

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF BRINTON PARISH COUNCIL

Held on Tuesday 14th May 2024 in Sharrington Village Hall

This meeting followed the parish meeting and started at 7pm

Present: Cllr D Hyslop (Chair), Cllr R Hyslop, Cllr S Gray
District Councillor – Andrew Brown
Parish Clerk – Linda Jennings

Attendance: 9 members of the public

The meeting was opened at 7.00pm 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 S Gray nominated Cllr D Hyslop; Cllr R Hyslop 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. This item was deferred.
3. To Receive and Consider Apologies for Absence.
It was resolved to approve apologies received from Cllr E O'Kane.
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 meetings held on 4th April and 3rd May 2024.
These were proposed by Mr R Hyslop, seconded by Cllr S Gray and were duly approved and signed by the Chair.
6. Matters arising from those minutes
There were none.
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. Councillors thanked District Councillor Brown for his attendance at all the meetings.
8. Public questions, comments, or representations
A parishioner reported he had looked at the Milestone and felt that it was not damaged but just needed lifting back in place.
9. Planning
 - 9.1 To consider plans at the time of publishing: Latest planning applications received were discussed at the Extraordinary meeting held on 3rd May 2024.
 - 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 - 9.3 To consider outcomes of planning – approved/withdrawn by the District Council: None received.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 since publication of the agenda - Cllr D Hyslop informed the meeting that the breach of planning for Knockovoe, New Road, stated that a new hedge should be replanted, this has not been completed. The Parish Council will write again to North Norfolk District Council (NNDC).

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 Gray to become the third signatory once approved by the bank. The Clerk will have ‘view’ only access to online banking for statement purposes only.
- 10.2 To agree and confirm Internal Audit Controller – It was resolved that the Clerk will contact the past Locum Clerk, Sarah Hayden to act as Internal Audit Controller.
- 10.3 To review the Parish Council’s insurance policy and approve payment of premium for 2024. The new quotation has been received and it was proposed by Cllr S Gray, seconded by Cllr R Hyslop and resolved to continue with Zurich Municipal for 22/06/24 to 21/06/2025 at the cost of £241.00.
- 10.4 To note that the first instalment of the Precept payment has been received of £3,250.00.
- 10.5 Payments for April and May 2024 were agreed by all and duly approved
1. Norfolk Association of Local Councils (NALC) Annual Subscription 2024/25 - £101.91
 2. Norfolk Association of Local Councils (NALC) Website hosting fee - £70.00.
 3. Norfolk Association of Local Councils (NALC) Whole Council training course - £262.20
 4. Internal Auditor – Audit and completion of AGAR - £40.00
 5. Information Commissioners Office renewal - £40.00.

On the proposition of Cllr R. Hyslop, seconded by Cllr S Gray resolved, the above five items are passed for payment.

6. Clerks salary £497 + £6.00 per week for 5 weeks working from home payment £30.00. Expenses – stamps = £8.90. Total due to Clerk £535.90.
7. To approve the Payroll for the Clerk to be managed by Norfolk ALC at £8 per month.

On the proposition of Cllr R. Hyslop, seconded by Cllr S Gray resolved to accept.

10.6 To adopt Parish Council Policies

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

As there were queries relating to the Standing Orders, it was agreed that these will be reviewed before the next meeting by the Chairman and Cllr S Gray.

10.6.2 To approve and adopt the Financial Regulations for Brinton Parish Council - These had been reviewed with some possible changes. Decided to review in more detail before next meeting.

10.6.3 Code of Conduct. All Councillors agreed to abide by the Code of Conduct.

- 10.7 To receive list of actuals against budget, balance sheet, bank reconciliation and explanation of variances, all to 31.3.24. Resolved to accept these reports.

10.8 Annual Governance and Accountability Return 2023-24

10.8.1 To approve Certificate of Exemption – AGAR 2023/24 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 2023/24

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

10.8.3 To consider the assertions on, and complete, the Annual Governance Statement 2023/24.

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 2023/24

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. The Clerk has taken advice, and the Asset Register has been restated for the purposes of the AGAR. Advice needs to be sought with regard to other items including the Village Cross.
11. To deal with any correspondence
Nothing received.
12. To receive items for next Agenda
 - 12.1 Bio-Diversity Policy
 - 12.2 Standing Orders
 - 12.3 Financial Regs
 - 12.4 Code of Conduct
 - 12.5 Changing the name of the Parish Council
13. To arrange date and time of next parish council meeting – It was agreed that the next Brinton Parish Council meeting be held at 6.15pm on Thursday 25th July 2024.
14. TO MOVE THAT PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 On the proposition of Cllr S Gray, seconded by Cllr R Hyslop moved that the public and press be excluded from the meeting under the provisions of section 1(2) of the public bodies (admission to meetings) act 1960.
15. Staff matters were discussed and considered.
16. TO MOVE INTO OPEN SESSION On the proposition of Cllr S Gray seconded by Cllr R Hyslop resolved the Council moves into Open Session.

There being no further business the meeting ended at 9.10pm