

# *Brampton and Oxnead Parish Council*

Minutes of the Annual General Meeting held in the Village Hall, The Street, Brampton  
on Wednesday 20th May 2015 at 7.30 pm

## **Present**

Councillors:

Stuart Wilson (Chairman), Mark Little, Margaret Whiley,  
Trevor Whiteman, Laura Humphrey

Also in attendance:

Barbara Rix: District Councillor

Margaret Claridge: Clerk to the Council

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## **2015/01 Election of Chairman**

The Clerk opened the meeting and congratulated all the parish Councillors and Barbara Rix for being re-elected. Trevor Whiteman proposed that Stuart Wilson be Chairman and he took the Chair. The meeting was suspended at 7.40pm so that the Annual Parish Meeting could take place.

Meeting resumed at 7.43pm

## **2015/02 Apologies**

Apologies were received from and Gary Bean, Geoff Duke and David Harrison

## **2015/03 Declarations of Interest**

Mark Little declared an interest in item 10 on the Community Field as he is a Church Warden. It was agreed that he could remain in the room as his comments were required.

## **2015/04 Election of Vice-Chairman**

Mark Little was proposed by Maggie Whiley as Vice-Chairman

## **2015/05 Minutes**

Minutes of the meeting held on March 11<sup>th</sup> 2015 were circulated, agreed and signed by the Chairman as a true record.

## **2015/06 Matters arising from the minutes**

There were none.

## **2015/07 Reports**

Were received from the following:

Police –PC Greig Shepherd had hoped to attend the meeting tonight but was unable to come so an e-mail from him was read out by the Clerk. He informed us about the reduction of his team especially of his PCSO's, and the future of the Neighbourhood Watch team in Aylsham. A discussion was held about this and it was agreed that the Clerk should respond to PC Shepherds e-mail wishing him well and that we would like to see him at some future date when he can make it so that we can discuss the situation of policing further.

- 1) District Council – Cllr Barbara Rix was delighted to be back as our District Councillor but had not attended any meetings yet so had nothing to report except that she feared that her next term of office would be very grim financially

### **2015/08 Public participation**

**It was agreed** to adjourn the meeting to take comments from members of the public and Councillors. There were no comments.

### **2015/09 Appointment of Auditor**

**It was agreed** that Ros Calvert should be appointed as our Internal Auditor for a fee of £40.00

### **2015/10 Community Field**

Renewal of the NORSE grass cutting Contract was discussed and **it was agreed** that the Clerk should ask what it would cost if we extended the area of cutting to include the grass on the triangle and the area in front of the Bus shelter. Also the Councillors asked for more information on the probable rate of annual price increase which is linked to CPI to be confirmed before we sign the agreement to have a 3 year contract with NORSE. Once the questions had been asked and responded to the Clerk is to send an e mail to all Councillors for confirmation.

The 10 year lease with the Church regarding the Community Field was discussed as this is in need of renewal this year. It was agreed that Councillor Little in his role as Church Warden would send us an e mail to offer the Parish Council an annual rent of £78 which the Parish Council agreed they would be happy to pay. Cllr Little did explain that there is a caveat to this in that it might require a formal contract to be written up with the PCC.

### **2015/11 Planning**

No planning applications had been received.

### **2015/12 Highway and Footpath Matters**

Cllr Little again recommended that Councillors and Parishioners should look on the Brampton website and the connection to 'Fix my Street' which links through to the relevant authority. This is a good site to report anything highway related that required fixing in the village. With the recent spate of fly tipping that has been occurring he did say that 'Fix my Street' only works where the rubbish has been tipped on the verge. If it has been tipped in a farmer's field or woodland for example it is regarded as being the landowners responsibility to get it removed.

The Chairman highlighted a village incident whereby the ambulance was unable to locate a local residents' house. He asked that we request an additional sign for Marsham Road to be installed on the corner as Marsham road extends as far as the MOT station. **It was agreed** that the Clerk is to inform Chris Mayes about this.

**It was agreed** that the Clerk is to contact Chris Mayes about the works to footpath 12. The Chairman is concerned that FP12 almost no longer exists as it has got washed away by the river. If the works had been done last year instead of being postponed until this year it would have been rectified before being lost to the river. Mr Humphreys the land owner will allow access across his land for machinery to carry out the works.

### **2015/13 Correspondence**

Cllr Humphreys would like to attend an 'Introduction to being a Councillor' course as there is one being held in Aylsham shortly.

The Clerk had received notification about employees being required by law to have a

pension. The Clerk is to look into this further.

### **2015/14 Financial Matters**

1. the Annual Accounts and reserves were signed and approved
2. The accounting statements were approved and the Annual Governance Statement for 2014/15 was completed and signed
3. The bank reconciliation was approved and signed
4. It was agreed to approve the following payments:
  - £40.00 to Ros Calvert Internal re Audit Fee (Ch No 100354)
  - £159.00 to Came & Company re Annual Insurance (Ch No 100355)
  - £65.00 to SLCC re Annual Subscription (Ch No 100356)
  - £82.05 to NALC re Annual Subscription (Ch No 100357)
  - £286.94 to M Claridge re Wages and Expenses (Ch No 100358)
  - £55.20 to HMRC re PAYE (Ch No 100359)
  - £4.49 to URM Ltd T/A Berryman re Glass Recycling (Ch No 100360)

### **2015/15 Late Correspondence and receive reports from Councillors**

Cllr Whiteman reported that he has been looking into getting some thick Perspex for the village map and that it would cost about £20. It was agreed and approved that he should go ahead with buying it.

Cllr Little reported on the painting of the Telephone Box. He had hoped to do it himself but the Telephone Box requires rubbing down before under coating and careful painting with specialist lead paint. It may also require some repairs. It was agreed that the Clerk should get three quotes from local painters, but before doing this the Clerk will require a full specification of works before going out to tender.

### **2015/60 Closure of the meeting**

The next meeting is to take place on Wednesday July 15th 2015. There being no further business the meeting closed at 9.00pm.

Approved

Date