



Pudding Norton & Testerton Parish Council

Annual Meeting of the Parish Council

Meeting Minutes

Thursday 6 May 2021, following the APM, via video conferencing

Parish Councillors present: Patricia Ainger, Michael Ainger, Pamela Brett, Vivien Woods, Nigel Housden (District & Parish Councillor), Tom FitzPatrick (County Councillor). Also in attendance: Jodie Bond (Parish Clerk), there were no members of the public.

1. To elect a chairperson for the coming year.

The Clerk invited nominations for the office of Chairman. Cllr P Ainger was nominated by councillors' present and it was agreed to elect Cllr Ainger to serve as Chairman for the coming twelve months. Proposed by Cllr Woods and seconded by Cllr Housden. Cllr Ainger thanked councillors and agreed to sign her declaration of acceptance and send to the clerk. Cllr Ainger took the remainder of the meeting as chairman.

2. To elect the Vice-Chairperson for the coming year

The Clerk invited nominations for Vice-Chairman. Cllr Brett was nominated by Cllr P Ainger and seconded by Cllr M Ainger. With no further nominations, all agreed to elect Cllr Brett to serve as Vice-Chairman for the coming twelve months.

3. Welcome and receive apologies for absence

The Chairman welcomed all those present. Apologies were received from Tom FitzPatrick. Apologies accepted.

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

Cllr P Ainger, Cllr M Ainger & Cllr Brett, declared a pecuniary interest in item 8.1

It was RESOLVED to grant Councillors a dispensation to participate in the consideration of item 8.1

5. To approve the minutes of the meetings held on 25 March 2021

The minutes were approved without amendment.

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

- Defibrillator

The model is a Powerheart G5, and comes with:

An external stainless steel heated, locked cabinet (with 10 year guarantee)

Battery and pads for 8 years (inc. theft insurance)

Optional training for up to 12 people

Cllr Ainger has had some parishioners volunteer to help with the monitoring of the defibrillator.

- The new website is now up and running www.puddingnortonpc.info

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

There were none.

8. Open Spaces

8.1 Parklands update

Cllr Ainger advised that a fire hose was recently replaced outside number 23.

8.1.1 Streetlight at the top car park

Following the Clerks request, the following response was received from NNDC:-

I can confirm that I have raised the issues of the mirror, the speed bumps, the fire walls, and the lighting with our maintenance team. They will be able visit the site to inspect and assess the issues you have raised.

In the next letter we send to residents we will be sure to include a reminder about the one way system.

In regards to the fire hoses and hydrants; these are check yearly and was last undertaken in January of this year.

8.1.2 Traffic mirror

Please see item 8.1.1 above.

Cllr Ainger requested that NNDC notify a member of the Parish Council in advance if someone attends site, so that they can be met site to discuss any issues, concerns or to help. Clerk to action.

Following discussion, it was agreed that a specific meeting will be arranged with the relevant members of NNDC, together with Cllr Housden and members of the Parish Council to raise all the outstanding concerns and issues, including the launderette.

8.2 Green Lane Estate update

Clerk had chased the contractor. Due to a company reorganisation, there had been delays. However, the contractor had confirmed that he would schedule the pot hole work asap. It would be a temporary fix initially with a permanent fix to follow. Further update to follow.

8.3 Village Gateways update

No further update.

9. Planning Matters

9.1 To receive results of applications

There were none.

9.2 To receive and consider new applications

PF/21/0855 | Fakenham Sports Centre, The Racecourse, Pudding Norton

Raised deck to existing outside seating area.

PC comment – Supports | NNDC decision – pending.

10. Correspondence

There was none.

11. Finance

11.1 To review the asset register for year ending 31 March 2021

The council RESOLVED to agree the asset register presented by the Clerk. The total asset figure for 2020/21 was then confirmed.

It was noted that the Clerk should make enquires about the ownership of the defibrillator and its inclusion on the asset register if required.

11.2 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented all matters were in good order, however she has advised that the asset register is published on our website. Clerk to action.

11.3 To approve the Certificate of exemption

The Clerk read out the total payments and receipts. The Council RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk agreed to sign Certificate if Exemption after the meeting on behalf of the Council.

11.4 To approve the Annual Governance Statement in the 2020-21 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

11.5 To approve the Statement of Accounts in the 2020-21 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 agreed to sign the AGAR on behalf of the Council after the meeting.

11.6 To approve the payment of accounts list

The Council RESOLVED to approve the payments list (below)

Pudding Norton Parish Council payment of accounts list (Payments to be made by cheque)			
Payment to	Description	Chq No.	Payment
J Bond	Website Hosting	100398	86.40
Steve Jackman	Website Set Up	100401	72.00
Hempton PC	Clerk mobile, laptop, stationery expenses	100402	19.51
Total payments to be approved			£177.91
Receipt from	Description		
NNDC	Precept 1 st Instalment		2500.00
Total payments received			£2500.00

11.7 To appoint a Councillor as Internal Audit Control Officer for the coming year
Following discussion, the Council RESOLVED to appoint Cllr Woods as the internal audit control officer for the coming year.

12. Receive update on progress with the proposed Merger with Hempton Parish Council

It was agreed to progress this after the local elections and put pressure on NNDC to make this a priority.

13. To review and approve the Risk Management Policy & Information Audit

The Council reviewed the documents prior to this meeting and RESOLVED to approve the Information Audit and Risk Management Policy presented by the Clerk.

14. To receive any items for inclusion on the next agenda and note the date of the next parish council meeting

Next meeting will be held on Thursday 8 July 2021 at 6pm.

The Chairman closed the meeting at 7.05pm.

Signed by Chairman: Date: