

**Minutes of the Meeting of Lessingham Parish Council held on Tuesday 9th May 2023
at 7.30pm at Lessingham Village Hall**

Present: Peter Peruzzi (Chairman)
Jennifer Boardman
Andrew Cull
James Holden
Alan Shields
Catherine Moore, Parish Clerk

Also present: County Councillor Richard Price and 1 member of the public.

1. Election of Chairman

Peter Peruzzi was elected as Chairman, proposed by Jeni Boardman, seconded by Andrew Cull, all in favour. The Declaration of Acceptance of Office was signed.

2. Election of Vice Chairman

James Holden was elected as Vice Chairman, proposed by Peter Peruzzi, seconded by Alan Shields, all in favour.

3. Register of Interest Forms

The Clerk reminded Councillors that they needed to complete their Register of Interests form by 6th June 2023, and that this year it was an online form.

ACTION: ALL

4. Co-option of Parish Councillors

The Council had two vacancies following the election. It was **agreed** to co-opt Sue Allen, proposed by Peter Peruzzi, seconded by Jeni Boardman, all in favour. As Sue was not present the Declaration would be signed at a later date. Peter agreed to send Sue's email address to the Clerk.

ACTION: PP

5. Apologies for Absence

There were no apologies for absence from Councillors. Luke Paterson, the new District Councillor, had sent his apologies.

6. Declaration of Interest for items on the agenda

None.

7. Minutes of the meeting held on Tuesday 14th March 2023

The minutes of the last meeting were considered, with item 4e changing 'nothing' to 'noting'. With this amendment the minutes of the meeting were **agreed**, proposed by James Holden, seconded by Peter Peruzzi, all in favour, and were signed by the Chairman.

8. Matters Arising from the Minutes

a) Hedge Cutting - Bridleway

It was confirmed that the overgrown hedge was on Seaside Lane, Peter would send Richard Price more information for taking this forward.

ACTION: PP / RP

b) Unity Trust Account Opening

The Clerk reported that the bank account was open and the precept had been paid into it. She had sent the account closure form to Barclays, funds should be transferred shortly.

- c) Telephone Box Refurbishment
Andrew Cull and James Holden reported that this would be completed once the weather improved. **ACTION: AC / JH**
- d) Bush Estate Faulty Phone Box
Jeni Boardman reported that there was a notice in there stating it had not been able to make outbound calls since October 2019. This had been reported to BT's faulty phone box service. The box would not take any coins, so could not take texts or email. Jeni was speaking to them about the need for an emergency phone due to the lack of phone signal on the beach as well as an older population. **ACTION: JB**
- e) Environment Agency Sea Defence Works
Peter and Richard Price had attended a meeting about this. There had not been another meeting since the Coastal Forum meeting. The outcome had been vague. Peter noted that he brought it up in Any Other Business, with an engineer acknowledging that there were problems, and that it would be reviewed.
- f) Parish Council Website
The Clerk reported that the website had been published and was up and running. Any suggestions for it would be welcome. The Clerk would notify NNDC of the new website. **ACTION: Clerk**

9. Public Forum

- a) Public
Nothing.
- b) District Councillor
It was noted that Luke Paterson was the new District Councillor, having taken office today.
- c) County Councillor
Richard Price reported that the County Council had elected a new Leader, Kay Mason Billig, who was keen to bring new people into roles and to keep a steady ship. It was hoped that the focus would be on issues and not political agendas. A joined up approach to issues would be taken with the new District Councillor. The SAM2 would be moved to Sea Palling around 22nd May. It was noted that a fixed Vehicle Activated Sign would cost around £3,500 and had been shown to be less effective.

10. Planning

- a) New Applications
CL/23/0901 Longwheat Bungalow, Heath Road, Hempstead: Certificate of Lawful Development for retention of dwelling.

It was noting that this was proposing to normalise the situation where the building had been built without planning permission in the 1960's. It was **agreed** that there were no objections, proposed by Jeni Boardman, seconded by Peter Peruzzi, all in favour. **ACTION: Clerk**

- b) Applications considered between meetings
PF/23/0632 Tresillian, Bush Drive, Eccles on Sea: Single storey rear extension to dwelling. It was noted that the Chairman had declared a pecuniary interest in this planning application and had not been part of the email circulation. **NO OBJECTIONS**

- c) Decisions
PF/22/2756 The Den, Beach Road, Eccles on Sea: Erection of front porch.

APPROVED

11. Finance

- a) Finances 2023/24 To Date

The accounts were noted. £2,245 had been received as the first instalment of the precept.

- b) Year End Finances

- c) Internal Audit Report

- d) Annual Governance Annual Return

The above items were moved to the next meeting as the Barclays statements had not been received, which had delayed the internal audit.

- e) Insurance Renewal

The renewal with BHIB had been offered at £348.60. The Clerk had received a price from Zurich of £214 under their small ticket scheme. It was **agreed** to move to Zurich, proposed by Jeni Boardman, seconded by Alan Shields, all in favour.

ACTION: Clerk

- f) Norfolk ALC Subscription

The Norfolk ALC subscription renewal had been invited at £185.08 which was a 20% increase on the previous year. Similar services, without the National ALC element, were offered by Norfolk PTS who had quoted £55 for subscription. It was **agreed** to move to Norfolk PTS, proposed by Andrew Cull, seconded by Jeni Boardman, all in favour.

ACTION: Clerk

- g) Payments

It was **agreed** to pay the following, proposed by Alan Shields, seconded by James Holden, all in favour:-

C Moore	Salary March - April 2023	£290.99
HMRC	PAYE March - April 2023	£69.60
Information Commissioner	Annual Subscription Fee	£35.00
C Moore	Reimbursement – Website	£129.60

12. Correspondence

- a) General Correspondence
None.

13. Other Matters

- a) Standing Orders and Financial Regulations

- b) Statement of Internal Control; and Risk Assessments

- c) Data Protection Policy and Privacy Statement

- d) Social Media Policy

The above documents were adopted as presented, proposed by Andrew Cull, seconded by Peter Peruzzi, all in favour.

ACTION: Clerk

e) General Power of Competence

It was confirmed that the Council had been more than two thirds elected; and that the Clerk held the CiLCA qualification, therefore the Council **agreed** to adopt the General Power of Competence, proposed by Peter Peruzzi, seconded by James Holden, all in favour.

ACTION: Clerk

14. Reports from Councillors

It was noted that the dog bin initiative related to stickers welcoming bagged dog waste to be deposited into their domestic bins. The Clerk was asked to put bins / dog bins onto the next agenda and to make enquiries with NNDC as to the charges for litter bin collection, or dog bin collection, together with latest prices for litter bins. It was suggested that stickers could be put onto litter bins saying that dog waste could be deposited in them.

ACTION: Clerk

A visit had taken place at Grange Farm which was interesting and informative. The village sign was being refurbished by the son of the person who was renovating it.

An issue of littering was being addressed directly by the Chairman.

It was suggested that councillors could have a lead portfolio eg Highways, speeding, footpaths etc. This could then give a strategy for how matters are approached. Peter would bring a proposal to the next meeting.

ACTION: PP

Jeni Boardman reported that the management of the Parish Council Facebook page had been passed to her. She had been sharing public information such as police reports, visits, the new website, meeting etc and asked others to forward anything that should be included. Jeni had also written a short piece for the local newsletter.

15. Date of Next Meeting

The next meeting would take place on **Tuesday 27th June 2023** at 7.30pm at Lessingham Village Hall. The meeting closed at 8.30pm.

CHAIRMAN