

**Minutes of the Meeting of Sustead, Bessingham & Metton Parish Council
Held on Monday 16th May 2022 at 7:30pm
At Peartree Cottage, Sustead.**

PRESENT: Mrs. A Williams (AW)
Mrs. J Thorne (JT)
Ms. M Bowland (MB)
Ms. P Howell (PH) (Vice Chairman)
Mr. M Blythe
Mr. J Toye (North Norfolk District Councillor)
Mrs. Kirsty Cotgrove (Clerk)
No members of the public were present

- 22/15. To elect a Chair for 2022-23:** On a proposal by J Thorne, seconded by P Howell, A Fell was elected Chairman. The declaration of office will be signed in the presence of the Clerk.
- 22/16. To elect a Vice Chair for 2022-23:** On a proposal by A Williams, seconded by P Howell, M Bowland was elected Vice Chairman. The Declaration of Office was signed.
- 22/17. Apologies:** There were no apologies.
- 22/18. Declarations of interest and dispensations to speak:** None.
- 22/19 The Minutes of the last meeting:** Minutes from the meeting held on 7th February 2022 were agreed and signed off as a true record.
- 22/20. To consider co-option of a new Councillor:** A member of the public has expressed interest but was not in attendance. In his absence, Alan DePoel Wood was voted as Councillor (prop. A Williams, sec. M Blythe, all agreed)
- 22/21. To receive reports:**
Eric Vardy, County Councillor: A report was emailed to Councillors prior to the meeting.
John Toye, District Councillor: A report was emailed to Councillors prior to the meeting.
- 22/22. To suspend the meeting to allow for public comment on agenda items:** No members of the public were in attendance.
- 22/23. (i) To declare the Parish Council exempt from external audit in 2021-22:** As the receipts and payments for the Parish Council were both under £25,000, the Parish Council declared itself exempt from external audit (prop. M Bowland, sec. A Williams, all agreed). The exemption certificate was signed.
(ii) To receive the internal auditor's report and discuss its findings: The internal auditor's report was noted and discussed.
(iii) To approve the Annual Governance Statement 2021-22: Following discussion, the

Annual Governance Statement was completed and approved (prop. A Williams, sec. J Thorne, all agreed).

(iv) To approve the Accounting Statements 2021-22: The Accounting Statements were approved and signed (prop. M Bowland, sec. P Howell, all agreed).

(v) To approve an internal auditor for 2022-23: It was agreed to appoint Jo Boxall as internal auditor for 2022-23 (prop. A Williams, sec. M Bowland, all agreed).

22/24. 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 (prop. M Bowland, sec. A Williams, all agreed).

(ii) To approve payments:

£200.00	K Cotgrove – May salary
£ 50.00	HMRC – May tax
£ 30.00	J Boxall – internal audit fee
£ 134.61	NALC – annual subscription
£ 20.00	Community Action Norfolk- annual subscription

22/25. Planning Matters:

(i) To note applications, received between meetings:

PF/22/0645. Manor House Farm, New Road, Bessingham.

PF/22/0722. Glen Farm, Glen Farm Lane, Metton.

RV/22/0773. Garden Cottage, The Street, Bessingham.

(ii) To receive late planning applications: (i) RV/22/1030. It was agreed that there was not enough information on the alterations to make a decision.

(ii) PF/22/1111. Councillors will have a look at the application and feedback to the Clerk.

22/26 Highways matters:

(i) Update on Parishioner request to move village Boundary sign: The Highways engineer has been in contact and confirmed that this is possible, with an estimated cost to the Parish Council of £350. The Clerk will ask County Cllr Eric Vardy if he will be able to pay for this from his members' budget. It was also asked if an additional sign could be installed instead of moving the old one.

(ii) AW reported that the triangle where the noticeboard is has deteriorated. District Cllr Toye will pass information to the Clerk to chase with Highways.

(iii) M Bowland noted that tractors are damaging trees and hedgerows when driving through the Parish.

22/27. To update on the Village Hall, and approve any actions necessary: A Williams wrote to Hanworth Village Hall, but has not heard back yet. She has also spoken to Community Action Norfolk, who are happy to come and meet at the Hall. Eon is installing a smart meter soon.

22/28. To update on Jubilee celebrations: Sustead are having a church service at 10am on the 5th June, followed by a village picnic in the Village Hall garden. A Williams & M Bowland are sending an email to residents. Bessingham are having a village get together at 1:30pm, at Fiddlers Haven on Sunday 5th June. It is unknown if Metton are holding any events.

22/29. To review policies: The following policies were reviewed, and signed as necessary (prop. M Bowland, sec. J Thorne, all agreed)
Annual Review of Internal audit
Annual Review of Internal Control
Financial Regulations
Financial Risk Assessment
Asset Register

22/30. Correspondence: (ii) Parishioner request to renovate the Metton Cross – This was renovated a few years ago. A previous Councillor has had work carried out. As a war memorial, funding should be available for work required from the War Memorial Trust. M Bowland will take photos and distribute to Councillors.
(ii) Parishioner request for the Parish Council to clear Bessingham Churchyard – A member of the public has asked if the Parish Council can tidy it up. The Clerk responded to advise that churchyards are not the responsibility of the Parish Council, as they are owned by the Church.
(iii) NNDC – Outcome of Gresham & Sustead Community Governance Review - Noted.

22/31. Any other business, for information: J Thorne has had an enquiry from a member of the public, who asked where Parish Council money goes. The Clerk has directed them to the Parish Council website, where all information is published.
The footpath map in Sustead is unreadable. The Clerk will contact the Right of Way Officers at Norfolk County Council, to ask them to carry out the repairs. There is also a metal stake in the ground, sticking up dangerously. P Howell will ask the people who installed it to remove it.
The noticeboard in Metton is dangerous. The Clerk will arrange removal and will contact Metton PCC to agree a replacement location. The Clerk will put a notice on the old board to request suggestions for a new location.

22/32. Date of next meeting: Monday 8th August 2022, 7:30pm, at the Village Hall.

Meeting closed at 8:45pm

Signed

Date