

**Minutes of the Meeting of Sustead, Bessingham & Metton Parish Council  
Held on Monday 20<sup>th</sup> November 2023 at 7pm  
At Hanworth Memorial Hall.**

**PRESENT:** Mr. A Fell (Chairman)  
Mr. A Depoel Wood  
Ms. P Howell  
Mr. M Blyth  
Ms. M Bowland  
Mrs. A Williams  
Mrs. Kirsty Cotgrove (Clerk)  
No members of the public were present.

**23/47. Apologies:** None.

**23/48. Declarations of interest and dispensations to speak:** None.

**23/49. The Minutes of the last meeting:** Minutes from the meeting held on 8<sup>th</sup> August 2023 were agreed and signed off as a true record.

**23/50. To receive reports:**

**Eric Vardy, County Councillor:** County Cllr Vardy emailed a report prior to the meeting.

**John Toye, District Councillor:** District Cllr Toye sent his apologies and a report prior to the meeting.

**23/51. To suspend the meeting to allow for public comment on agenda items:** None.

**23/52. The Three Villages Hall**

**(i) To update on work carried out:** A number of donations have been received and a number of quotes received. The process for obtaining quotes and getting work approved was discussed.

**(ii) To discuss the management situation going forward, to prevent delays to repairs:** Following extensive discussion, it was agreed to keep the Village Hall under the Parish Council, rather than a charity.

**(iii) To approve the following reimbursements for work carried out and. paid for by Councillors:**

Councillors were reminded that no work should be carried out, without quotes being agreed in a Parish Council meeting. It was agreed to approve the following payments:

M Blyth – Building survey £600.00

A Williams – crockery etc £156.69

A Williams – plasterer £515.00

**(iv) To agree the transfer of funds from the Village Hall account to the Parish Council account:** There is £1500 remaining in the old Village Hall account. It was agreed to keep it within its own account for the time being.

**(v) To discuss and approve the following quotes:**

The Clerk advised that the Council's Financial Regulations require that three quotes should be obtained and brought to meetings for agreement. Councillors strived to obtain three quotes,

but have had difficulty in obtaining them. It was therefore agreed to accept the following quotes:

MacKinnon Construction – loft ladder & glass	£1203.02
G S Carpentry – kitchen work	£5652.00
Kitchen equipment – various	£6909.28 (maximum)
J A Abbs – electrical work	£2943.80

It was resolved not to accept the UK Power Network quote at this stage. G S Carpentry have requested a deposit of £1330.67 for materials. This was agreed.

**23/53. 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:** The following payments were agreed, and cheques were signed:

K Cotgrove – Nov salary	£260.00
HMRC – Nov tax	£65.00
NNDC – election costs	£20.25
Hanworth Memorial Hall – hall hire	£20.00
Ace Fire – VH fire check (retrospective)	£52.80
J A Electrical – VH EICR (retrospective)	£180.00

**(iii) To note receipts:** The following receipts were noted:

NNDC – precept 2 <sup>nd</sup> instalment	£1365.00
Village Hall donation	£6000.00
Village Hall donation	£10,000.00
Village Hall donation	£2000.00

**(iv) To approve the 2024-25 budget:** Following discussion, the budget for 2024-25 was approved (prop. M Bowland, sec. P. Howell)

**(v) To approve the 2024-2 precept:** Following discussion the precept of £3930 for 2024-25 was approved (prop. M. Bowland, sec, P. Howell)

**(vi) To approve online banking for the Parish Council:** It was agreed to change the Parish Council bank account, to allow for online banking.

**23/54. Planning Matters:**

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

**(ii) To receive late planning applications:** None.

**23/55. Highways matters:**

**(i) Upcoming Rangers visit:** Items for the Rangers will be passed to the Clerk.

**(ii) Any Highways issues can be reported online at <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>**

**23/56. Correspondence:** NNDC event from J Toye – AW has registered for this.

**23/57. Any other business, for information:** Noticeboards for Metton & Bessingham need replacing, and the Sustead one needs attention. The Clerk will obtain quotes for repair / replacement.

Full Fibre is hopefully going live in the Parish soon.

**23/58. Date of next meeting:** Monday 12<sup>th</sup> February 2024, 7pm, at the Village Hall. There being no further business, the meeting closed at 8:09pm.

Monday 20<sup>th</sup> November 2023

Signed

Date