



East Rudham Parish Council

Annual Parish Council Meeting Minutes

Tuesday 21 May 2024

Parish Councillors present: Malcolm Pearson MBE (Chairman), Tony Elburn (Vice Chairman), John Dawson, Sue Jones, Trevor Davis, Mark Tizard, Rosemary Weeks and Richard Spencer . Also in attendance: Jodie Bond (Parish Clerk). There were 2 members of the public present.

1. To elect a Chairman for the coming 12 months

The Chairman invited nominations for the office of Chairman. Cllr Pearson was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Pearson to serve as Chairman for the coming twelve months. Proposed by Cllr Spencer and seconded by Cllr Dawson. Cllr Pearson thanked councillors and signed his declaration of acceptance. Cllr Pearson took the remainder of the meeting as Chairman.

2. To elect a Vice Chairman for the coming 12 months

The Chairman invited nominations for the office of Vice Chairman. Cllr Elburn was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Elburn to serve as Vice Chairman for the coming twelve months. Proposed by Cllr Pearson and seconded by Cllr Jones.

3. Welcome and to receive apologies for absence

The Chairman welcomed those present. Apologies received from Chris Morely. Apologies accepted.

4. To receive declarations of interest in items on the agenda and consider any requests for dispensations

Cllr Tizard noted that the representative for the electric charge point would like to do a survey and he will liaise with them to organise this. Item to be included on the next agenda.

5. To approve the minutes of the meeting held on 16 April 2024

The minutes were approved without amendment and signed by the Chairman as a correct record.

6. To report progress on items not on the agenda from the last meeting

There were none.

7. Open forum for public participation: an opportunity to hear from members of the public

There were none.

8. To receive updates from council members

8.1 Jack's Lane Windfarm Community Fund

A meeting is scheduled for Monday 10th June at 5.30pm in South Creake. Cllrs look forward to an update at the next meeting.

8.2 SAM2 & Speeding report

SAM2 report

Cllr Elburn reported that data was not recorded on 4 isolated days so as a total it would be inaccurate, steps are being taken to resolve the problem.

Speed Watch

Cllr Spencer explained that the Speed Watch team had been approached by drivers who were concerned that it is illegal if they were positioned next to the SAM2 which may be temporarily covered. This is not the case. The SAM2, being an asset of the Parish Council, may be covered if out of action or if the team happens to be monitoring in the same location. However, the Speed Watch team has agreed that they would not do a visit next to the SAM2 in future to avoid upsetting people, as some people have been aggressive.

8.3 Update on Helping the elderly that fall in the community project

Cllr Tizard reported that a zoom meeting has been arranged for this coming Thursday, to find out the latest on how the project is progressing and what the charges will be etc. Hopefully there will be more information to report back with at our next meeting.

9. Open Spaces & Highways Issues

Cllr Pearson reminded Cllrs that there are rules set out for signs/temporary signage on The Green so that if unauthorised signs are erected, they can be dealt with quickly.

Cllr Jones has been approached by a member of the public complaining that the West Rudham Village Sign obscures her visibility when exiting the footpath from The Common and it should be lowered. Clerk agreed to report this to West Rudham Parish Council.

9.1 Receive update on new bus shelter on Eye Lane

Cllr Elburn advised that we've had further contact with NCC and we need to clarify the payment terms. The engineers have made the shelter and are ready to go.

9.2 Receive update regarding damage to verge & trod from school parking, outside village hall

This will continue to be monitored. Cllr Dawson suggested that tree branches may be a more natural barricade than signs, if this becomes necessary.

10. East Rudham Cemetery & Churchyard

Cllr Pearson reported that there had been some recent comments on social media about a grave having been driven over with the mower. Cllr Pearson explained that although we would not wish to upset anyone, the water levels have been high recently and the ground is uneven, cutting the grass in the cemetery is difficult at the best of times. It was also made clear that this particular grave is around 3 years old and had still not been made level. The cemetery rules dictate that graves must be flattened after 6 months. Cllr Elburn made contact with a family member and has offered some help with caring for the grave.

Cllr Pearson proposed that council members have a meeting at the cemetery and stone pit wood, so that they can familiarise themselves with these council assets.

Some of the older graves need managing, but they will endeavour to tidy them up over the next few weeks, with some help from volunteers.

The churchyard has started to be cut by Cllr Elburn. The church had a leak when Cllr Pearson went in last week, but the vicar has this in hand.

11. Newsletter

Cllr Weeks has finished compiling the Summer newsletter with the exception of one item which needs to be checked, and it will go off to print.

12. Financial Matters

12.1 Note the Internal Audit Report

Dan Andrews carried out the internal audit, which has been completed and the accounts are in order. There were a few advisories which will be actioned by the Clerk.

12.2 To approve the Certificate of exemption

The Clerk read out the total annual payments and receipts. The Council then RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk signed the Certificate of Exemption on behalf of the Council.

12.3 To approve the Annual Governance Statement in the 2023-24 Annual Governance Annual Return (AGAR)

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

12.4 To approve the Statement of Accounts in the 2023-24 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

12.5 To approve the bank reconciliation and payment of accounts list

The Council RESOLVED to approve the bank reconciliation and payments list (below).

Payments

NCC	Bus Shelter Contribution	£4,767
BCKLWN	Newsletter Printing	£80.89
Clerk	Salary (Apr-May)	£441.60
HMRC	PAYE	£55.20
Clear Councils	Insurance (yr 3 of 3)	£759.84
K&M Lighting	Street Lights	£32.89
T Elburn	Jewson (Materials)	£25.18
T Elburn	Mower Fuel (Morrisons)	£26.01
Samantha Jackson	Payroll Agent Fee	£60.00
Sculthorpe PC	Clerk Exps	£14.66

Receipts

HMRC	VAT Refund	£2170.59
BCKLWN	Precept	£11342.00

12.6 To approve the renewal of insurance with BHIB (year 3 of 3-year policy)

Following consideration, the Council RESOLVED to approve the yr 3 of 3 insurance renewal with BHIB Ltd. It was noted that BHIB has changed their name to Clear Insurance.

13. Planning Matters

13.1 To receive results of applications.

22/01146/F | at Land NE of 5 Eye Lane and S of The Bungalow Fakenham Road East Rudham
Variation of Condition 3 attached to Planning Permission 21/00498/FM: Proposed residential development of 10 dwellings. PC comment – No further comment | BC decision - PENDING

24/00345/F | Conversion and rebuilding of outbuilding into dwelling at Old White Horse Station Road East Rudham King's Lynn Norfolk PE31 8RB.
PC comment | SUPPORT - BC decision - PENDING

24/00119/F | Part conversion of commercial unit into dwelling, extension and alterations.
at Old White Horse Station Road East Rudham, PE31 8RB.
PC comment – SUPPORT - BC decision - PENDING

13.2 To receive applications for consideration

24/00894/F | Two storey rear extension at Church Cottage Fakenham Road East Rudham PE31 8QZ
PC comment – NEUTRAL.

14. To receive and consider any correspondence

There was none.

14.1 Consider gov.uk email address for the Parish Council

Following discussion Councillors RESOLVED not to pursue the gov.uk email address at this time, largely due to the costs involved.

15. Consider a social media presence for the Parish Council

Cllr Spencer proposed that a Facebook page is set up for the Parish Council to improve communication, visibility and the Councils relationship with parishioners.

Following discussion about the management of the site and the rules around using it, it was agreed in principle for Cllr Spencer to manage the page, subject to approval of an agreed social media policy, in advance. Item to be included on the next agenda.

16. Receive items for next agenda and note the date of the next meeting

Inclusion for next meeting:- Parish Councillor Co-option, Review Cemetery Fees, Social Media Policy Adoption, LMF Projects, Review Village Signage & Agree Benches on The Green. The next meeting will be held on 18 June at 7.15pm. The Chairman thanked everyone for attending and closed the meeting at 8.50pm.

Signed by Chairman: Date: