**WOOD DALLING PARISH COUNCIL**

 ***Minutes of the Meeting of the Council Held on Tuesday 8th March 2016, at 7.30pm in the Village Hall, Wood Dalling.***

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

3 members of the public

**16/18. Apologies for Absence**

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

**16/19. Declarations of Interest**

None.

**16/20. Minutes of the Meetings held on Tuesday 12th January 2016.**

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

**16/21. Matters arising from the meeting.**

(i) There is no update regarding the proposed residential home.

(ii) The Defibrillator has been installed. The Clerk will contact the ambulance service to let them know the code. KO has chased the Clan Trust regarding the grant, and a cheque is on its way. KO reported that the training for villagers’ will likely be in April. Gerri Williams and Simeon Tomlinson are arranging it to coincide with a coffee morning at the village hall. It was agreed to include it on the next agenda, to arrange further training after the coffee morning event. The possibility of producing fridge magnets with the contact details of residents close to the Village Hall was discussed. These would have the details of people prepared to be called should an emergency situation arise, so they could collect the defibrillator and take it to the patient. HD suggested a request for volunteers in the newsletter. Jeff Topp agreed to include an article to direct volunteers to the Clerk, who will also research quotes for magnets. **Action: Clerk**

(iii) ACR reported that she hasn’t seen R Howes to arrange the repair of the bench outside the church. She will chase. **Action: ACR**

**16/22. Members of the public register desire to speak.**

1 parishioner – item 12.

**16/23. To discuss possible locations for a mobile Post Office.**

A parishioner has been speaking to other villagers regarding the closure next month of the shop and Post Office. She was wondering if there would be enough interest to provide a service of delivering basic shopping and newspapers, and was wondering how to instigate it. KO reported that she has spoken to Graves in Briston who are happy to continue with their newspaper drop off outside the church. JJ advised that the mobile Post Office is likely to be a vanfor two hours a week.It was agreed that Jeff Topp will put an article in the newsletter to see if there is any interest. Responses will be directed to the Clerk. The Post Office will need a location Grania Ward-Brown advised that the Village Hall would be available if necessary.

1 Parishioner left the meeting. **Action: Clerk**

**16/24. Committee reports and recommendations**:

**Police**

PCSO Bridges was unable to attend the meeting, but had emailed a report to the Clerk: From 1st Jan to 29th Feb there was one recorded crime of an assault, and 5 calls were made to the police. Internet safety advice was given. The next SNAP meeting is Tuesday 5th April 2016 at 7pm in the Bircham Centre, Reepham. No Councillors are able to attend this meeting.

**JRod, Church**

No report.

**Grania Ward-Brown, Village Hall**

The AGM for the Village Hall is on 26th April. People are encourages to attend.

1.

**Greg Peck, District Councillor**

GP reported that council tax bills are due any day now. He reported that there were recently prowlers in Oulton, and a horse has a knot tied in its mane, which can be an indicator of a future theft. HD advised that if any suspicious vehicles are seen, to take the registration number and ring it through to 101. A parishioner asked if there is a Neighbourhood Watch scheme in the village anymore. It was agreed that it is no longer running in the village, but the scheme is still in operation elsewhere.

**James Joyce, County Councillor**

Nothing to report.

**16/25. Matters for report**

None.

**16/26. Highways** **/ potholes/ hedgecutting**

There is a large pothole near Page’s Farm, Guestwick Road. There are also a number of potholes along Crabgate Lane North. The road name signs have been reported and will be ordered once there are enough **Action: Clerk**

**16/27. To update on the Clean for the Queen litter pick**

HD reported that the event will take place this weekend. There are enough volunteers, and HD will get the pickers from the CPRE on Thursday. Volunteers will meet at HD’s at 10am on Saturday.

**16/28. To discuss and agree an action plan.**

The Action Plan was discussed. KO suggested the addition of maintenance and testing of the defibrillator to item 12. All agreed.

**16/29. To agree a village hall representative.**

JRaw has resigned for the village hall committee. It was agreed that no formal representative is necessary for the hall, but JRaw is happy to remain as a link to the hall, on a less formal basis.

**16/30. To discuss and formulate a response, if required, to the consultation on the Norfolk County Council Local List for Validation of Planning Applications.**

JJ confirmed that this related to applications relating to waste and minerals, schools and recycling. It was agreed that, as it is unlikely these sorts of applications will affect the Parish, no response is required.

**16/31. Correspondence.**

None.

**16/32. Grass cutting.**

HD reported that Mow and Grow are due to start tomorrow, but this is unlikely due to the weather report. They have supplied a list of proposed weeks, but they will be weather dependent. HD asked people to keep an eye out that cutting has been done, and let her know if there are any issues. It was agreed that mole hills will be put on the next agenda. Grania Ward-Brown advised that the village hall now have their own grass cutter, and could possibly help out when the contract is next up.

**16/33. Planning.**

None.

**16/34. 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 – clerk’s salary Feb & Mar (chq 100605) - £206.33.
2. Jeff Topp – newsletter invoices (chq 100604) - £162.50.

(iii) No receipts

(iv) All agreed to appoint Stuart Fowler to act as internal auditor for the 2015/16 Annual Return.

(v) The following policies were reviewed and signed:

a. Financial Regulations

b. Financial Risk Assessment

2.

c. Annual Review of Internal Audit

d. Annual Review of Internal Controls

**16/35. Matters for further discussion**

KO advised that the next meeting is the Annual Parish Council Meeting. She asked everyone to consider if they would like to stand as Chair or Vice Chair. If interested, please contact KO or the Clerk if any information is required. **Action: Clerk**

**16/36. Date of next meeting**

Tuesday 10th May 2016, Annual Parish Meeting at 7pm, Annual Parish Council meeting at 7:30pm.

**There being no further business, the Chairman closed the meeting at 8:21pm**

**Approved as a correct record Date**

3.