

# BRIDGHAM PARISH COUNCIL

**MINUTES** of the ANNUAL Parish Council Meeting held on Monday 12 June 2023 commencing 7.30 pm at Bridgham & Roudham David O'Neale Memorial Village Hall.

**In this election year the Annual Parish Council Meeting is required to be held within 14 days of the new Councillors taking office on 8<sup>th</sup> May 2023, making the meeting timeframe between 9<sup>th</sup> -23<sup>rd</sup> May. However, Cllr Wright was away for May therefore the council was not quorate to hold this meeting. This Annual Parish Council meeting has been held at this earliest opportunity.**

**Councillors Present:** Cllr P Graham (Chair), Cllr G Sharpe & Cllr R Wright

**In attendance:** Sara Campbell (Locum Clerk) and 2 members of the public

**1. To elect a Chairman**

Cllr Wright proposed Cllr Graham, seconded Cllr Sharpe. Cllr Graham was happy to remain chairman and signed the Declaration of Acceptance.

**2. To consider accepting apologies for absence:**

None

**3. To approve the minutes of the Parish Council Meeting held on 26 April 2023**

The minutes of the Parish Council Meeting held on 26 April 2023 (pages 1-4 of 4) previously circulated to all members, were unanimously agreed and signed by the chair.

**4. To receive declarations of interest and requests for dispensations for disclosable pecuniary interests or other interests:**

None.

**5. To receive questions or comments from the parishioners:**

None

**6. To receive the reports from the District & County Councillors:**

No reports.

**7. To receive Clerk's report:**

- Nothing to update

**8. To approve the essential policies:**

**8.1. Standing Orders**

**8.2. Financial Regulations**

- 8.3. Internal Control
- 8.4. FOI Policy & Publication Scheme
- 8.5. Data Protection Policy

Councillors unanimously approved all the essential policies.

**9. To receive and consider updates on the following projects and initiatives:**

**9.1. Playing Field Noticeboard** - The noticeboard is up. Cllr Sharpe and Cllr Graham both have two keys. The invoice needs to be sent to the sponsor.

**9.2. Other Village Hall Projects**

**9.2.1. To consider and approve the cost of the 5 yearly EICR at the Village Hall** - Following a recent problem and electrician had visited the hall and suggested the EICR was not required until next year. There have been further problems and a electrician is required again – **Cllr Graham will speak to electrician.**

**9.3. Re-development of Timber Hill Corner (memorial to the late Queen)**  
No update – consider getting a third quote.

**10. To receive an update on the development of the new Parish Council Website:**

The Clerk showed the meeting the current development of the website.

**10.1. Following the recent correspondence with Norfolk ALC regarding the increase in their subscription charges consider if membership of a support organisation is necessary**

Councillors unanimously agreed not to renew membership to NorfolkALC and that membership of a support organisation is not required at this time.

**11. To receive an update on the the Barclays Bank Mandate and Unity Bank Mandate for change of signatories**

Cllr Wright and the Clerk returned their signed Unity forms to Cllr Graham. Still waiting for an update from Barclays.

**12. Planning Issues:**

**12.1. To consider any planning applications received:**

None

**12.2. To receive an update on any previous planning applications:**

None

**13. FINANCE**

**13.1. Approval of payments to be made**

**Payments (C)**



- 14. To appoint an Internal Auditor for the 2022/23 financial year:**  
Councillors unanimously agreed to appoint Robin Goreham at a cost of £60.00.
- 15. To receive an update on correspondence received:**  
Email from Roudham Parish Clerk regarding a possible meeting in May regarding the proposed digester at Camp Farm.
- 16. To receive items for the next Agenda:**  
Add to the Agenda to review the recent ROSPA Inspection. Please submit any items for discussion at the next meeting to the Clerk.
- 17. To agree the proposed time and date of the next parish council meeting:**  
  
The next meeting of the Council will be held on Monday 10<sup>th</sup> July at 7.30 pm.

Meeting Closed at 20:45 pm

- 18. Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of 19. for the Council to discuss staffing matters.**
- 19. To discuss the appointment and contract details for the Parish Clerk.**  
Councillors agreed to offer the position of Clerk/RFO to the current acting Clerk Sara Campbell.