

# *Kimberley and Carleton Forehoe Parish Council*

## MINUTES OF A PARISH COUNCIL MEETING HELD AT ST PETER'S CHURCH, KIMBERLEY ON FRIDAY 13<sup>TH</sup> MAY 2016 AT 7PM

The following members were present:- Colin House, Jane Fraser, Joy Smiley and Val Evans. The Clerk, District Councillor Michael Edney, County Councillor Margaret Dewsbury and one member of the public were also present.

### Public Comments:

None.

### Action

#### 1. ELECTION OF CHAIRMAN

Colin House was elected as Chairman, proposed by Joy Smiley, seconded by Val Evans, all in favour. The Declaration of Acceptance of Office was signed.

#### 2. ELECTION OF VICE CHAIRMAN

Joy Smiley was elected as Vice Chairman, proposed by Jane Fraser, seconded by Val Evans, all in favour.

#### 3. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Diana Hambro, proposed by Colin House, seconded by Joy Smiley, all in favour.

#### 4. DECLARATION OF INTERESTS AND DISPENSATIONS

There were no declarations of interests.

#### 5. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 4<sup>th</sup> March 2016 were **agreed** as a correct record and signed, proposed by Jane Fraser, seconded by Val Evans, all in favour.

#### 6. CORRESPONDENCE

The Council received the correspondence which was **noted**.

#### 7. FINANCE

7.1 The 2016/17 financial transactions to date were **noted**.

7.2 The cheque payments were **approved** as presented, proposed by Colin House, seconded by Jane Fraser, all in favour:

a)	HMRC	Clerk PAYE July 2016	£50.00
b)	C Moore	Expenses	£45.11
c)	Poringland Parish Council	Practitioners Conference	£16.22
d)	Norfolk ALC	Subscription	£83.82
e)	A Barnes	Internal Audit	£40.00
f)	Kimberley PCC	Grass Cutting Grant	£175.00
g)	Carleton Forehoe PCC	Grass Cutting Grant	£175.00
<b>TOTAL</b>			<b>£635.15</b>

7.3 The Internal Audit report was **noted**.

7.4 The Annual Governance Statement was **approved**, proposed by Colin House,

seconded by Joy Smiley, all in favour.

- 7.5** The Statement of Accounts was **approved**, proposed by Colin House, seconded by Val Evans, all in favour. **Clerk**

**8. PLANNING**

- 8.1 Applications for consideration  
None.

- 8.2 Planning decisions  
None.

**9. ONGOING MATTERS**

- a) Community Emergency Plan

The Clerk reported that no volunteers had come forward as the second emergency co-ordinator following the article in the Group News. It was **agreed** that Joy Smiley would act as the second co-ordinator. The Clerk was asked to contact South Norfolk Council to progress this.

**Clerk**

**10. NEW MATTERS**

- a) Review of Standing Orders and Financial Regulations

It was **agreed** to approve the Standing Orders and Financial Regulations for a further year, proposed by Colin House, seconded by Jane Fraser, all in favour.

**Clerk**

**11. DATE AND TIME OF NEXT MEETING**

Friday 9<sup>th</sup> September 2016 at Carleton Forehoe Church at 7pm.

The meeting closed at 7.35pm.

**Signed**

**Dated**