**WOOD DALLING PARISH COUNCIL**

 ***Draft Minutes of the Meeting of the Council Held on Tuesday 7th February 2017, at 7.30pm in the Village Hall, Wood Dalling.***

**Present:** Kerry Oldfield (Chairman) (KO), Helen Dixon (HD), Rory Harrold (RH), Alex Clark-Rudd (ACR), Jonathan Rawlinson (JRaw), Greg Peck (District Councillor (GP), Kirsty Cotgrove (Clerk).

2 members of the public

**17/16. Chair’s welcome and apologies for Absence.**

KO welcomed everyone and apologies were accepted for Jonathan Rodwell, John Childs, James Joyce and Stephen Bridges (PCSO).

**17/17. Declarations of Interest.**

None.

**17/18. To sign as a correct record the minutes of the Meeting held on Tuesday 10th January 2017.**

The minutes were agreed and signed as a true record of the meeting.

**17/19. Matters arising from the meeting.**

Permission has been given by Salle to relocate the noticeboard, so RH will collect it and install it next to the pond.

The Clerk has contacted BDC to request the sign for Crabgate Lane South is moved so it can be more easily seen.

The litter pick will happen on the weekend of 11/12 March. Maps will be given out, and pickers are available if required from HD’s house.

Grass cutting will be a standing item on the agenda now.

The Clerk has obtained prices for grit bins. It was agreed not to pursue, unless requested by a parishioner.

**17/20. Members of the public register a desire to speak**

Greg Peck (District Councillor), Jeff Topp (newsletter) & Louise Doyle (Village Hall).

**17/21. Committee reports and recommendations**:

**Church**

The Clerk read a report for JRod. It covered replacing the roof on the church and a 12 year old pianist storing his grand piano at the church and practicing there. Also, the Norfolk Wildlife Trust has been doing a survey in the church yard.

**Jeff Topp – Newsletter**

JT advised that he has some invoices to be paid, which he will send to the Clerk. More issues may need to be produced in the future, due to new houses in the village. He will put an article in the newsletter about the cross which was found recently in the village. Another volunteer is required to deliver the newsletter.

**Greg Peck – District Councillor**

GP reported that the dementia group on the second Monday of the month is up and running now. It is held at Kerry’s Pine in Reepham. All those affected by dementia are welcome.

**Louise Doyle – Village Hall**

The village hall committee are holding their AGM in April, where the future of the village hall will be discussed. Currently, there will be three key roles which if not filled, means the village hall cannot fulfil their Charity Commission regulations and therefore will not be able to continue. The hall has been running at a deficit in recent years, and although there are still some fund, their needs to be more support from the village to make it sustainable. A leaflet will be sent to every resident in the village to invite them to the AGM. Councillors suggested that the leaflet could be more strongly worded, to ensure everyone knows how serious the

**1.**

situation is. If the hall is left empty for 6 months it will revert back to Salle Estates. The provisional date for the meeting is 25th April.

**17/22. Highways** **/ potholes/ hedgecutting**

The Redpits road sign opposite Redpits farm has still not been replaced.

Potholes have been filled.

ACR reported that recent fly tipping was quickly cleared away.

Some additional potholes were identified. The Clerk will report them.

The hedge at Churchgate house has been removed. **Action: Clerk**

**17/23. An update on the Town House, and to agree any payments necessary.**

RH has carried out all the necessary work, and passed invoices to the Clerk to raise cheques. The Clerk will see if a plumber can quote to replace the plumbing. **Action: Clerk**

**17/24. To Review the following policies:**

1. Financial Risk Assessment
2. Financial Regulations
3. Annual Review of Internal Audit
4. Annual Review of Internal Control

The above polices were agreed and signed as necessary.

**17/25. Correspondence**

The Clerk reported that there are windfarm open afternoons happening, and the possible substations were discussed.

KO has received correspondence regarding the pension regulator rules, which will be dealt with by the Clerk and KO. **Action: Clerk & KO**

**17/26. Planning**

None.

**17/27. Finance and Payments**

(i) Copies of the current financial position were given to all councillors.

(ii) Payments were approved and cheques were signed by KO & ACR for-

1. K Cotgrove – ICO renewal (chq 100634) - £35.00
2. K Cotgrove – salary for February & March (chq 100632) - £206.33
3. Heat Norfolk – boiler service for Town House (chq 100633) - £96.00

The following cheques were signed, as previously approved and budgeted for:

a. R Harrold – Town House insulation, taps and shower screen (chq 100636) - £251.00

b. M Packman – Fitting of taps in Town House (chq 100635) - £35.00

c. J Topp – newsletter (chq 100637) - £37.50

(iii) To agree the internal auditor for the 2016-17 Annual Return

The Clerk proposed using Stuart Fowler, as he was very good last year. All agreed.

**17/27. Matters for further discussion**

None.

**17/15. Date of next meeting**

Tuesday 9th May 2017, at 7:30pm.

**There being no further business, the Chairman closed the meeting at 8:30pm**

**Approved as a correct record Date**

**2.**