

Meeting Date: Tuesday 14th May 2024 **Location:** The Village Hall, Stibbard

Minutes of the Annual Parish Council meeting held on the above date and venue.

Present:	Also present:
<ul style="list-style-type: none"> • Cllr Bill Aldridge • Cllr Colin Clayton • Cllr Stephen Coomber • Cllr Tony Hender • Cllr Steve Mayes • Cllr Brian Taylor 	<ul style="list-style-type: none"> • Nea Horsford – Clerk • 6 members of the general public

1. **Election of chair for 2024/2025** the whole council **AGREED** to elect Cllr Bill Aldridge as chair and Cllr Aldridge signed the Declaration of Acceptance of Office

2. **To receive apologies and reasons for absence** Apologies Cllr Mike Hankins and Cllr Steffan Aquarone was absent.

3. **Election of Vice Chair for 2024/2025** the whole council **AGREED** to elect Cllr Tony Hender as Vice Chair and Cllr Hender signed the Declaration of Acceptance of Office.

4. **To receive declarations of interest and consider any requests for dispensations** None received

5. **To approve the minutes of the Parish Council meeting held on the 12th March 2024** Parish council **APPROVED** the minutes and the chair signed them as a true and accurate record

6. **Update from District and County Councillors**
 - 5.1) Cllr Aquarone’s report is available on the website.
 - 5.2) Cllr Hankin’s report is available on the website.

7. **Public Participation**

There were no questions from the public

8. **To discuss / respond to correspondence received**
 - 8.1) Letter received from Field Manoeuvres regarding the three-day festival in August.

The meeting is being held tomorrow and Cllr Taylor is attending via Zoom **ACTION** Cllr Taylor to report back the results of the meeting

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9) To discuss any planning applications received or approved since the last meeting.

None received

10) To discuss and decide on the future of the Stibbard Playground Committee

At the present time, Nea Horsford is the only person on the committee and the playground has to be checked on a weekly basis. Despite many requests, no one has come forward to be on the committee. It was **AGREED** that Cllr Coomber, Cllr Taylor and Cllr Aldridge would help out with the running of the playground and safety checks. **ACTION** Clerk to draw up a rota of what needs doing on a weekly / monthly basis and present to the council at the next meeting

11) To discuss the maintenance of the grounds and ditch of the Iron Man and War Memorial

Cllr Coomber and Cllr Clayton did a presentation on their ideas for the war memorial and it was **AGREED** to pursue this further. Piers Reinhold stated the Parochial Trust might be able to make a donation towards some of the costs **ACTION** Cllr Coomber and Cllr Clayton to work out costs and the Clerk to check with the War Graves Commission regarding the work and cost

12) To discuss the Stibbard plinth on the Iron Man

Cllr Clayton suggested the Stibbard sign on the Iron Man should be more visible. **ACTION** Cllr Clayton to look into costs.

13) To discuss the purchase of a wreath from Reepham Scout Group

The wreath was discussed at length and it was **AGREED** not to pursue this any further

14) Update on the Flooding Working Party Cllr Hender thanked everyone who helped with the ditch clearance.

The only issue now was the removal of the cleared foliage. **ACTION** to hire a chipper for the foliage and Cllr Hender, Cllr Aldridge, Cllr Coomber and Cllr Mayes to clear and take to the local refuse centre.

15) To discuss the possibility of a dog mess bin in Moor End

It was **AGREED** to install a bin near the post box outside Buntings **ACTION** Clerk to request installation ASAP

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16) To receive updates on the following:

15.1) Village sign and installation Cllr Aldridge wanted to take this opportunity to thank Buntings for offering to install the sign for free. The council are just waiting for the paperwork granting permission of the location of the sign which has to be at least 5 meters from the kerb. **ACTION** Clerk to chase NCC

15.2) Playground Fencing **ACTION** Clerk to chase. The Council have been waiting for over a year for a response from the Diocese

15.3) Speed gates the Parish Partnership Grant has been approved and the speed gates should be installed late 2024/ early 2025

17) To discuss the maintenance of the telephone box

The telephone box has had some damage to the handle and the door needs lifting. Cllr Clayton has fixed the handle however, the wood is now exposed and starting to rot and needs painting. **ACTION** The Clerk is to find out the make of paint and colour, so Cllr Clayton can look at fixing the door

18) Update on planters for Iron Man from Cllr Clayton

The Council thanked Cllr Clayton and his wife Susan for all their hard-work with the planters. It would be really helpful to have some volunteers to water them in the drier weather.

19) Financial Matters.

19.1) Agree the internal audit undertaking for year ending 31st March 2024

The internal audit was **AGREED** and it was **NOTED** to add the laptop to the Asset Register

19.2) Agree the signing of the Exemption Certificate for 2023/24

The council **AGREED** to sign the Exemption Certificate for 2023/24. The Chair and Clerk signed on behalf of the council.

19.3) Agree the Governance statement for 2023/24 (AGAR Form 2)

The council **AGREED** the Governance Statement and the Chair and clerk **SIGNED**

19.4) Agree the accounting statement for 2023/24 (AGAR Form 2)

The council **AGREED** the accounting statement and **AUTHORISED** the signing of the document.

19.5) To note the date of Notice of the Public Rights

The dates for Public Rights for this year will be from Monday 3rd June to Friday 12th July

19.6) Agree the financial statement for 2024/25

The Financial Statement was **AGREED**.

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19.7) To approve the payments list

The payments list was **APPROVED** and **SIGNED** (see list)

19.8) Bank balance and Bank Reconciliation (received in advance)

The bank balance as at 30th April 2023 was £9,588.24 and the bank reconciliation was **APPROVED**

19.9) To approve the Asset Register

The updated Asset Register for 2024/2025 was **APPROVED**

20. Items that have arisen since the publication of the agenda – for information only and to be included in the next agenda

19.1) Chase Highways to clear drains

19.2) Full Council Training

21. To note the date of the next meeting on the 9th July 2024 at 7pm

Meeting closed at 8.12pm

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