

**Minutes of the Meeting of Sustead, Bessingham & Metton Parish Council  
Held on Monday 22<sup>nd</sup> May 2023 at 6:30pm  
At the Village Hall, Sustead.**

**PRESENT:** Mr. A Fell (Chairman)  
Mr. A Depoel Wood  
Ms. P Howell  
Mr. M Blyth  
Ms. M Bowland  
Mr. J Toye (North Norfolk District Council)  
Mrs. Kirsty Cotgrove (Clerk)  
1 member of the public was present.

**23/13. (i) To elect a Chair for 2023-24:** On a proposal by P Howell, seconded by M Bowland, A Fell was nominated as Chairman for 2023-24. The declaration of acceptance of office was duly signed.

**(ii) To elect a Vice Chair for 2023-24:** On a proposal by P Howell, seconded by A Fell, M Bowland was nominated as Vice Chairman for 2023-24. The declaration of acceptance of office was duly signed.

**23/14. Apologies:** None.

**23/15. Declarations of interest and dispensations to speak:** None.

**23/16. The Minutes of the last meeting:** Minutes from the meeting held on 13<sup>th</sup> February 2023 were agreed and signed off as a true record.

**23/17. To note any matters arising, for information only:** None

**23/18. To confirm eligibility to adopt the General Power of Competence, and to adopt if agreed:** The Parish Council confirmed it meets eligibility criteria. It was agreed to adopt the General Power of Competence (prop. M Bowland, sec A Depoel Wood).

**23/19. To consider co-option of a new Councillor:** A Williams was in attendance and wishes to be co-opted. Prop. M Bowland, sec. P Howell, all agreed. The declaration of acceptance of office was signed. It was noted that there is still one vacancy. District Cllr Toye was approached by a resident of Metton, who expressed an interest, and will pass the Clerk's details to them.

**23/20. To receive reports:**

**Eric Vardy, County Councillor:** County Cllr Vardy was not in attendance.

**John Toye, District Councillor:** A Cabinet has been formed and leader has been voted in. There will be a meeting this week to take the manifesto into delivery. District Cllr Toye has been in contact with County Cllr Vardy to request a site meeting with a Highways Engineer regarding flooding in Sustead. Flooding has got worse over the last few years, as the drains are not being maintained properly. A Williams asked if there is a possibility of fiberoptic broadband in the Parish soon. District Cllr Toye is involved in a project to attempt to get it

**23/21. To suspend the meeting to allow for public comment on agenda items:** None.

**23/22. (i) To declare the Parish Council exempt from external audit in 2022-23:** As both the income and expenditure in 2022-23 were under the £25,000 threshold, it was agreed to declare the Parish Council exempt from external audit (prop. A Williams, sec. A Depoel Wood). The Certificate of Exemption was signed.

**(ii) To receive the Internal Auditor's report and discuss its findings:** The Internal Auditor's report was received, and its contents noted and discussed.

**(iii) To approve the Annual Governance Statement 2022-23:** The Annual Governance Statement was distributed to Councillors prior to the meeting. It was duly approved and signed (prop. A Depoel Wood, sec. A Williams).

**(iv) To approve the Accounting Statements 2022-23:** The Accounting Statements were approved and signed (prop. A Williams, sec. M Bowland).

**(v) To approve an internal auditor for 2023-24:** It was agreed to appoint Jo Boxall as internal auditor for 2023-24.

**23/23. Financial matters:**

**(i) To approve the current financial position:** The cash book and bank reconciliation were emailed to Councillors prior to the meeting. It was duly approved.

**(ii) To approve payments:**

£30.00	J Boxall – internal audit fee
£110.57	NALC – annual subscription
£260.00	K Cotgrove – May salary
£65.00	HMRC – May tax
£719.43	Community Action Suffolk – Insurance (retrospective)
£20.00	Sustead Village Hall – hall hire
£50.00	Community Action Norfolk – annual subscription. It was agreed to take silver membership, instead of the bronze membership taken previously.

**(iii) To note receipts:**

£1365.00	NNDC – precept 1 <sup>st</sup> instalment.
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**23/24. Planning Matters:**

**(i) To discuss applications:** None.

**23/25. Highways matters:** Potholes can be reported at <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>.

**23/26. To update on the Village Hall and approve any actions necessary:** M Blyth reported that discussions have been taking place to decide whether the hall should be transferred to a charitable trust or through the Parish Council. It was noted that the Parish Council can reclaim VAT on materials and services for work on the hall. It was discussed in full whether to register the hall as a charitable trust, or to keep it as part as the Parish Council. M Bowland proposed keeping ownership with the Parish Council, and not forming a charity, and that running costs will be funded through precept money, seconded by A Williams, all agreed. It was agreed that A Williams will obtain quotes for the floor and will bring them to the next meeting to discuss further. It was agreed that the Clerk will contact NNDC to change the name of the hall to 'The Three Villages Hall'.

**23/27. To review policies:** The following policies were reviewed and adopted –  
Annual review of internal audit  
Annual review of internal control  
Financial Regulations  
Financial Risk Assessment  
Asset Register

**23/28. Correspondence:** None.

**23/29. Any other business, for information:** A property in Sustead is using a passing place as parking for their property. The owners of the property informed M Blyth that they received a stopping up order from Norfolk County Council, however the Parish Council were not consulted on this. The Clerk will investigate with the Highways Engineer, and M Blyth will speak to the homeowners. Parking close to the noticeboard in Sustead was also discussed. P Howell will speak to the people parking there to ask them to try not to park too far onto the grass.

**23/30. Date of next meeting:** Monday 8<sup>th</sup> August 2023, 7pm, at the Village Hall. There being no further business, the meeting closed at 7:50pm.

Signed

Date