

Minutes of Barton Turf & Irstead Parish Council meeting held on 14 May 2019, following local elections.

Present: T Edmunds, J Fletcher, D Dean, J Menges, M Mills, M Oakden and D Bradley (Clerk)

The Clerk asked for nominations for Chairman. J Fletcher proposed, and D Dean seconded that T Edmunds stand as Chairman. T Edmunds accepted and signed the Declaration of Acceptance of Office.

Co-option: Four Councillors were elected in May, leaving three vacancies. J Menges proposed, and J Fletcher seconded that M Mills and M Oakden be co-opted as Councillors. D Dean and J Menges had spoken with H McFadyen who had expressed interest in becoming a Councillor. All voted in favour to co-opt H McFadyen and Clerk to send papers to her for completion.

The following officers were proposed, appointed, and accepted:

**Responsible Financial Officer** - D Bradley

**Data Protection Officer** - M Oakden

**New Cheque signatory** - D Dean, to complete Mandate forms. The two other signatories remain as M Mills and D Bradley

The following representatives were proposed:

**New Victory Hall** - T Edmunds

**Gaye's Staithe Committee** - G Neave, R Edmunds and M Pell to continue and to report to the Council on an annual basis.

**Barton Charity for Relief in Need** - G Murrells and S Lamb to continue and report on an annual basis to the Council.

**NIBCHG** - G Murrells to continue to send reports to the Clerk, and an invitation to be sent to the group's chairman to discuss future work/aims.

**BTCC** - following the resignation of G Neave, Councillors discussed the possibility of co-opting him back on as an honorary Trustee. To be discussed further upon checking the constitution.

Register of Parish Members' interests - the Clerk provided each Councillor with the form to complete for North Norfolk District Council.

Review of Standing Orders

The Standing Orders had been circulated and Councillors proposed and agreed that no changes were required.

Minutes of Annual Parish Meeting and the last Parish Council meeting.

Both Minutes had been circulated to the Councillors. Those present at the meetings agreed that both were true records of the meetings held. The minutes were approved, and signed by the Chairman.

Declarations of Councillors' interests - None were declared.

Matters Arising:

**New Victory Hall update** - the next meeting is on 9<sup>th</sup> June. The Chairman, as representative, apologised that he had not been able to attend the AGM. Plans are being put in place to celebrate the 10<sup>th</sup> Anniversary with a request to both Parish Councils to have an input into the days' activities.

**NIBCHG** - A report received by the Clerk reminded the Council of a presentation about St Benet's Abbey on 15 May. On June 8<sup>th</sup> at the Farmers Market there will be displays provided by Friends and Neighbours group and 30s/60s group. On June 19<sup>th</sup> in the NVH meeting room a research evening at 7.30pm.

**BA quayheading lease for Barton Turf & Irstead.** The Chairman advised that a clean draft of the Irstead lease is to be requested from the Broads Authority. J Menges reported that

a survey has been completed by BA confirming a tree requires attention on the staithe. The Chairman recommended that a working party is needed to address it.

**Highways** - Following work along the top of the common by OpenReach, the top of Staithe Road and at the junction of Bittern Crescent, the mess left behind needs addressing. The Clerk is to contact Highways requesting reinstatement of the street works completed by OpenReach. A pothole at the bottom of Mill Road was also highlighted to the Clerk.

**Gaye's staithe quayheading** - G Neave and Clerk are currently searching for missing Agreement made in early 1980 to clarify which areas are to be maintained by Broads Authority or the Parish Council.

**Irstead Staithe signs** - J Menges questioned the renewal of signs on Irstead Staithe. The Chairman confirmed that new signs are to be erected and to share a draft proposal of colour, size etc for both Irstead and Barton staithes.

#### NPTS training opportunities for new Councillors

The Clerk had circulated training dates and venues to Councillors. Three Councillors expressed an interest and would confirm to the Clerk when they could attend, so that bookings could be made.

#### Reports by North Norfolk District Council and Norfolk County Council representatives.

Representatives were not present to report.

#### Finance:

**Internal Auditor.** The Clerk reported that Mr P Read had agreed to complete the annual internal audit. The Council voted in favour.

The Clerk advised that, as last year, the Parish Council meets the eligibility criteria to complete a Certificate of Exemption from a limited assurance review. The Council approved. The Chairman and Clerk signed the Certificate. Completion of the Annual Governance and Accountability Return is to be completed and published on the website when the period for the exercise of public rights is confirmed by the Clerk, following the internal audit.

**Grasscutting on Irstead Staithe.** An invoice for £150 had been received for 3 cuts and replacement of 3 posts painted. Council accepted and approved payment. Cheque no. 100825.

**Clerk's salary and expenses.** The Chairman advised that the Clerk was to receive gross salary of £438.42 Cheque no. 100826

The Clerk requested a further payment for expenses due from August 2018 to present of £71.10.

The Council accepted and approved payment. Cheque no. 100827

**2019/20 Precept** - The first half of £3183, together with £33 grant, has been credited direct to the Parish Council.

#### Planning:

BA/2019/0101/HOUSEH - Shoals Cottage, The Shoals, Irstead - replacement of existing quayheading. No objection by Parish Council

#### Any Other Business

The Chairman advised that he had received an invite from the Chairman of Neatishead Parish Council to have a discussion regarding the possibility to merge both Councils. Councillors would be interested to hear and share more about their activities and issues.

There being nothing further to discuss the Chairman closed the meeting. The next meeting has been re-scheduled to Tuesday 25<sup>th</sup> June at 7.30pm in the Black Shed.

