1. To receive apologies for absence

The meeting was attended by Cllr. Debbie Hyslop (Chair), Cllr. Michele Bishop (Vice-Chair), Cllr. Elisabeth Harland, Cllr Robin Hyslop, Cllr. Liz O’Kane, Cllr. Peter North, Cllr. Andrew Brown

Four members of the public were also in attendance.

Apologies were received from Cllr Adam Brewer

1. To receive declarations of interest in items of the agenda and any requests for dispensation

No declarations of interest were received

1. To receive and approve minutes from the Parish Council meeting held on 24 June and 3 August 2021.

The minutes from the Parish Council meeting of 3rd August were approved and signed. (Proposed Cllr. R Hyslop, Seconder Cllr. P North)

The minutes from the Parish Council meeting of 24th June require the following corrections: addition of a missing statement that the Parish Council will contact NNDC Planning department for an update on the Knockavoe Planning application, remove the title ‘Rt Hon’ for Duncan Baker, correct statement for Sharrington Strawberries planning application.

1. To report progress on items not on the agenda from the last meeting (information only)

No items to discuss.

1. Chairman to report on progress following resignation of clerk.
	1. Update

The council approved the outstanding payment of salary and holiday pay for Louise Stevens

* 1. Agreement to a Recruitment panel

The council agreed to form a recruitment panel to oversee the recruitment of a new clerk. Cllrs D Hyslop, M Bishop and P North will form the panel; all members of the parish council will be invited to applicant interviews.

* 1. Agreement to pay and hours of work for new clerk

The chair outlined the rates of pay and hours of work as imparted by differing organisations.  £10.44 and £12 per hour, although up to £15 had been quoted for a small council which did not own land or property 3 hrs a week could be appropriate.  Cllr North suggested we budget for 4 hrs a week as a lot to sort out.  The chair stated that the precept would have to be increased to accommodate any new rates of pay

* 1. The Council was updated on the fees which would be payable to Di Dann - £35 for internal audit and £15 per hour plus expenses for additional work required to obtain return of PC papers and check previous years as requested.  The Council was updated on Di Dann's efforts to retrieve the papers from Louise Stevens.  Louise had previously said that she would only hand over the Parish documents to an independent third party and not a Councillor, hence the appointment of Ms Dann.
	2. Ms Dann has had e-mail correspondence with Louise but not been able to retrieve our documents.  The chequebook has now been returned to the Chairman. Ms Dann had already suggested to Louise that on Friday 10 September, after the PC meeting, that she could visit Louise to hand over her payment cheque and receive the Council documents. The council agreed that the clerk should be paid as she requested, and that Ms Dann should handover the cheque and obtain the documents.

In the absence of a replacement clerk, it was agreed that Di Dann will conduct an internal audit for 2020/21. The council approved the fees to be paid to Di Dann to conduct an internal audit. Ms Dann will charge £35 for the internal audit and £15 per hour for any additional work required to complete the task.

1. Open forum for Public Participation: an opportunity to hear from members of the public, borough councillors and county councillors

A member of the public requested that Highways be contacted to request a set of reflective markers or bollards to improve the night-time visibility of the Bale Road junction off the A148. The council agreed to write to Highways of their behalf.

A member of the public provided an update on the Sharrington Church funds. During COVID, fundraising had ceased therefore the reserves have been significantly reduced. Contributions to the Mid Norfolk Foodbank at Fakenham have been maintained.

Cllr Brown gave the Council an update including further details of the Conservation Area appraisals which it was hoped would start in the next 4-6 weeks.  Cllr Brown felt that safety measures should be insisted upon on the Strawberry Field site and that the withdrawal of permitted development rights would stop further development on the site.

In response to the Update from Cllr. Brown, who outlined a scheme being run by the National Trust to restore the River Bure as an important Chalk Stream; a member of the public requested that the council contact Emily Long at National Trust to request that the Chalk stream that runs from Sharrington through Brinton also be included in this biodiversity project.

1. Planning

NP/21/2205 Land northwest of Ripley House, Sharrington

Cllr. Harland agreed to provide details of the application to the Occupiers of Ripley House; the council agreed that they would only comment on the application if requested by Ripley House as no other objection has been made.

Vice Chair agreed to contact NNDC with notification that our clerk had left the council and with new e mail address for correspondence

1. To receive updates on other planning matters

PF/21/1723 – Sharrington Strawberries. The council had received a disappointing response from Highways regarding the concern represented by this council on the potential impact on traffic at the site. Cllr Brown agreed to contact the planning department at NNDC to make a better case for traffic management at the site.

In the event of retrospective planning permission being granted, the council will request that permitted development rights be removed.

PF/93/0561 – Knockavoe

The council agreed to write to the NNDC Planning Department to determine if any progress had been made with the application.

1. Finance
	1. Agree payment to L Stevens as detailed in her e mail of 11 August

The council approved the outstanding payment of salary and holiday pay for Louise Stevens, and it was agreed to advise Ms Stevens of the decision by e-mail.

* 1. Agree payments for internal audit and associated work.
	2. The council approved the fees to be paid to Di Dann to conduct an internal audit. Ms Dann will charge £35 for the internal audit and £15 per hour for any additional work required to complete the task.

9) To receive items for the next meeting agenda, date to be arranged at this meeting

No items were received for the next meeting agenda.

The Chairman reported that the next PC meeting will be held on Thursday 11th November 2021 at 7.00pm at Sharrington Village Hall.

There being no further business the meeting ended at 8.40pm.

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Chairman. Date.