

**Minutes of the Annual Meeting of Scarning Parish Council  
held in the Village Hall on 19 May 2014.**

Present Mrs W Brown, Mrs F Bradford, Mr C Farnham, Mr S Faulkner,  
Mr N Horwell, Ms J Magrath, Mrs P Page, Mr M Steward.  
Mr W Richmond.  
Two members of the public. In attendance Mr N Hartley.

1. Election of Chairman and Vice Chairman

Mrs Brown was elected Chairman and Mr Steward was elected vice chairman.

2. Apologies for Absence

All Council members attended the meeting, Mr Walton having resigned after the March meeting.

3. Declarations of Interest

Mrs Brown in the cheques to herself and Mr T Brown.  
Mrs Bradford in the cheque to her daughter, Miss S Bradford.

4. Minutes

The minutes of the meeting held on 17 March 2014 were confirmed and signed.

5. Matters Arising

None.

6. Finance

a. Current balances

Barclays Current account £20,311.70 Scottish Widows £19,055.39

b. Payments made and approved in accordance with budget

Cq 101461 BT Payment Services Ltd, part clerk's phone/internet costs, £85.04

101462 Randells, repair of cutter for Water Meadows, £109.88

101463 E Jacobs & son, purchase of two 5 a side goals for Water Meadows play area,  
£2,232

101464 Scarning Playing Field Committee, annual grant maintenance of Village Playing  
Field, £4,000

101465 Scarning Parish Council, transfer of funds to Scottish Widows account, £12,000

101466 S Dalliston, mileage re consultation work for Scarning Conservation Volunteers,  
£135

101467 N Hartley, reimbursement of cost of photos for war booklet, £100.20

101468 LF Everett & Son, printing newsletter, £400  
101469 T Brown, newsletter delivery, £50  
101470 W Brown, newsletter delivery, £10  
101471 R Walton, newsletter delivery, £10  
101472 N Hartley, newsletter delivery, £10  
101473 S Bradford, newsletter delivery, £10  
101474 J Hamling, newsletter delivery, £10  
101475 M Hammond, newsletter delivery, £10  
101476 C Eglon, newsletter delivery, £10  
101477 A Protheroe, newsletter delivery, £10  
101478 N Hartley, reimbursement for purchase of stamps, £6.36  
101479 Scarning Conservation Volunteers, transfer of funds for small payments, £200  
101480 Eastern Office Equipment, purchase of staples for staple gun, £7.49  
101481 E-on, street light supplies, £88.77  
101482 Mansfield Fencing, remove/dispose of goalposts at small play area, £40  
101483 NGF Play Ltd, maintenance of Outdoor Fitness equipment, £90  
101484 P Yaxley, grass cutting in Scarning churchyard, £90  
101485 P Yaxley, grass cutting in Scarning churchyard, £180  
101486 N Hartley, reimbursement for purchase of padlocks for 5 a side goals, £48.91  
101487 R Eagle, removal of grass cuttings from Water Meadows, £96  
101488 NALC, annual subscription, £361.96  
101489 NALC, purchase of copy of Local Councils Explained, £55.99  
101490 NALC, purchase of Good Councillor guides, £24.09  
101491 D Harrow, fee for internal audit, £125  
101492 Viking, office supplies, £236.18

c. Payment Received

Breckland Council, part precept, £17,442.35

7. Internal Audit Report

A letter was read from the Council's Internal Auditor confirming that he was satisfied that all requirements were being met.

8. Annual Return

The Annual Return was agreed and signed.

9. Internal Control Officer

Mr Farnham was appointed as the new Internal Control Officer to replace Mr R Walton.

10. Bank Signatory

Mrs Bradford was appointed a new bank signatory to replace Mr R Walton.

### 11. Scarning United Charities

Mrs Page was appointed as the Parish Council's new representative on Scarning United Charities to replace Mr R Walton.

### 12. Risk Assessment of Assets Report

The Risk Assessment of Assets Report was approved. There were no immediate works to be carried out.

### 13. Financial Regulations and Standing Orders

There were no amendments to the Parish Council's Financial Regulations or Standing Orders.

### 14. Insurance Company

It was agreed to remain with Zurich Insurance.

### 15. Water Meadows Sub Committee

It was agreed to wind up the Water Meadows sub committee as most of its work is complete. Scarning Conservation Volunteers will continue to carry out maintenance work on the Meadows. The Volunteers will continue to report to the Parish Council. The Volunteer group will also submit regular reports of how and where Parish Council funds have been spent.

### 16. Public Participation

It was confirmed that Norfolk County Council is responsible for maintaining the new footpath.

The street light outside the Village Hall needs repairing. The streetlight at Cooper Terrace still needs repairing.

### 17. Planning

#### a. Comments sent to Breckland Council

Gorgate Ltd, 54 Swaffham Road  
Shop front to commercial use  
objection

No

#### b. Breckland Council decisions

Mr C Amos, Woodstock, Dereham Road  
Change of use from retail to estate agency at 54 Swaffham Road  
Approved

Mr & Mrs Baldry The Homestead, Dereham Road  
Change of use of holiday let to residential dwelling

Refused

c. Applications Considered

Mr S Cason, 11 Hill Rise  
Demolition of single storey rear ing, addition of two storey rear extension and single storey front sitting room extension

No objection

Mr & Mrs Baldry The Homestead, Dereham Road  
Change of use of holiday let to residential dwelling  
objection

No

18. Defibrillator

The Council is broadly in favour of installing a defibrillator in the telephone box outside the Village Hall. It was agreed to find out whether Zurich will insure the box against vandalism.

19. Outdoor Fitness Equipment

The Council has set aside £5,000 for the purchase of Outdoor Fitness equipment for the Village Playing Field. The Council will approach Breckland Council for the remainder of the funds. It was agreed to consult residents re the installation and location of the equipment.

20. Grass Cutting Contractor

It was agreed to appoint Norse to replace CGM.

21. Clerk's Salary

It was agreed to move the clerk to Salary Band 24.

There being no further business, the meeting was closed at 8.10pm.