

**GARVESTONE, REYMERSTON & THUXTON
PARISH COUNCIL**

Minutes of meeting on Monday 21st June at Garvestone village hall 7.30 pm

Present: Cllrs Mr G Smith (Chairman), Mrs P Reade, Mr M Garrod, Mr S Smith and Mr L Smith. Also present: residents and the clerk.

Mr G Smith welcomed everyone to the meeting and read out the guidelines for attendance at the meeting to reduce the risk from Covid-19.

21/109 To receive apologies for absence

Apologies were received from Mrs C Harris and Mrs T Garrod. Apologies were also received from District Councillor Mr Ian Martin.

21/110 To receive declarations of interest and grant requests for dispensation as appropriate

None.

21/111 To agree the minutes of the Parish Council held on Monday 8 May 2021 and the minutes of the working group meeting on Monday 14 June 2021

The minutes of the Parish Council meetings on Monday 29 March 2021 and Tuesday 4 May 2021 and of the working group meeting on Monday 14 June 2021 were agreed and signed as a true record.

21/112 To receive any urgent matters arising from the working group meeting

None.

21/113 To receive clerk's report

None.

21/114 Meeting adjournment – members of the public invited to speak

- Members of the public spoke in opposition to planning applications 3PL/2021/0344/F and 3PL/2021/0345/LB – 3PL/2021/0351/F at Reymerston Hall.
- A member of the public said that there had been no planning notice for the application for an extension at The Haven on Town Lane in April. The member of the public wrote to the Director of Place about this but received no response. The clerk emailed the planning officer but also received no response. The member of the public asked whether it is a statutory requirement for Breckland Council to display a notice to inform the public of planning applications and if not, how is it decided whether to display a notice. If it is a statutory requirement, this is not being followed. It was agreed that the clerk will investigate this issue and contact Planning.
- A member of the public thanked the clerk for providing paper copies of minutes whilst meetings were being held virtually.
- Mr Durrant reported that he has inspected the Parish Council records in St Margaret's Church, Garvestone and they are in a satisfactory condition.

21/115 To agree comments to Breckland Council on any new planning applications

3PL/2021/0344/F

Reymerston Hall, Reymerston Road, Reymerston

3PL/2021/0345/LB –

amendments

Use of site & buildings for residential (Reymerston Hall), bed & breakfast accommodation, and events

(Use Class F.1) including weddings, wakes, day courses and catering events

The clerk summarised correspondence from four members of the public received by the PC objecting to the planning application.

It was agreed to object strongly to the amended application which does not resolve the lack of clarity in the application. [Clerk's note: The Parish Council's comments can be seen on the Breckland Council planning portal: planning.breckland.gov.uk/OcellaWeb/planningSearch. These comments are labelled Town/Parish Council Comments and dated 06-07-21].

3PL/2021/0902/HOU

Walnut Tree Cottage, The Street, Reymerston

First floor extension

No objections

21/116 To note results of planning applications.

None.

There was a short break to allow members of the public who did not wish to stay for the remainder of the meeting to leave.

21/117 To receive correspondence

None.

21/118 To review Code of Conduct, Standing Orders and General Risk Assessment

The Code of Conduct and General Risk Assessment were agreed without amendment. Standing Orders were agreed with the removal of section 29e.

21/119 Financial report

a. To approve receipts and payments

Payments		Paid	Net	VAT	Total
Frances Needham	Clerk's pay June 2021	online	£287.55		£287.55
Norfolk Pension Fund	Pension contribution June 2021	online	£88.24		£88.24
Frances Needham	Zoom subscription Apr, May, Jun 2021 (reimbursed)	online	£43.17		£43.17
Nick Kennedy	Internal audit	online	£100.00		£100.00
Norfolk Parish Training and Support	Chairing Successful Meetings training Jun 2021	online	£48.00		£48.00
Frances Needham	Clerk's expenses Mar – Jun 2021	online	£32.85		£32.85
Total			£599.81		£599.81

b. To ratify agreement made by email of insurance cover from June 2021

The agreement to renew insurance cover with Zurich Municipal from 1 June 2021 for £365.71 was ratified.

c. To note payments agreed by email and paid since last meeting

Payments		Paid	Net	VAT	Total
No Butts Bin Co Limited	3 benches	online	£1425.00	£285.00	£1710.00
Zurich Municipal	Insurance	online	£365.71		£365.71
Total			£1790.71	£285.00	£2075.71

d. To receive the report from the Internal Auditor and agree any action

The report from the internal auditor, Mr Nick Kennedy said that all internal control objectives, procedures and controls are in place and have been met during the year. Mr Kennedy noted one matter to be addressed, that the values on the assets register and the insurance policy schedule do not agree. The Practitioners Guide says they should. The clerk will look into this and report back to the next meeting.

The auditor also noted that the new benches (which were paid for after the end of the 2020/21 financial year) were, in error, included in box 9 of section 2 of the AGAR. The clerk has corrected this and the amount now shown in box 9 of £16429 does not include the benches.

The accounts will be on the website later this week. Members of the public are invited to contact the clerk if they have any queries or if they do not have access to the website and would like a copy of the accounts.

e. To complete annual review of the systems of financial internal control

Following the report from the internal auditor, this is completed.

f. To approve the Annual Governance Statement

The Annual Governance Statement (page 5 of the Annual Governance and Accountability Return) was approved by the Parish Council.

g. To consider the Accounting Statements

The Accounting Statements (page 6 of the Annual Governance and Accountability Return) were considered.

h. To approve the Accounting Statements by resolution

It was proposed by Mr M Garrod that the Parish Council approve the Accounting Statements. This was seconded by Mr L Smith and agreed by all.

i. To ensure the Accounting Statements are signed and dated by the Chairman

The Accounting Statements were signed and dated by the Chairman.

The next meeting of the Parish Council will be at 7.30 pm on Monday 19 July 2021 at Garvestone village hall. The chairman thanked everybody for attending and closed the meeting at 8.15 pm.

Signed.....

Date.....