where do we go and what do we focus on – please come to the next meeting with ideas or projects for our community. Please ask members of our community what they want and encourage them to attend.

#### 5. To confirm and sign the minutes of the meeting held on 21<sup>st</sup> March and 8<sup>th</sup> May 2024 – it was proposed, seconded, voted and RESOLVED unanimously that the official minutes of the last meetings having been previously circulated were accepted as a true and accurate record of the minutes, Chairman signed and dated.

#### 6. To receive reports from the Clerk and Councillors on matters outstanding:

- a. **Annual Parish Meeting** Saturday 1<sup>st</sup> June 10am in Belchford Village Hall. Please encourage people to attend and the lane letting will be a separately organised event and raise funds for a project. The APM will be publicised through social media and posters and the clerk will invite local groups to attend and provide a report.
- b. **Wi-Fi at the village hall** – please refer to the public forum.
- c. **Storage of Parish Records** – the clerk confirmed that the Fulletby filing cabinet has been emptied of all important documents. The clerk will deal with the Belchford one as soon as possible.
- d. **Next Newsletter** – JN is to be advised of any articles.

#### 7. To receive reports from District and County Councillors (if available) –County Councillors not present. D Cllr Simpson reported that his community grant funds are not yet released. LWCA has a new round of grants available, forms are available on their website. The ELDC Local Plan is being developed. There are issues around funding for the Internal Drainage Boards. Flood relief at Hemingby is being reviewed by LCC and the ELDC AGM will take place on 22<sup>nd</sup> May. There is an opportunity to join a Teams meeting to question the Police & Crime Commissioner.

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Parish Clerk: Mrs Karen Elliott

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- 8. To receive an update from the Village Green Committee:** KM advised that the free fruit trees were planted. 2 events planned for this summer have been cancelled due to a lack of manpower. Problem is recruitment of helpers at events. They would like the rounders' tournament to go ahead and will ask for assistance at the APM on 1<sup>st</sup> June. There is to be a social event on the Glebe Field in Fulletby and residents from Belchford are to be asked to join in. A mutually convenient date is to be organised and new ideas are always welcome.
- 9. Highways Matters –**
- a. To agree a strategy / plan for action. This was JS brain child and he is not present. No plan has been drawn up for local action. Lowfield Lane and Fulletby Road have not been looked at by LCC Highways. The clerk will report our concerns again and chase correspondence from R Fenwick, who promised a report but has not delivered. It was suggested to CC in C Cllr R Davies who is the portfolio holder for Highways. D Cllr DS will contact S Ross at ELDC re flooding. It was also suggested that we contact the Police & Crime Commissioner, council agreed for PT to write a letter.
- 10. To consider correspondence received since the last meeting:**
- a. **LALC Annual Training Scheme** £120 and
  - b. **LALC Annual Subscription** £154.14. Both these items were approved and will be paid at tonight's meeting.
- 11. TPO Update:** KS advised that DS has interceded on our behalf, but we have still not heard anything from the Tree Officer. This has been going on for over 12 months. DS will persist to request a response.
- 12. Welcoming New People & Canva Proposal:** KM stated that when new people join the village please let her know so that she can include new neighbours in village communications. 76 are on the WhatsApp group. It has been decided not to invest in Canva at this time.
- 13. Report from Planning meeting:** IG provided a background to the meeting which took place on 8<sup>th</sup> May. How do we respond as councillors and as a council? Support or object is what the Local Authority require. An outline to the procedure agreed at the meeting was given and how we prepare to deal with planning applications in the future. Please also walk past and look at the proposed site and application.
- 14. NDP Update:** IG advised that our NDP has moved from unofficial to official and a 6 weeks consultation is now underway. We are the 5<sup>th</sup> parish in ELDC at this stage and the external examiner will follow. Then in the autumn a referendum will be organised by ELDC. KS after the referendum our NDP will be part of the planning law.
- 15. Community Woodland Working Party:** A party of people on 1<sup>st</sup> June after the APM are required as there is lots of ragwort to pull and details will be included on the social media posts and posters.
- 16. Website update**
- a. **Extra Hours** to be purchased at £64.80 and
  - b. **SLA for 24/25** Council resolved to sign up to the service.
- 17. Review of Policies and Procedures:** The policies and procedures have all been circulated to all councillors. A subcommittee of 3 councillors are to review and amend these documents as appropriate. This will be completed at the next meeting. A common identity was discussed, does the parish council have/want a logo. PT, PM, KS and JN will take on this task.
- 18. Clerk – Employment contract & Salary:** A contract of employment is required, PT has found an old version from 2006 and the clerk was requested to secure a new version via LALC. The clerk will also share her timesheet with the chairman. This matter will be deferred to the next meeting.
- 19. Insurance Renewal:** NB advised that the renewal of this policy will cost £516. Paperwork has been received and the policy falls for renewal on 1<sup>st</sup> June. Question: Are the defibrillators included – not specifically.
- 20. Financial matters:** to authorise the signing of cheques and to note the income for this period. The RFO, NB has provided a financial report, which has been circulated to all.
- a) To receive an updated bank reconciliation form, NB provided a spreadsheet, as circulated. N £7,335 income and £7,945 expenditure for the financial year end to 31/3/24.

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- b) To consider and resolve payments since the last meeting, which include insurance LALC invoices as advised earlier this evening. It is noted that the VAT reclaim has also been applied for. Question: are we still using cheques - Yes. Members discussed going digital.
- c) AGAR 2023/2024
- i) Annual Internal Audit report received and noted.
  - ii) Annual Governance Statement Approved
  - iii) Accounting Statements Approved
  - iv) Certificate of exemption Approved. All documents approved and signed in accordance with audit requirements.

## 21. Planning Matters:

- a. S/013/00107/24 FPP Given. Hawthorn Cottage, Belchford.

## 22. To agree agenda items for the July 2024 meeting – The meeting will be held on 18<sup>th</sup> July at the St Andrews Church, Fulletby.

There being no further business the Meeting closed at 9.39 pm.

<b>FINANCE UPDATE</b>	
Prepared by Nigel Brigginsshaw, RFO Dated 31 March 2024	
Note: Payments in the year to 31 March 2023 are cheques written up to then but not cleared	
<b>Balance per bank statement as at 31 March 2024</b>	
HSBC Current account	£ <b>7,303.65</b>
Less: any un-presented cheques at 31 March 2024	
425 TP Jones (Payroll)	£73.92
427 Woodhall Printers	£27
428 I Goodall (NDP)	£900.00
429 N Sorenti(NDP)	£900.00
<b>Net bank balance as at 31 March 2024</b>	<b>£ 5,402.73</b>
<i>The net balance reconciles to the Cash Book (receipts and payments account) for the year to date, as follows</i>	
<b>CASH BOOK</b>	
Opening Balance 01 Apr 23	£ 7,870.40
Add: Receipts in the year to 31 March 2024	£ 7,334.87
Less: Payments in the year to 31 March 2024	£ 7,945.96
Less: Payments in the year to 31 March 2023 (from 2022/23)	£1,856.58
<b>Closing balance per cash book [receipts and payments book] as at 31 March 2024</b>	<b>£5,402.73</b>

## PAYMENTS IN

# Belchford and Fulletby Parish Council

Precept 2023- 2024 6th April 2023	£3,100
VAT Repayment	£254.74
Lane Letting	£280
BHIB Credit	£0.13
Groundwork UK	£3,600.00
ELDC	£100
<b>TOTAL</b>	<b>£7,335</b>

## **PAYMENTS OUT**

388 R Ward (Trees)	£45.00
Bank Charges (22 April 2023)	£6.60
389 Village Hall	£18
390 BHIB Insurance	£411.84
391 Clerk's Salary	£247.86
392 HMRC	£61.80
Bank Charges (22 May 2023)	£7.80
Bank Charges (22 June 2023)	£5.80
393 J Newby (Speed sign and printing donation)	£87.61
394 C Hedley (Dog Bins)	£48.00
Bank Charges (22 July 2023)	£7.08
395 ELDC Election Charges	£97.00
396 P Thompson (Blackboards)	£38.66
397 LALC (Cllr Training)	£30.00
398 K Hockham (Village Green Football Nets)	£341.99
399 BHIB Insurance Upgrade	£19.06
Bank Charges (22 Aug 2023)	£6.20
400 Clerk's Salary	£247.66
401 HMRC	£62.00
402 J Newby (Newsletter Printing)	£25
403 Village Hall	£12.00
404 LALC Training Scheme	£96.00
405 E Goodall (NDP Distribution)	£60.00
Bank Charges (22 Sept 2023)	£6.60
Bank Charges (22 Oct 2023)	£5.80
Bank Charges (22 Nov 2023)	£6.60
406 Woodhall Print	£141.00
407 J Newby (NDP & Newsletter Printing)	£35.00
408 N Sorenti (NDP Web)	£159.40
409 Village Hall	£12.00
410 Clerks' Salary	£247.86
411 HMRC	£61.80
Bank Charges (22 Dec 2023)	£5.00
412 Village Hall	£12.00
413 LALC (Web Site)	£85.00
414 PKF Littlejohn (Admin charges)	£48.00
415 Bluebell Inn (Xmas Lunches)	£175.00
Bank Charges (22 Jan 2024)	£8

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416 LIVES (De-fib Service)	£480.00
417 LIVES (De-fib Pads)	£151.18
418 LIVES (De-fib Batteries)	£168
Bank Charges (22 Feb 2024)	£5.80
419 LALC Web Site)	£102.00
Bank Charges (22 March 2024)	£6.60
420 N Brigginshaw (24 Stamps)	£18
421 N Sorenti (NDP)	£900.00
422 I Goodall (NDP)	£900.00
423 HMRC	£62.00
424 Clerk's Salary	£247.66
425 TP Jones (Payroll)	£73.92
426 Village Hall	£12.00
427 Woodhall Printers	£27.00
428 I Goodall (NDP)	£900.00
429 N Sorenti (NDP)	£900.00

**TOTAL** **£7,945.96**

FINANCE UPDATE	
Prepared by Nigel Brigginshaw, RFO Dated 16 May 2024	
Note: Payments in the year to 31 March 2024 are cheques written up to then but not cleared	
<b>Balance per bank statement as at 1 May 2024</b>	
HSBC Current account	£ <b>8,521.53</b>
Less: any un-presented cheques at 16 May 2024	

427 Woodhall Printers	£27.00
430 BHIB Insurance	£516.97

<b>Net bank balance as at 16 May 2024</b>	£ <b>7,977.56</b>
<i>The net balance reconciles to the Cash Book (receipts and payments account) for the year to date, as follows</i>	
<b>CASH BOOK</b>	
Opening Balance 01 Apr 24	£ 7,303.65
Add: Receipts in the year to 16 May 2024	£ 3,100.00

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Less: Payments in the year to 16 May 2024	£ 525.17
Less: Payments in the year to 31 March 2024 (from 2023/24)	£1,900.92
<b>Closing balance per cash book [receipts and payments book] as at 21 May 2024</b>	<b>£7,977.56</b>

## PAYMENTS IN

Precept 2024- 2025 19th April 2024 £3,100

**TOTAL £3,100**

## PAYMENTS OUT

Bank Charges (22 April 2024) £8.20

430 Clear Insurance Management Ltd £516.97

**TOTAL £525.17**