

**Winfarthing Parish Council**

**Minutes of the meeting held on Tuesday 4<sup>th</sup> July 2023 at  
Winfarthing Village Hall, Hall Road Winfarthing IP22 2EP**

**Present:** Eric Cole (EC) (Chair) Lynne Rogers (LR), Peter Frost (PF), Jim Collins (JC), Richard Steel (RS), David Rix (DR).

**In attendance:**

4 members of public

Karen Rix (minutes) (KR)

<b>Item No</b>	<b>Agenda Item</b>	<b>Action</b>
<b>1</b>	<b>Apologies for absence</b> District Councillor James Easter	
<b>2</b>	<b>Minutes of previous meeting - 5th June 2023</b> Minutes were accepted as an accurate record and signed by the Chair.	
<b>3</b>	<b>Declarations of interest in agenda items</b> DR declared interest in item 4 as the husband of the proposed new clerk.	
<b>4</b>	<b>Vacancy for position of Clerk</b> LR and JC reported that an interview had been held with Karen Rix on Wednesday 28 <sup>th</sup> June 2023 and that they were happy with the outcome. EC proposed that Karen Rix should be appointed as clerk. LR seconded and all agreed (DR was excluded from vote).  PF and EC agreed to draw up a contract of employment with a start date of 1 <sup>st</sup> August 2023.  Following a discussion Councillors agreed that the Clerk induction training package would be booked with Sara Campbell.  RS added he would like to book councillor training with NALC as this seemed to be a cost-effective option.	<b>PF EC</b>
<b>5</b>	<b>Report from District and County Councillors</b> EC tabled a report from James Easter.	
<b>6</b>	<b>Finance</b> LR advised that she had written two letters to Barclays Bank, one was to provide the additional requested details relating to EC and JC. The second letter followed up on a previous request to amend the mailing address for bank correspondence from the outgoing clerk to LR. As the letter was tracked, its receipt had been noted, but it had not yet been actioned.	

<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p><b>Bank statement including payments received</b>  JC advised the balance at the start of the year was £3873.35 and as of 4<sup>th</sup> July 2023 the balance stood at £5243.14. There were no outstanding amounts and all cheques had been cleared.</p> <p><b>Invoices</b>  No invoices had been received.</p> <p>RS advised that the remaining old style postage stamps held on file had been sent to the Royal Mail exchange programme.</p> <p><b>Review of audit findings and actions</b>  PF reported that of the 36 actions identified, 10 had now been completed. Of the outstanding actions:  PF agreed to develop the Parish Council website  RS agreed to produce an Asset Register  KR agreed to compile a Risk Register and Safeguarding Policy once in post. PF to provide KR with template.</p> <p>PF advised that the AGAR report had been uploaded to the website and no comments had been received so far.</p> <p><b>Bank account for Winfarthing Parish Trust</b>  LR advised that bank books had been received for the new account. These were passed to JC as councillor currently responsible for finance.</p>	<p>PF</p> <p>RS</p> <p>KR</p> <p>PF</p>
<p>7</p>	<p><b>Open Forum for Public Participation</b>  Mr Forder advised that Banham Parish Council had now moved to an electronic payment system so their debtors were paid promptly.</p> <p>Mr Thomas raised concerns over the proposed plans to install pylons across the local area and the impact this would have on resident's health. He offered his support to oppose the plans. The Parish Councils actions to date were outlined and Mr Thompson was signposted to the website where he could voice opposition, to local consultation meetings and local campaign groups.</p> <p>Councillors discussed the recent communications from National Grid regarding the changes to the planned route.</p>	
<p>8</p>	<p><b>Vacancy for Parish Councillor</b>  EC stated that the Parish Council had received permission to co-opt a new councillor into the current vacancy. EC explained that John (Jono) Smith (JS) had nominated himself at the last election but had not received sufficient votes to be elected. It would therefore be appropriate to ask if he was still interested in the role. JS confirmed he was. Councillors voted unanimously to co-opt JS. JS signed the Declaration of Acceptance, EC countersigned in the absence of a permanent clerk. JS was asked to complete the Register of Pecuniary Interest within the next 28 days. JS was welcomed to the council.</p>	<p>JS</p>

9	<p><b>Update on All Saints Primary School</b>  PF advised that the school were still waiting to join the St Bennet's Academy Trust. PF advised the school was doing well, that their expected intake for 3 the next academic year was 4 pupils.</p> <p>JC asked about yellow lines on the road outside the school adding that the local authority had suggested that the addition of these lines compounded parking issues outside schools. PF confirmed there were no yellow lines, just yellow zig zags which were a mandatory requirement.</p>	
10	<p><b>Planning Applications</b>  A Notification for Prior Approval had been received for Boundary Farm. There was no additional comment from the Parish Council.</p>	
11	<p><b>Consideration of any applications received after publication of agenda</b>  None received.</p>	
12	<p><b>Footpath update</b>  RS advised the footpath alongside the school was now accessible. RS reported on additional broken footpath signposts and offered to re-instate. EC advised he had spare posts if required. Mr Forder explained Norfolk County Council/Norse would provide posts free of charge if Parish Council installed them. RS agreed to contact Highways department to investigate. PF agreed to provide RS with definitive map of footpaths. EC also advised this could be obtained from the NCC e-maps/Highways webpage.</p>	<p><b>RS</b></p> <p><b>RS</b></p> <p><b>PF</b></p>
13	<p><b>Bench at Village sign</b>  LR asked for volunteers to sand down and re-varnish the bench. RS and DR agreed to carry out work.</p>	<p><b>RS</b></p> <p><b>DR</b></p>
14	<p><b>Community speed watch update</b>  A speed watch had not taken place in June.</p>	
15	<p><b>Pylons update</b>  This was discussed under item 8.</p>	
16	<p><b>Registration of Village Hall land update</b>  EC advised that enquiries had been made to establish the requirements for this process. For the land to be registered it must be valued. The land value dictated the cost of the registration i.e. a value of up to £80k would cost £45 to £60 to register. EC added that he had contacted solicitors Gudgeons Prentice in Stowmarket to obtain proof of Transfer of Title, if the solicitors were instructed to complete the registration they would require ID details for two councillors and there would be a cost of £500. PF and RS agreed to provide their details.</p>	<p><b>PF</b></p> <p><b>RS</b></p>

