**WIMBOTSHAM PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Tuesday 17th May 2011**

**Apologies**: None

**In Attendance**: Jackie Squires, Anne Smith, Simon Bates, David Fendley, Mac Burton and Trevor Manley.

 Clerk – Pippa Winson

**18/11 Election of Chair/Vice-Chair**

Anne Smith elected as Chair *Prop. – J.Squires 2nd – S.Bates*

Jackie Squires elected as Vice-Chair *Prop.- S.Bates 2nd – A.Smith*

**19/11 Apologies for absence**

None received.

**20/11 Appoint representatives**

Village Hall – J Squires

 Recreation Ground – S Bates

 Other reps to be agreed at next meeting after additional councillors co-opted.

**21/11 Appoint committees**

Planning committee only – to be agreed at next meeting.

**22/11 To approve the minutes of the Parish Council meeting held on 12th April 2011**

Having been circulated before the meeting, the minutes were accepted as a true and accurate record by all present at the meeting.

**23/11 Co-option - To Fill Vacancies unfilled at the election on 5th May 2011**

It was agreed that the vacancies would be advertised and that it would be included in the newsletter as well as the notice boards. There are 5 vacancies to be filled. Currently 2 expressions of interest. Agreed that applications will be considered prior to next meeting at 7pm on Tuesday 28th June 2011.

**24/11 Accounts – accept end of year accounts for 2010/2011**

After discussion it was agreed that the accounts would be agreed after they had been audited, as those present felt that they were not in a position to agree the accounts without verifying the transactions carried out and going through the bank statements for the year. Although accounts had been approved at meetings in the past without this verification it was agreed that as S. Goodwin, who had prepared the accounts for the last financial year, was not present this procedure should be undertaken in this instance.

**25/11 To record Councillors’ declarations of interest according to the Parish Council (Model Code) Order 2001**

 All declarations of interests received from the 3 councillors

**26/11 Public speaking**

None

**27/11 Matters arising for items not covered elsewhere on the agenda**

Clerk to check whether there is any money received in respect of recycling credits as previously payments was received from Berrymans when they dealt with the recycling collection. Clerk also to check when Parish Rangers are next due to visit.

**28/11 Correspondence received**

Norfolk ALC – Joint Summer Conference June 28th 2011

 Norfolk ALC – Election of members of the Norfolk ALC Committee

 NPTP – Training for Clerks & Councillors

Clerk to make enquiries as to cost of training if carried out at Wimbotsham as this had been investigated by previous clerk.

Problem with road surface outside shop. Drain raised outside village shop has made matters worse. Problem with kerb at the corner of 1 Westway( to south side). Agenda item for next meeting to discuss letter to be sent to highways.

**29/11 Highways**

No further matters those raised in previous item.

**30/11 Allotments**

S. Bates has discussed the matter with Mark Newton. It was proposed that the cost of the connection of the water supply is split between the parish council and the allotment association. The parish council is to obtain assurance from the allotment association that the parish council is not responsible for paying the water bill.

**31/11 Dog Fouling**

Article to be included in next newsletter. J Squires suggested that more signs are put up on the lamp-posts in the village.

**32/11 Norfolk Green**

 Agreed copy of letter from Norfolk Green to be circulated to Cllrs. Letter to be sent to Norfolk Green raising concerns and attach report compiled by a member of the community. Copy of parish plan to be included.

**33/11 Representatives reports**

Recreation Ground – Asked if an article could be included in the next newsletter asking people dropping off children at the school not to park in the car park on Wed mornings as they block the entrance and prevent the bins from being emptied. Four more panes of glass have been broken in the pavilion. A £50,000.00 application has been made to WREN. This will be considered by their committee in July. Norfolk Community Foundation – funding application also. A request was made for £5,000.00 from the Parish Council. A breakdown of costs to be submitted with formal request. Agenda item for next meeting.

Village Hall – Meeting Thurs pm. Lease not guaranteed past April 2013 so no move on any improvements. Discussed that a separate committee to Parish Council could be set up to consider a new village hall in an alternative location. Item to be included in next newsletter.

Village Green – Nothing to report

Footpaths – Nothing to report

Parish Plan – This is now finished. Now working on actions. Notice board at shop, shopkeeper in agreement. Previous correspondence to be checked re cost and implementation. Agenda item for next meeting.

100 Acre Trust – Next meeting in July.

Southern Area Road Safety Committee – Nothing to report.

Allotments – Requested that Mark Newton send in a letter advising of actual sum required.

SNAP meeting – Meeting in Watlington last week. Discussed issue of speeding in the village and cars parking on the verges.

**34/11 Planning**

No applications to discuss.

**35/11 Finance**

Cheques to be signed at next meeting as only one signatory in attendance.

J Squires agreed to be signatory, forms to be completed at next meeting after co-option. Annual return to be signed after audit carried out.

**36/11 Information Commissioners Office**

Clerk to check what information is held by parish council which falls within this.

**37/11 Sign clerk’s contract of employment**

Contract signed.

**38/11 Newsletter**

Help required to deliver newsletters

**39/11 Memberships**

 a) CPRE – resolved that membership be renewed for 2011/2012

 b) NRCC – resolved that membership be renewed for 2011/2012

 c) NALC – resolved that membership be renewed for 2011/2012

**40/11 MHB Services Ltd** **Renewal Contract**

Copy to be circulated to Cllrs. prior to next meeting. Agenda item for next meeting.

**41/11 Agenda items for next meeting**

At the last meeting it was mentioned that there was a problem with the lighting on the path at the south-east access from Napthans Lane into Tinkers Lane which is accentuated by the number of bikes that use the path. This was agreed would be an agenda item for the next meeting.

**42/11 Documents in circulation**

No matters to discuss

**43/11 Date and time of next meeting.**

Next meeting at 7.15pm on Tuesday 28th June 2011 to discuss co-option applications, to be followed by Parish Council meeting.

Meeting closed 9.10pm.