

GIMINGHAM ANNUAL PARISH MEETING

Elaine Pugh - Clerk to Council

Minutes of the Annual Parish Council Meeting

Tuesday 7th May 2024 - 7.30pm at Gimingham Village Hall

Ady Phillips - Chaired the Meeting

Others in attendance - 6 members of the Public

1. Chair's Review/Report for the year 2023-2024

Welcome to the 2024 Annual Parish Meeting

I would like to thank my fellow Councillors and the Clerk for all their valuable assistance over the last year and their support.

Extended thanks are given to the team and Colin Hart until his resignation as a Councillor for charging and moving the unit around on a regular basis.

Allotments are all fully let, playing field hedges have been cut, play equipment repairs and general grass cutting have been maintained. We thank our combination of caretakers for all the work they do within the Parish to keep it neat and tidy.

We would like to extend our thanks to the Village Hall Trustees for the superb project to refurbish the village hall. A truly outstanding achievement.

The Council held discussions between the Village Hall and Fosters solicitors to outline the status and the responsibilities of the term "Custodian Trustees". We are now progressing this matter via Fosters for a legal conveyance to be registered at the Land Registry. This will ensure the future and longevity of the hall for the community of Gimingham.

With this in mind the Parish Council has agreed to fund on an ongoing basis a financial contribution towards the Hall's insurance together with the continued support of grass and hedge cutting.

We are still investigating a way forward for Gimingham Clubhouse however, this is currently in the longer plan and any ideas from residents are always welcome. We are seeking a hirer for the unit long-term but this is proving extremely difficult because of the limitations placed on its use.

The Precept - was increased due to the continued complaints received from residents regarding the grass cutting in the village. In order to reduce costs and improve the number and quality of cuts the Precept had to be increased to meet residents' expectations.

We received a presentation from Corallie Martin of NNDC who is a Community Connector and it provided excellent community information.

The website was upgraded to comply with legislation.

The Council is working proactively with Highways on the installation of drains for the Mill Road end of the Village. This will take a number of years to come to fruition.

Potholes and drains are continually reported and any resident can now report these directly via the NCC website. The person can then track the progress of works.

We are encouraging liaison with Southern Hill which is under discussion.

The Council applied to the NCC Parish Partnership Scheme to install a bus shelter along the Mundesley/Southrepps Road near to the Pound. This was successful and the shelter is now installed.

We extend our thanks to Ed Maxfield who due to his generosity from his Highways budget meant that the Parish Council can implement this project with no financial contribution from the Council

Ady Phillips informed members present that he was not standing for Chair in 2024-2025 and would cease to be a Councillor after the election of the Chair at Agenda item 1 of the Annual Parish Council Meeting.

2. To agree Annual Parish Minutes 10th May 2023

It was resolved that these be signed.

3. To receive Annual Reports from Local organisations

The Clerk read out a report from the Chair of Village Hall:

The trustees of the village hall would like to thank the Parish Council for their support during the last year.

We have had a busy year; the hall was closed from April to July 2023 to enable the repairs to be done. A new floor in main hall, toilets, and back storage room, men's toilet relocated, ladies toilet upgraded to a disabled one, new boiler and heating system. Corridors, toilets and lower half of main hall cleaned and decorated by volunteers. Back storage room has been decorated. We would like to thank the parish council for purchasing the new radiators and also to contributing £500 towards the insurance of the hall. Would like to thank Richard, Colin, Andrew, Heather for cleaning and decorating the toilets, corridors and bottom half of the main hall. Also to Maggie and Heather Duffield for helping to spring clean the kitchen. We held an open afternoon to which all Parish Councillors were invited, members of the public, Duncan Baker MP and a representative from the North Norfolk Sustainable Communities Fund.

The rest of the main hall will be decorated in August this year which means that the hall will be closed for part of August. We have had new emergency lights installed.

The Treasurer of the Village Hall outlined the finances and informed that during 23/24 £4,746.92p had been received in rental. The hall closed for 3 months whilst the refurbishment programme was in progress and the hall is just re-building up the lettings.

There were exceptional costs with the hall which amounted to £44,302.31p for the refurbishment.

The two quiz nights in January and March netted £340 and it was full to capacity. Another quiz was scheduled for November for Halloween however, due to lack of interest this was cancelled.

A question and answer session took place.

Gimingham Church

There was no formal report as currently no Church Wardens were in position. A verbal report was given which informed that Church repairs were estimated at £23k plus VAT and that the Church receives income of approximately £90 per month.

4. Floor open to Parishioners

Comments from the floor included the grass cutting on the playing field.

There being no further business the meeting concluded at 19.50.

CHAIR

GIMINGHAM PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Elaine Pugh - Clerk to Council

Minutes of the Annual Parish Council Meeting

Tuesday 7th May 2024 – following the Annual Parish Meeting
at Gimmingham Village Hall

Present: Ady Phillips (Chair), Alan Gotts, Daniel Gotts and Alan Cargill

Others: Roy MacDonald - NNDC and 1 member of the public

- 1. To Elect a Chairman for 2024-2025 and receive declaration of acceptance of office**
Ady Phillips tendered his formal resignation from the Council and informed that he had received a letter of resignation from the Clerk.

It was resolved that Daniel Gotts took up the position.
The declaration of acceptance of office was duly signed.

Thanks were extended to Ady Phillips and the Clerk for their commitment and work for the Council.
- 2. To appoint a Vice-Chairman for 2024-2025 and receive declaration of acceptance of office**
This was Agenda item was deferred.
- 3. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
Jocelyn Pike had sent her apologies - personal and these were accepted by the Council.
- 4. To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**
No interests were declared or dispensations requested.
- 5. To approve Ordinary Parish Council Minutes 15th April 2024**
These had been circulated and it was resolved that they be signed by the Chair.
- 6. Resolution to adjourn the meeting for public participation - NNDC and CC Reports (10 minutes allowance)**
Members of the public are invited to give their views on Parish affairs at the discretion of the chair, for no more than 10 minutes.

Resolved to open the meeting to the public:

Roy MacDonald, NNDC - gave an overview of the previous year which covered the work within the district by NNDC. Incorporated into this was an update on the pledges made - work on the B1436 with improvements being undertaken; affordable housing for local people and an upgrade of the access entrance way to the properties owned by Victory Housing.

A member of the public outlined the issues with the bottle banks and dumping of rubbish around the area. The Clerk would arrange stickers/notices. EP

Resolved to close the meeting to the public.

7. **To review and consider Planning if received**
No new planning had been received.

8. **Matters Arising and Monthly updates and for information only:**

8.1 **SAM 2**

The unit was moved to the Pound on 29th April.

8.2 **Caretaker additional jobs**

Grass at village hall, Hall Lane and Southrepps Rd	Completed
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8.3 **Highways**

Pot holes along Trunch Road - email sent to Highways Engineer and Ed Maxfield - 900263215	Highways have now stated that this area does not form part of the carriageway. The Clerk would write to Ed Maxfield on this to endeavour to resolve.
Drainage - Church Street - 900263226	Inspected and will resolve the problem

- 8.4 **Village Hall and update on Land Registration** - Fosters have sent their terms of reference and these have been circulated. It was agreed that an advance payment of £830 be made.

8.5 **Southern Hill** - invitation to attend meeting

8.6 **Gimingham Clubhouse** - rental

The Clerk had met with a potential hirer and references would be obtained. They would like to use it as storage only. EP

WORKS TO BE COMPLETED/outstanding

- 8.7 **Play area** - bench to be refurbished/varnished - this had been done and the Council thanked the Councillor for completing the project.
Removal of the dug out/brick shelter

- 8.8 **NCC PP Scheme** - bus shelter at Mundesley Rd - the furniture license had been attained and the unit installed by Westcotec.

9. **To consider, review and receive comments on Council procedures:**

1. Standing Orders
 2. Financial Standing Orders
- These were deferred to the next meeting.

10. **To consider, review correspondence and action**

Fosters Solicitors - Registration of Village Hall	Circulated
MADRA - information on AGM - 23 rd May 2024	Noted
Ed Maxfield - NCC - report	Noted
NCC - Highways - re pot holes and drains	Noted
Ady Phillips - Chair - resignation letter	Noted
Clerk's resignation letter	Noted

11. To consider Financial Matters

11.1 To receive bank reconciliation and note receipts and review reserves

The bank reconciliation was detailed and reserves noted by the Council.

11.2 To agree payment schedule and approve payments

Payee	Amount
Ros Calvert (auditor)	65.00
Elaine Pugh	276.16
HMRC	20.20
Secret Gardens (2 x grass cutting)	300.00
Fosters – Registration of Village Hall	830.00
Mick Kinder	200.00

Resolved to pay enbloc

NOTE - The Clerk informed that HMRC had inadvertently paid back £499.09 an overpayment of £66.00.

The claim was for £433.09p. The Clerk would arrange the reimbursement to HMRC.

EP

12 Annual Governance and Accountability Return 2023-2024 (AGAR)

12.1 To receive the Accounts for 2023-2024

The Annual Accounts had been circulated and it was resolved that they be signed.

12.2 To receive and consider internal auditor's report for 2023-2024

The internal auditor's report had been circulated and the observations made by the auditor were noted.

12.3 To consider and agree completion of Certificate of Exemption for 2023-2024

The Council resolved to sign the Certificate of Exemption.

12.4 To consider and agree Section 1&2-Annual Return 2023-2024

The Council agreed and resolved to sign the AGAR.

12.5 To consider, review and agree risk assessment

The Council reviewed and resolved to agree to the risk assessment.

12.6 To consider, review and agree asset list

The asset list was reviewed and it was resolved that the new bus shelter on the Mundesley/Southrepps Road be insured. The Clerk would inform the Insurance Company and add the unit to the asset list.

12.7 To consider the appointment of internal auditor 2024-2025

The Clerk informed that the Council would need to source a new internal auditor as the incumbent had retired.

13. To Receive Reports from Councillors and items for the next Agenda

Issues were arising with vehicles parking on the corner of Heath Lane, Slaughter Road and this was causing safety issues. The Clerk would write a letter and leave it on the window screens. EP

A letter would be sent to Ady Phillips to thank him for his time as a Councillor and Chair to the Parish Council. EP

The Pound needed clearing out again. EP

**14. To confirm date of the next Meeting
Gimingham Ordinary Parish Council Meeting -
Monday 17th June 2024 - Gimingham Village Hall @ 7.30pm**

There being no further business the meeting concluded at 20.33.

CHAIR

17th June 2024