

## **Minutes of the Parish Council Meeting held in the Village Hall on 19 March 2018**

Present Cllrs W Brown (Chair), F Bradford, C Farnham, S Faulkner, C Hewson, J Magrath, P Page, M Steward. Mr W Richmond (Norfolk County Councillor)  
In attendance Mr N Hartley (Parish Clerk). Three members of the public.

### 1. Apologies for absence

Cllr Turner, who was attending another meeting.

### 2. New Councillor

Mr Tim Abel was co-opted onto the Parish Council.

### 3. Declarations of Interest

Cllr Hewson in the Planning application of Mr & Mrs Clark.

### 4. Minutes

The minutes of the meeting held on 19 February 2018 were approved and signed as a true and accurate record.

### 5. Matters Arising

None.

### 6. Public Participation

The meeting was adjourned for Public Participation. Cllr Richmond noted that Norfolk County Council is running a new campaign to dual the A47. He confirmed that the meeting with the Highways Agency regarding the Draytonhall Lane has been rescheduled. The bus shelter on Dereham Road/Black Horse Close will be moved in April/May. Additional gullies/outlets will be installed to address flooding near the allotments on Dereham Road. Movement of the Grit Bin at Dereham Road/Chapel Lane is being considered. 'Unsuitable for HGVs' signs will be installed on the approaches to Grange Road in the next financial year.

It was noted that work to resolve the drainage problems on the corner of the playing field on the Water Meadows near the Outdoor Fitness equipment should commence in June.

### 7. Planning

a. Application Considered

Mr & Mrs A Clark, land adjacent the Homestead, Dereham Road  
Submission of reserved matters for dwelling and garage following outline approval  
3PL/2017/0053/O

3PL/2018/0185/D  
No objection

## 8. Finance

### a. Current balances

The Council's current balances were noted as follows:

Barclays £3,829.55    Scottish Widows £8,897.49

### b. The Council resolved to approve the following payments:

Chq 101951 Scarning Village Hall, hire of the Village Hall 2018/19, £120  
101952 N Hartley, reimbursement of clerk's expenses, £260.25  
101953 HMRC, clerk's PAYE, £33.80  
101954 Community Action Norfolk, annual subscription, £50  
101955 NALC, annual conference, £66  
101956 Viking, photocopier ink and paper, £140.38  
101957 Mansfield Fencing, replace picnic bench legs and move dog bin, £85  
101958 Glasdon UK Ltd, replacement litter bin for Village Playing Field, £166.04  
101959 Thinking Rural, payroll services, £12

### c. Payments received

Mrs E Bush, annual rent of former Highway Surveyors Land at Daffy Green, £5  
Mr N Eagle, annual rent of former Highway Surveyors Land at Chapel Lane, £10  
Scarning Playing Field Committee, annual rent, £0.05

### d. The meeting received a report of Actual Expenditure to Budgeted Expenditure

e. The meeting received the Internal Control Officer's report. The relevant checks had been carried out and it was noted that everything was in order.

## 9. Internal Control

The Council reviewed the effectiveness of its system of Internal Control. It was unanimously RESOLVED that the system is sufficiently robust.

## 10. Standing Orders

The Council reviewed its Standing Orders. It was unanimously RESOLVED to accept revised Standing Orders with the addition of Confidential Matters under heading 7 and the deletion of a clause preventing councillors from entering Council owned land.

#### 11. Financial Regulations

The Council reviewed its Financial Regulations. It was unanimously RESOLVED that no amendments were necessary.

#### 12. Internal Control Policy

The Council reviewed its Internal Control policy. It was unanimously RESOLVED that no amendments were necessary.

#### 13. Risk Management Policy

The Council reviewed its Risk Management policy. It was unanimously RESOLVED that no amendments were necessary.

#### 14. Training and Development Policy

The Council reviewed its Training and Development policy. It was unanimously RESOLVED that no amendments were necessary.

#### 15. Correspondence

Historic England is considering adding the Scarning War Memorial to its List of Buildings of Architectural or Special Historic Interest.

#### 16. Next Agenda

None.

#### 17. Next Meeting

The date and time of the next Parish Council meeting were confirmed as Monday 16 April (**Annual Parish Meeting**) at 7pm followed by the ordinary Parish Council meeting)

The meeting was closed to the public. Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that, because of the confidential nature of the business transacted, the public were asked to leave the meeting during consideration of the clerk's appraisal.

#### 18. Clerk's Appraisal

The clerk's appraisal had been carried out by the chairman. The clerk's objectives for the forthcoming year were agreed.

There being no further business, the meeting was closed at 7.45pm.