**Minutes of the First Meeting of the Walcott Parish Council**

held on Monday 13th May 2019 in the Kingfisher Cafe, Walcott

 Present: G French, E Hardy, J Howell, T Love, P McCarthy, K Porter, P Porter (Chairman), J Ransom and seven members of the public.

1. The Chairman welcomed all those present. Apologies were received from J Husselbee. Elected members completed their Declarations of Acceptance.

2. Procedural items:

2.1 Election of Chairman – Mrs P Porter was nominated by GF, seconded by TL and duly re-elected nemcon.

2.2 Declaration of Acceptance by Chairman – this was completed by Mrs Porter.

 2.3 Election of vice-Chairman – TL was nominated by PP and duly elected, nemcon.

2.4 To agree responsibilities were agreed for: *Village sign PMcC), Council compliance (KP, GF), Allotments (G Cooper), Gas Site Liaison Cttee (PP), Sandscaping Liaison (PP, GF, JR) Car park working party (PP, KP, GF, TL)*

3. Declarations of interest - none

4. Finance: 4.1 To adopt the Accounts for 2018-2019 - these had been circulated to members and were adopted, proposer KP, all agreed. The accounts and cashbook were signed.

 4.2 To approve and sign the AGAR Certificate of Exemption – this was approved, proposer TL, all agreed, then signed.

 4.3 To receive the Annual Report of the Internal Auditor 2018-19 – this had been circulated to members so was formally received by the Council.

4.4 To approve Section 1 of the Annual Governance Statement 2018-19 - further to 4.3 the Council approved Section 1, proposer PMcC, all agreed, and signed.

4.5 To approve Section 2 Accounting statements 2018-19 - this was approved by the Council, proposer GF, all agreed and signed.

 4.6 To re-appoint the Clerk as Responsible Financial Officer - this was agreed, proposer TL.

 4.7 To review and approve the budget for 2019-2020 – this had been circulated to members and following discussion was approved, proposer KP, all agreed.

 4.8 The following payments due were approved en bloc, proposer PMcC, all agreed:

 - Mrs R Calvert, internal audit £45.00 (cheque 0196)

- T Love, allotments rent £120.00 (0197)

 - Norfolk ALC, subscription £196.98 (0198)

 - Norfolk PTS, subscription £79.67 (0199)

- Clerk’s pay (Apr, May) £257.61, £257.61 SO’s

 The cheques were signed.

5. The minutes of the Ordinary Meeting of the Council held on March 18th 2019 were approved, proposer GF, all agreed and signed.

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*The meeting was adjourned for public comment and a brief discussion took place about the Council’s plan to provide car parking in Walcott. The meeting resumed.*

5a. Matters arising

 5a.1 NCC; highways matters - nil further but the Clerk would report to NCC that the speed SAM on the Stalham rod was in-operable.

 5a.2 NCC; footpaths – nil further

 5a.3 Village sign restoration/location – PMcC had researched possible suppliers and the Clerk would circulate details. The suggestion was a resin type product which would cost around £2000.

*The meeting was adjourned for public comment and a discussion took place about the village sign location and type as well as how the plan sat alongside the Council’s priorities. The meeting resumed.*

 4.4 NNDC issues – nil further

6. Planning – no business

7. Council business

 7.1 To consider co-option(s) to fill the vacancies on the Council – three members of the public offered their services and the Council members voted selecting two candidates each. Jan Howell and Eric Hardy were duly co-opted to join the Council. They completed their Declarations of Acceptance and were provided with ‘Interests’ forms for return to NNDC within 28 days.

7.2 Walcott car parking - the Council received a briefing from the working group and a meeting with NNDC was to take place shortly.

7.3 To review the Council’s approach to requests for grant support – the Council discussed how the process could be formalised and it was decided that the Council would work through the year to inform interested parties and that the award decisions would be taken at the January meeting.

8. Reports -

 8.1 Clerk’s report – the Clerk advised holiday dates and read the gas site report from Shell.

 8.2 Member’s reports (inc recommendations for village developments/projects) –

GF reported on the toilets refurbishment regretting that it had been over the Easter weekend.

GF reminded the Council that the defibrillator is currently in-operable.

KP raised the issue of HGV parking on the footway (sea-side).

PMcC suggested additional road drains near Walcott Gap

JR asked about dog bin provision and the current arrangements were reviewed.

JH asked about the legal position over vehicular access to Ostend Gap which was discussed.

With no other business the meeting closed at 21.25.

Signed: ................................... Chairman Date: ......... July 2019