**Wilby Parish Council Minutes** DRAFT

**Minutes of the meeting of Wilby Parish Council held on Thursday 11th May 2023**

**Wilby Village Hall at 7pm.**

**Attendees: Cllr Steve Lee (Chair) Cllr Karen Collins, Cllr Robin Cross, Cllr Rebecca**

**Regis, District Cllr Anders Linder, Deborah Griffiths (Parish Clerk)**

**143.23 Apologies received from Cllr Ian Williamson**

**144.23 To receive declaration of interest.** None

**145.23 To consider requests for Dispensation.** None

**146.23 To resolve that the minutes of the meeting held on Wednesday 23rd March 2023**

**are a true and correct record.** Minutes agreed and signed as an accurate record

**147.23 Public participation session (15 minutes).** No reports received from Tree Warden

or Footpath Warden. Cllr Lee congratulated and welcomed Cllr Linder to his first Wilby Parish Council meeting. A resident, Ms. Michelle Rhodes also attended and was provided with an update on the proposed 40 mph speed limit on Worlingworth Road. It was agreed that she would be provided with the most recent correspondence following the meeting. **Action DG**

**148.23 To receive Progress Reports for Information.**

**Worlingworth Road Speed limits**

Cllr Lee had previously received written communication from the residents of Worlingworth Road regarding the installation of a 40mph speed limit signage. The Parish Council supports this proposal. Communication is still ongoing with SCC Highways regarding safety measures to be implemented. SCC to be contacted An update on progress will be provided at the next meeting. **Action DG**

**149.23 Items for discussion**

**Highway safety measures**

Following the award of a Locality grant, village entry signs and markings outside of the school are being progressed.There has been ongoing communication regarding this matter with Cllr Peter Gould and Wayne Saunders (Highways Community Liaison Officer.) It was agreed that contact should be made with Wayne Saunders in order to establish an update and progress the matter. It was also agreed that more information was needed on street furniture licences in order to progress this issue. **Action DG**

**Highway -Pot Holes**

Cllr Regis raised the issue of pot holes in the village. Cllr Lee and Cllr Cross had on a previous occasion driven around the parish noting all the pot holes and logging them with the County Council It was agreed that an item would be included on the next village newsletter encouraging residents to log and report potholes the specific website link would be provided. Action **RC**

**Wilby Green**

Cllr Cross reported receiving some recent correspondence from a member of the public, Mr. Cox. Mr Cox was requesting permission to cut hay from Wilby Green. The matter was considered by Councillors but it was felt that as Wilby Green is common land and not owned by the Parish Council it was not a decision the Parish Council could make. It was suggested that a direct approach made to the residents by Mr. Cox may resolve the issue. **Action DG**

**150.23 To consider planning applications and response**

There were none received

**151.23 Finance: To authorise payments listed below**

**SALC subscription -160.15 – agreed**

**Anglia Car Charging 28.80 -agreed**

**Community magazine donation £100 (payee to be established)- agreed**

**SALC-Clerk training £216 – agreed**

**Robin Cross £37.60 -agreed**

**To note receipts**

**MSDC precept £2,845.00**

**152.23 to consider financial support.**

**Village Hall Support/donation for Coronation Celebrations £200 agreed.** Payee to be established) **Action DG**

**Consolidation of a single payment to Village hall for Anglia Charging Accounts**

Cllr Cross stated that he currently receives a monthly invoice from the above company who were contracted to the village Hall. The Parish Council then pay the Village Hall and they would in turn pay the charging company. Cllr Cross suggested that a less bureaucratic way of progressing this would be to liaise with Ian Taylor (village Hall) and consolidate a single payment up to and including February 2024 which was the agreed period of financial support to the village hall. **Action DG**

T**o Consider gift From Chairman Allowance**

**I**t was agreed that a gift of flowers and Chocolates to the value of £35 (from Chairman Allowance) would be purchase for retiring Cllr Flatman to thank her for all her support to the Parish Council. **Action RR/SL**

T**o Approve funding for new Clerks training provided by SALC – 6 modules**

Agreed

1**53.23 Governance:**

A. **Planning of Annual Parish Meeting:** This meeting will take place on Wednesday 17th May 2023. Invitations have been sent out and an agenda will shortly follow **Action DG**

B.**VAT return.** Completed by Michelle Salazar prior to her resignation.

**C. Review Record Management Policy. I**t was agreed that this needed to be reviewed. It was agreed that all members should read through the document and bring any comments to the next meeting **Action All**

**D. Internal Financial controls** It was agreed that the policy document should be brought forward to the next meeting for consideration. I was also agreed that Internal Auditors Heelis and Lodge would be asked to complete this years internal audit as in previous **Action DG**

**E. End of year accounts** The end of year 2022/2023 accounts were presented by the Parish Clerk. All agreed and signed off as accurate and correct.

Councillor Lee raised the issue of whether a refund of £876 for the highway survey had been received. It was noted that it had not been received and Cllr Lee agreed to make enquiries about this .**Action SL**

**F. New Parish Clerk** It was noted that a new Parish Clerk had now been appointed on 1st May 2023. Mrs Deborah Griffiths.

**154.23. Any items from Parish Councillors to be considered for inclusion on the next agenda**

-Register of members interest

**-i**mproved links with other Parish Councils particularly with those bordering Wilby

-Consideration of an additional payment to be made to Parish Clerk for additional hours recently completed – Clerk to present additional hours

Bill Governance

**155.23 Date of next meeting,** Thursday 13th July 2023 in the Village Hall

**Meeting concluded at 9.50pm.**

**Minutes agreed and signed as correct**

**Chairman: Date:**