Shouldham Parish Council

**DRAFT Minutes of an Ordinary Meeting of the above-named Parish Council held on  
Monday 15 May 2017 at Shouldham Village Hall**

Present

Parish Councillors:

Adele Berryman, Angela Caley, Paul Gascoyne, Keith Matthews and Nigel Walsh

Parish Clerk – Helen Carrier

1. **Election of Chairman**

Although unable to attend the meeting Cllr Hipperson and put himself forward as Chairman. Cllr Gascoyne proposed Cllr Hipperson, seconded by Cllr Berrryman. All agreed to elect Cllr Hipperson as Chairman. A declaration of office with be signed at the next meeting.

1. **Election of Vice-Chairman**

Cllr Caley once again volunteered for this role, Cllr Gascoyne proposed and Cllr Walsh seconded. All agreed to elect Cllr Caley as Vice-Chair. Cllr Caley signed a declaration of acceptance and due to the absence of Cllr Hipperson chaired the rest of the meeting.

1. **Accept apologies for absence**

Cllr Kevin Carter, Cllr Hipperson and Cllr Nicolson.

1. **Declaration of interest on agenda items**

Cllr Keith Matthews declared an interest on Item 6. Council agreed for Cllr Matthews to remain in the room when this item is discussed.,

1. **Minutes of meeting held on Monday 24 April 2017**

Having been circulated previously, it was proposed and accepted that the minutes be agreed.

*Pubic Forum*

*Alan Rix, relative of applicants for planning in Westgate Street, addressed the meeting and gave an update of the changes to the planning application.*

1. **Report on progress on items not on the agenda**

The Clerk reported that she is still awaiting information and costing regarding the services to village green.

1. **Parish Meeting**

A muddy path was reported on Lamsons Lane and the dyke opposite the playing field needs cutting. Clerk to action.

1. (i)The Clerk read the out the Annual Governance Statement for 2016-17. All agreed to accept.

(ii) The RFO read out the Statement of Accounts for 2016-17. All agreed to accept.

(iii) To approve monthly payments as listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Description** | **Price** | **VAT** | **Total** |
| Utility Warehouse | Electricity – May 2017 | 47.09 | 2.65 | 49.74 |
| Bank Charges |  | 8.00 | - | 8.00 |
| Helen Carrier | Clerks Salary & Expenses | 219.94 | - | 219.94 |
| HMRC | PAYEE | 46.00 | - | 46.00 |
| Anglian Water | Water Charge 13 Jan-7 May 2017 | 334.77 | - | 334.77 |
|  |  |  | **TOTAL** | **658.45** |

All payments were approved. Cheques to be signed after the meeting.

1. **Parish Council Policies.**
2. Standing Orders - “Adopted”. Clerk to amend to adopted and update date.
3. Financial Regulations - “Adopted”. Clerk to amend to adopted and update date.
4. Asset Register – ““Reviewed”. Clerk to amend to reviewed and update date.”
5. Risk Assessment - ““Reviewed”. Clerk to amend to reviewed and update date.”
6. **Correspondence**

The Clerk read out the correspondence received, all for information only.

1. **Planning**

* 17/000708/F – after a brief discussion the parish council had no objections to this proposal but wished to comment that mains drainage should be connected.

1. **Other Business – Any additional reports and items for inclusion on the next Agenda**

Confirm date of the next Parish Council on Monday 19 June 2017 at 7.30pm in Shouldham Village Hall.

Meeting closed at 8.30pm.

Chairman

Date