

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF BRINTON PARISH COUNCIL

Held on Thursday 18th May 2023 at 7.30pm in Sharrington Village Hall

Present: Cllr D Hyslop (Chair), Cllr R Hyslop, Cllr C Rivett, Cllr M Bishop (Vice Chair),
Cllr E O’Kane and Cllr P North

Attendance: Karen Orgill – Parish Clerk
9 members of the public

The meeting was opened at 7.40pm by Cllr D Hyslop (Chair) who welcomed all to the meeting.

1. To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office. Cllr E O’Kane nominated Cllr D Hyslop; Cllr P North seconded the nomination. All agreed and it was resolved that Cllr D Hyslop was duly elected as Chair. Cllr D Hyslop duly signed the Declaration of Acceptance as Chair of Brinton Parish Council.
2. To elect the Vice Chairman of the Council and to receive the Vice-Chairman’s Declaration of Acceptance of Office. Cllr R Hyslop nominated Cllr M Bishop; Cllr E O’Kane seconded the nomination. All agreed and it was resolved that Cllr M Bishop was duly elected as Vice-Chairman. Cllr M Bishop duly signed the Declaration of Acceptance as Vice-Chairman of Brinton Parish Council.
3. To Receive and Consider Apologies for Absence.
It was resolved to approve apologies received from Cllr Andrew Brown – NNDC and Cllr Michael Dalby - NCC
4. To Receive Declarations of interest and request dispensations of disclosable pecuniary interests by Councillors in any of the agenda items listed.
None received.
5. To approve the minutes of the meeting held on 23rd March 2023.
These were proposed by Cllr M Bishop, seconded by Cllr E O’Kane and were duly approved and signed by the Chair.
6. Matters arising from those minutes
Painting of SLOW road marking on the Bale Road and outside Sharrington Hall. The parish clerk read out to the meeting the reply from NCC’s Highway Team “No action has been taken at this time, but we will continue to monitor the problem – We have assessed that the defect does not currently meet our intervention criteria. We will continue to monitor as part of normal schedule inspections. Slow marking at the Hall will be considered after a site visit. Cllr D Hyslop and Cllr E O’Kane offered to contact Mr Steve White at NCC’s Highways, and all Councillors agreed to this form of action.
7. To receive reports from County and District Councillors
Both reports have been received and duly circulated before the meeting and these will be annexed to the minutes and placed on the website.
8. Public questions, comments, or representations
A parishioner raised their concerns about parking at the car park entrance to Sharrington Strawberries Fruit Stall and a discussion took place with other parishioners also raising their concerns. Previous communications with NNDC and NCC Highways will be reviewed by the parish clerk and will be an agenda item for July’s meeting.

11. To receive a report into defibrillator for Sharrington Village – this agenda item was brought forward. The councillors discussed donations of £100 to match SPCC’s £100 for the new defibrillator in Sharrington Village plus donations for Brinton’s defibrillator, acknowledging that the precept would have to be increased to cover the costs of adult/child replacement pads and replacement batteries. Adult/child pads have a two-year shelf life and batteries an eight-year shelf life. A proposal was put forward to support the defibrillator in both villages and to support, if the Council could, a donation of £100 for each village this year. It was **unanimously agreed** to donate £100 to each defibrillator this financial year. It was also agreed to factor into the 2024-25 precept a certain amount to support the ongoing maintenance of the defibrillator in both Sharrington and Brinton.

9. Planning

- 9.1 To consider plans at the time of publishing:
PF/23/0880 – The Garden House, Holt Road, Brinton – Replacement of existing conservatory with single-storey rear extension, addition of dormer window on front and rear elevation, alterations to windows and addition of render to whole dwelling.
It was resolved to make the comment of: No Objections.
- 9.2 To consider plans since publication of agenda: None received
- 9.3 To consider outcomes of planning – approved/withdrawn by the District Council: None received
- 9.4 To consider any Enforcement Matters and since publication of the agenda:
Cllr D Hyslop informed the meeting that the breach of planning for Knockovoe, New Road, did state that a new hedge should be replanted, which hasn’t happened, and a proposal was agreed by the council to write to the Enforcement Officer.

10. Finance and Regulatory

- 10.1 To agree and confirm Signatories for cheques and on-line banking.
It was resolved that Cllr D Hyslop and Cllr E O’Kane continue to sign cheques and Cllr P North agreed to become the third signature.
- 10.2 To agree and confirm Internal Audit Controller – It was resolved that Cllr M Bishop to continue as Internal Audit Controller.
- 10.3 To review the Parish Council’s insurance policy and approve payment of premium for 2023. The new policy had been received and duly circulated before the meeting and it was proposed by Cllr M Bishop, seconded by Cllr C Rivett and resolved to continue with Zurich Municipal for 22/06/23 to 21/06/2024 at the same cost of £214.00.
- 10.4 To consider a grant for churchyard maintenance to Brinton PCC – The proposal to contribute £250 was given by Cllr R Hyslop, seconded by Cllr M Bishop and all agreed, and it was resolved to contribute £250 to Brinton PCC for the churchyard maintenance and a payment will be made at July’s meeting.
- 10.5 Payments for April and May 2023 were agreed by all and duly approved

Chq No.	Supplier/individual name	Net	Vat	Gross
010473	NPTS 2023-24 Subscription	55.00	0.00	55.00
010474	NALC 2023-24 Subscription	166.51	0.00	166.51
010475	Zurich Municipal - Annual Cover	214.00	0.00	214.00
010476	Information Commissioner	40.00	0.00	40.00

Chq No.	Supplier/individual name	Net	Vat	Gross
010477	Darren Betts - Repair to doors Noticeboard	100.00	20.00	120.00
010478/9	Karen Orgill - April Salary/HMRC PAYE	224.81	0.00	224.81
010480/1	Karen Orgill - May Salary/HMRC PAYE	224.81	0.00	224.81
010482	Karen Orgill - Clerks Expenses - Envelopes	24.25	1.29	25.54
010483/4	Karen Orgill - June Salary/HMRC PAYE	224.81	0.00	224.81
	Totals	1,274.19	21.29	1,295.48

Approval was given to the parish clerk to purchase an external hard drive to back up the parish councils files.

10.6 To adopt Parish Council Policies

10.6.1 To approve and adopt the Standing Orders for Brinton Parish Council

It was agreed that these will be reviewed in light of the agreement of online banking and will be circulated before July's meeting.

10.6.2 To approve and adopt the Financial Regulations for Brinton Parish Council

It was agreed that these will be reviewed in light of the agreement of online banking and will be circulated before July's meeting.

10.7 To receive list of actuals against budget, balance sheet, bank reconciliation and explanation of variances, all to 31.3.23. The report was duly circulated before the meeting and Cllr M Bishop confirmed that the outstanding payment of £34.80 had been cleared on the 20th April 2023.

10.8 Annual Governance and Accountability Return 2022-23

10.8.1 To approve Certificate of Exemption – AGAR 2022/23 Form 2

It was proposed and resolved for the Chair and RFO to sign the Certificate of Exemption and it was duly signed at the meeting.

10.8.2 To receive the Annual Internal Audit Report 2022/23

The audit report was duly circulated before the meeting, and it was resolved to accept the report.

10.8.3 To approve Section 1 - Annual Governance Statement 2022/23

It was proposed and resolved for the Chair and RFO to sign the Annual Governance Statement and duly signed at the meeting.

10.8.4 To approve Section 2 Accounting Statements 2022/23

It was proposed and resolved for the Chair and RFO to sign Section 2 Accounting Statements and it was duly signed at the meeting.

10.9 To review the Council Asset Register and consider the disposal of assets – broken parish laptop. The Asset Register had been circulated before the meeting and it was agreed that the disposal of the broken parish laptop could be made.

10.8 To confirm Responsible Financial Officers appointment. It was duly agreed that Karen Orgill was appointed as the Responsible Financial Officer.

10.9 To consider FOI Publication Scheme and ICO – duly agreed and the parish clerk will prepare and circulate a draft scheme for July's meeting

- 10.10 To consider a revised Risk Management Scheme - duly agreed and the parish clerk will prepare and circulate a draft scheme for July's meeting. Cllr M Bishop informed the meeting that she would check that the grass cutter did have Public Liability Insurance.
- 10.11 To consider a review of all signed Minutes - duly agreed and the parish clerk will prepare and circulate the list for July's meeting
- 10.12 To consider training and refresher courses on Being a Parish Councillor. The parish clerk was requested to obtain the costs from NALC and NPTS of a qualified person coming to do a training course to all Councillors on Being a Parish Councillor, which might be more cost effective/easier than individual Councillors attending training.
12. To consider a review of parish email addresses
It was resolved that new parish email addresses will be set up. Cllr M Bishop agreed to provide an instruction on how to set up gmail email addresses and the parish clerk will send round a variety of generic email addresses which the parish councillors will select and agree on.
14. To deal with any correspondence
Norfolk ALC invited parish councils to be part of an email pilot scheme at a cost of £112. It was agreed that Brinton PC wouldn't take this up as agreement had been given for new gmail email addresses.
15. To receive items for next Agenda
- 15.1 Car parking at Sharrington Strawberries
 - 15.2 New Co-option Policy
 - 15.3 FOI Publication Scheme
 - 15.4 Revised Risk Management Scheme
 - 15.5 Review of all signed Minutes
16. To arrange date and time of next parish council meeting – It was agreed that the next Brinton Parish Council meeting be held at 7pm on Thursday 13th July 2023.

There being no further business the meeting ended at 9.25pm