

**Minutes of the Meeting of Witton and Ridlington Parish Council held on Tuesday  
19<sup>th</sup> May 2020 at 7pm remotely on Zoom**

**Present:** Eric Seward  
Lucy Shires  
Clive Stockton  
Catherine Moore, Parish Clerk

**Also present:** Three members of the public were in attendance

**1. Election of Chairman**

Clive Stockton was elected as Chairman, proposed by Eric Seward, seconded by Lucy Shires, all in favour.

**2. Apologies for Absence**

There were no apologies for absence

**3. Public Forum**

a) Public

No comments.

b) County Councillor

It was noted that Eric Seward was the County Councillor for the area.

Borough Councillor

It was noted that Clive Stockton was the County Councillor for the area.

**4. Declaration of Interest for items on the agenda**

There were no declarations of interest.

**5. Standing Orders and Financial Regulations**

The Standing Orders and Financial Regulations were adopted as presented.

**6. Minutes of the meeting held on 19<sup>th</sup> February 2019**

The minutes of the meeting were **noted**.

**7. Bank Signatories and Banking Arrangements**

It was noted that there was currently no access to the Parish Council's funds as a change of bank mandate was required with Lloyds. However the Clerk had requested that North Norfolk District Council hold the precept payment for April. It was **agreed** to open an account with Unity Trust Bank and have the precept paid into this, so that money was immediately available. **ACTION: Clerk**

It was **agreed** that the Clerk would speak with the Lloyds signatories to sign the bank mandate, after which the money would be transferred to Unity Trust and the Lloyds bank accounts closed. **ACTION: Clerk**

It was **agreed** that Clive Stockton, Eric Seward and Lucy Shires would be signatories on both accounts. All of the above proposed by Clive Stockton, seconded by Eric Seward, all in favour.

**8. Insurance Cover**

It was noted that the Council had been entered into a Long Term Agreement with Came & Company in May 2019, although no meeting had taken place to agree this. The Clerk had approached two further insurance companies for comparative prices, and they were around £80 cheaper. It would cost £17.50 to break the LTA with

Came & Company, however they had offered to reduce their premium by £50. It was **agreed** to renew with Came & Company at a cost of £346.47, proposed by Clive Stockton, seconded by Lucy Shires, all in favour. **ACTION: Clerk**

## 9. Finance

### a) Payments

It was **agreed** to pay the following once the Council had access to the funds:-

C Moore	Stamps	£17.00
North Norfolk District Council	Uncontested Election Fee	£61.02
Indigo Waste	Recycling	£31.20
Norfolk ALC	Subscription	£93.44
P James	Internal Audit 2019/20	£45.00
Came & Company	Insurance	£346.47

### b) 2018/19 Annual Governance and Annual Accounting Statements

The Clerk noted that the AGAR which should have been signed off in May 2019 had not been completed because the meeting did not take place. The accounts had been through internal audit and the Clerk had gone over them and was satisfied that they could be recommended for approval.

It was **agreed** to approve the Annual Governance Statement and Annual Accounting Statement for 2018/19, and to declare the Council exempt from audit, proposed by Clive Stockton, seconded by Lucy Shires, all in favour. **ACTION: Clerk**

### c) 2020/21 Budget

The budget for 2020/21 was set, noting that North Norfolk District Council had set the precept at £3,522.

## 10. Correspondence

None.

## 11. Planning

Clive Stockton noted that there was a planning application for broadband apparatus near East Cottage, Ridlington. The Clerk noted that she had not received notification of this for the Parish Council and would check that NNDC had the updated contact details for the parish. Clive Stockton agreed to look at this planning application on behalf of the Parish Council. **ACTION: CS**

## 12. Other Matters

### a) 12 Month Work Schedule

The 12 month work schedule was noted and **agreed**.

### b) Vattenfall Update

Clive Stockton reported that there had been information from the Coastal Partnership regarding Vattenfall, and that the government had requested further information. Clive would keep a watching brief on this on behalf of the Parish Council, and would pass around a resume of activity to date.

### c) Trustees – Witton Charity Trust

A request had been made for the Parish Council to appoint Trustees to the Witton Charity Trust. It was **agreed** to appoint Carol Gilman for a period of six years; Tony Munson for a period of five years; and John Sings for a period of four years. The Clerk would notify the Trust of this. **ACTION: Clerk**

d) Village Hall Recycling Credits

It was noted that the current arrangement with the recycling credits was that the Parish Council would pay for the recycling collections, reclaim the credits, and pay the balance annually to the Village Hall. While there was no reason that the Village Hall couldn't take this on directly, it was **agreed** to continue with this arrangement for now.

e) Co-option of Parish Councillors

Discussion ensued regarding co-option of Councillors to the Parish Council, noting that North Norfolk District Council had not been successful in recruiting locally. The Clerk noted that NNDC had offered to pay for a mailshot to the whole parish to advertise an Annual Parish Meeting, and that this would be a good opportunity to advertise for recruitment of councillors both in the mailshot and at the APM (which would take place once physical meetings were allowed). It was suggested that an item could be put into the Village Hall magazine as well.

**ACTION: Clerk**

**13. Dates and Times of Future Meetings**

It was **agreed** that the Council would meet every two months while it was re-establishing, with a view to going quarterly once established. It was **agreed** to hold meetings on the third Tuesday of July, September, November, January, March and May. The Clerk would circulate these dates and add them to the website.

**ACTION: Clerk**

**14. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960**

It was **agreed** to exclude the press and public from the remainder of the meeting, proposed by Clive Stockton, seconded by Eric Seward, all in favour.

a) Appointment of Interim Parish Clerk

It was **agreed** to appoint Catherine Moore to the post of Parish Clerk on a fixed term contract to 31<sup>st</sup> March 2021, proposed by Clive Stockton, seconded by Lucy Shires, all in favour. The contract of employment giving terms and conditions was **agreed**.

The meeting closed at 8pm.

**CHAIRMAN**