**Minutes 18th May 2015**

**MORLEY PARISH COUNCIL – Annual General Meeting**

Present: Chairman Roger Cordey, Councillors Anna Allison, David Eckles, Craig McLeod, Jon Blake, David Hastings, District Councillor Michael Edney, County Councillor Margaret Dewsbury

In Attendance: (Clerk) Jo Rayner, & 3 member of the public. 1 member of the public left

**Meeting opened 7.37 pm**

1. **Election of Chair and Vice-Chair and the signing of acceptance of Office**

After discussion Councillor Eckles proposed Councillor Allison as chairman, this was seconded by Councillor McLeod Councillor Allison accepted this position and duly signed the Declaration of Acceptance of Office.

Councillor Eckles proposed Councillor McLeod as vice chairman, this was seconded by Councillor Blake Councillor McLeod accepted this position, and duly signed the Declaration of Acceptance of Office

1. **To collect new declaration(s) of interests forms.** All new declaration of interest forms completed apart from Councillor Clarke due to a visit to Ireland. Councillor Cordey will collect this outside the meeting. Parish Clerk to update records &send to SNDC.
2. **To receive any apologies.** Brian Clarke who is in Ireland
3. **To accept and sign the minutes from 20th April 2015.** These were accepted as a true record Proposed by Councillor McLeod seconded by Councillor Blake Signed by the Chairman Councillor Allison
4. **To accept any declaration(s) of interests.** None
5. **Adjournment for Public Participation. Meeting Closed 7.51pm**

Village Hall Committee member asked for an update on the posts for the Village Hall Sign –These need to dry so will be installed as soon as possible. **Meeting reopened 7.52pm**

1. **Matters arising from the minutes of the last meeting (previously circulated to all councillors)**
2. **Update on the drainage issue – Morley Village Hall Car Park.** Awaiting update
3. **Update on the Community Right To Bid.** All evidence has been sent to SNDC & awaiting response
4. **To sign the Statement of Internal Control & confirm the End of Years Accounts presented at the last meeting were signed & to confirm the Notice of appointment for the annual accounts.** The council confirmed that prior to approving the annual return it conducted a review of the Financial Risk Register which also incorporates the effectiveness of its systems of internal controls. Councillor Allison signed the Statement of Internal Control
5. **Update on the Football lease**

Parish Clerk informed the council that the ground maintenance invoice had arrived for 2015a (£1257.19 T.T.S.R. Ltd). An invoice has been sent to the Youth football club with regards to their rent of £243.75. Once the lease has been finalised the pro rata amount will be deducted from the invoice which will then be due in relation to the ground maintenance. *Proposed by Councillor Eckles, seconded by Councillor Cordey*

1 member of the public left at 8.20pm

1. **Update on the Footpath Working Party**

Councillor Blake explained he is in the process of obtaining quotes & will report back via email to the Councillors

Councillor Hastings offered to cut the opening in the hedge free of charge

Funding Application form to be completed for the Primary School part of the footpath. The additional information required will be passed to the Chairman via email & an update will be discussed at the next meeting.

*Proposed by Councillor Eckles, seconded by Councillor McLeod*

1. **To discuss the signage requirements for the Village.**

Councillor McLeod updated the Parish Council on the communication he has had with Norfolk County Council & proposed that the council obtain quotes for signage to slow traffic down within the village. The aim would be to look for support from Wymondham College & other 3rd parties if necessary**.** *Proposed by Councillor Allison, seconded by Councillor Eckles*

1. **Discussion of the Display Energy Certificate requirements July 15**

After discussion it was agreed that the Parish Clerk is to inform the VHMC of this new rule to enable them to take action

Proposed by Councillor Eckles, seconded by Councillor Allison.

1. **To sign the Financial Risk Register which also incorporates the review of the effectiveness of Internal Controls & the Annual Risk Register which were reviewed 23rd March.**

These were reviewed and adopted. Councillor Allison signed the Risk Assessment which includes an assessment of Internal Controls. *Proposed by Councillor McLeod, seconded by Councillor Blake*

1. **Adopt the reviewed Standing Orders for 2015/16**

These will be reviewed with amendments agreed on the 23rd March agenda item 885. These have now been adopted

*Proposed by Councillor Blake seconded by Councillor* Cordey

1. **Update on Fortnightly Playground Inspections.** None
2. **Renewal of Annual Insurance Policy (see payments below)**

The Parish Clerk informed the Parish Council that the 3 year binding agreement is now in its 2nd year & all amendments have been made from last month’s meeting. The annual premium is £985.94 & the Parish Clerk will invoice the Village Hall Management Committee the normal 58% of the annual premium. *Proposed by Councillor Eckles seconded by Councillor* Cordey

1. **To adopt the Business Continuity Plan/Health & Safety Policy & the review the Grand Awareness Policy & the Child Protection Policy**

The Business Continuity Plan & Health & Safety Policywere amended & have now been adopted

After discussion it was agreed that amendments to the Grant Awareness Policy be made under the qualifying applications

Section. The wording “be able to” be taken out. With regards to the Child Protection Policy it was suggested that relevant telephone numbers be included within the policy

*Proposed by Councillor Blake seconded by Councillor* McLeod.

1. **To consider the view of the Council regarding planning applications**

**• Any late applications**

Application Number : 2015/0994

App Type : Change of Use

Location : Meadow Cottage Deopham Road Morley St Botolph Norfolk NR18 9AA

Proposal : Change of use of land to garden.

Applicant : Mr & Mrs R Pharaoh Meadow Cottage Deopham Road Morley St Botolph Norfolk NR18 9AA

Comments. No comments or views on the change of use however the Parish Council would like to have a stipulation that this should not be used for business purposes. *Proposed by Councillor Eckles seconded by Councillor* Cordey

1. **Correspondence**
2. **Crime Stats**. 1 crime reported in April violence against a person
3. **Late correspondence**. None

1. **Payments of Accounts**
2. **Clerk Wages for May 2015**

Payment accepted 101262 £225.05 Mrs J Rayner & 101263 £0.20 HMRC PAYE

1. **Clerks expenses for April 2015 (see attached)**

Payment accepted 101264 £47.59 Mrs J Rayner

1. **Renewal of Annual Insurance Policy**

Payment accepted 101265 £985.94 Broker Network Ltd

1. **D/D for Data Protection Registration due 22nd May 2015 £35.00**

Payment accepted D/D Data Protection Registration

1. **Late Payments**

**Ground Maintenance 2015/16 1st instalment**

Payment accepted 101266 £1257.19 T.T.S.R. Ltd

Village sign for the 2 Morleys

Payment accepted 10127 £48.00 F West

Proposed by Councillor Allison seconded by Cordey

1. **To receive reports from Councillors and Clerk**

Councillor Hastings & Eckles will replace the posts in the car par & football field

Councillor Eckles raised the issue that the Climbing Club may be looking for grants & in looking into this has identified that the Derek Daniels Field & the Village Hall do not appear to be registered with land registry. Parish Clerk to include this as an agenda item next month

Parish Clerk suggested that Councillor Cordey should look into the WordPress training & inital training. This is to be included again on the agenda next month

Councillor Allison requested that the War Memorial be placed on next month’s agenda

1. **Future Business**
2. **Date of Next Meetings**

**15th June 2015**

**20th July 2015**

**No Meeting in August**

**21st September 2015**

**19th October 2015**

**16th November 2015**

**No Meeting in December Meeting closed 9.14pm**