

WITTON & RIDLINGTON PARISH COUNCIL

Meadowcroft, 40 Cromer Road, Mundesley, Norfolk, NR11 8DB

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Minutes of the **Annual meeting of Witton & Ridlington Parish Council** on **Tuesday 24th May 2022, 7.30pm** at **Witton and Ridlington Village Hall**

Present: Richard Barker, Rebecca Barringer, Stirling Byford, Gillian Owles, Amanda Sands, Jane Simpson, Clive Stockton,

Clerk: Mrs Denise Revell

Members of the public: 2

1. Election of Chairman

Cllr Stockton proposed the motion, Cllr Owles seconded the motion and it was agreed to elect Cllr Barker as the Chairman to Witton and Ridlington Parish Council, the declaration of acceptance of office was signed at the meeting

2. Election of Vice Chairman

Cllr Barker proposed the motion, Cllr Simpson seconded the motion and it was agreed to elect Cllr Barringer as the Vice Chairman to Witton and Ridlington Parish Council, the declaration of acceptance of office was signed at the meeting

3. To consider apologies for absence

None

4. Public Participation time

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes) to allow Members of the Public, to receive District and County Councillors reports and any Councillors with prejudicial interests to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

a. Public

No comments

b. County / District Councillors

Lucy Shires sent her apologies.

Clive Stockton reported that NNDC had carried out their AGM and that Tim Adams was now the leader of NNDC, the Chairman was Pauline Grove Jones, Vice Chairman was Sarah Butikofer. Cllr Stockton also explained that there were no current plans to amalgamate Norfolk County Council and North Norfolk district council and gave details about the Coastal Partnership East and their management of the coast between Holkham and Felixstowe

5. Declaration of interest for items on the agenda and applications for dispensation

Register of interest forms were circulated to all councillors

6. To approve the minutes of the meeting held on the 29th March 2022

The minutes of the meeting held on the 29th March 2022 were agreed and signed

7. Matters Arising from the Minutes

None

8. Finance

- a. To consider and agree Financial Update 2021/22
Cllr Simpson proposed the motion, Cllr Stockton seconded the motion and members agreed to accept the Financial update 2021/22, this was signed at the meeting
- b. To consider and agree the year end bank reconciliation
Cllr Barringer proposed the motion, Cllr Stockton seconded the motion and members agreed the Bank Reconciliation, this was signed at the meeting
- c. To consider and agree the Review of Internal Controls
Cllr Sands proposed the motion, Cllr Stockton seconded the motion and members agreed the Internal Controls for the Council, this was signed at the meeting
- d. To consider and agree the Financial Regulations
Cllr Sands proposed the motion, Cllr Stockton seconded the motion and members agreed to the Financial Regulations for the Council, this was signed at the meeting
- e. To consider and agree the asset register
Cllr Byfield proposed the motion, Cllr Sands seconded the motion and members agreed the Asset Register subject to amendments
- f. To consider and agree the Internal Audit Report and Action Plan
Cllr Sands proposed the motion, Cllr Stockton seconded the motion and members agreed the Internal Audit Report and Action Plan, this was signed at the meeting
- g. To consider and agree the Annual Governance Annual Return

Cllr Barringer proposed the motion, Cllr Sands seconded the motion and the AGAR was agreed. This was signed at the meeting.

- h. To consider payment of the following:
 - i. D Revell Salary and Expenses £369.53
 - ii. Countrystyle Recycling Glass Collection £16.20
 - iii. Sonya Blythe Internal Audit £40.00
- i. To consider and agree receipts
Norfolk County Council 1st Instalment Precept £1820.50

Cllr Barringer proposed the motion, Cllr Stockton seconded the motion and members agreed the payments and receipts

9. Planning

None

10. Other Matters

- a. Vattenfall – Update
The council members who attended the meeting with Vattenfall reported back about the grants that will be available from 2024. Council decided that a meeting with the village and Vattenfall should be arranged.

11. Events

11.1 Queen's Platinum Jubilee Celebrations

- a. To consider and agree arrangements for the Queen's Platinum Jubilee Celebrations
All arrangements were going to plan and a separate meeting was being held to finalise details
- b. To consider and agree the risk assessment for the Queen's Platinum Jubilee Celebrations
Cllr Byford proposed the motion, Cllr Stockton seconded the motion and members agreed to the Risk Assessment for the Queen's Platinum Jubilee Celebrations

12. Policies and Procedures

- a. To consider and agree Standing Orders
Cllr Barringer proposed the motion, Cllr Sands seconded the motion and members agreed the Council's Standing Orders, this was signed at the meeting
- b. To consider and agree the Council's Risk assessment
Cllr Sands proposed the motion, Cllr Stockton seconded the motion and members agreed the Council's Risk Assessment, this was signed at the meeting
- c. To sign the Procedures in respect of planning matters agreed at the last meeting
This was signed at the meeting

13. Correspondence

Council's insurance renewal has been received. Cllr Barringer proposed the motion, Cllr Stockton seconded the motion and members agreed to appoint a different insurance company for Council's insurance saving the council money on the premium.

14. Date of Next Meeting: Meeting dates for the year were agreed.

Thursday 28th July 2022
Wednesday 9th November 2022
Wednesday 18th January 2023
Wednesday 15th March 2023

Meeting Closed: 20:07