**WEST ACRE PARISH COUNCIL**

**MINUTES OF PARISH COUNCIL MEETING**

**HELD ON MONDAY 9th May, 2016 AT THE VILLAGE HALL,**

**COMMENCING 8pm.**

An Annual Parish Council meeting was held on the 9th May, 2016, at the Village Hall.

Those present were: Jeremy Cameron, Ralph Sliwa, Antonia Hanbury, Henry Birkbeck, Eoghan Sheils, Fiona Wright (Councillors) Lorraine Copeman (Parish Clerk).

Also present were: Belinda Bush, Adam Bush, Brian Cawston, Brian Wright,

Martin Hickey (West Acre Theatre).

**Minute 1. To elect a Chairperson:** After discussing whether to have a permanent Chair or for Councillors to take it in turns, it was agreed for Councillors to take it in turns. Henry proposed and Eoghan seconded Jeremy to take the Chair after ensuring that Jeremy was happy with the decision.

**Minute 2. To receive apologies of absent members:** Sally Bridle, Stuart Nairn (Rector) Colin Filer, Sue Filer, Jim Moriarty (Borough Councillor).

**Minute 3. To approve the minutes of the last meeting:** These were approved and signed.

**Minute 4. To elect Officers for the next year:** A discussion was held regarding the Clerk as RFO or an RFO Officer, however: as there was no proposal and second this will have to be decided at the next Parish Council meeting. Action: LC to place on next agenda. As the Parish Council has no Sub-Committees no officers were required to be elected.

**Minute 5. To discuss matters arising from the last meeting:**

**(I) to discuss Standing Orders and Financial Control:** Henry explained that the Standing Orders were a set of standards the Parish Councillors were to follow in a correct manner. He had previously emailed to all Councillors the Standing Orders, which no-one had disagreed with.

Financial Control: Henry asked for a date to be fixed in the near future to discuss the approval of the accounts and financial control. Action: HB to arrange a time and date.

**(ii) To discuss Car Park Sign:** Henry stated that a sign has been erected on the Pub sign post, which reads “Please use the Pub Car Park”.

**(iii) To discuss donation to Church:** The Parish Council in the past has donated £100 annually to the Church to be used for the repair of the wall. After discussing whether to continue with this donation, Councillors agreed to wait and see if the grant applied for by the Church is successful and then discuss this matter again.

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**(iv) To discuss Printing costs for the PC newsletter:** Ralph stated that the cost of printing for the year would be around £180. The feedback has been very positive and the whole point of having a newsletter is that parishioners without access to the internet can be kept informed. It was felt that the type of paper used for printing would reduce the cost but not substantially. Henry proposed emailing the newsletters to parishioners with access to a computer as this would reduce the cost. 150 copies are sent out. A discussion was held as to how many pages the newsletter should have, with all agreeing this should be left to Ralph as he was the editor. Action: LC to put £45 & £55 printing costs on the next agenda.

**(v) To discuss the Bus Shelter:** It was made clear that the Parish Council does not own the existing Bus shelter. Eoghan distributed quotes for a new bus shelter, from firms used to dealing with Parish Councils. The prices ranging from £2360 inc delivery up to over £3,000. Henry stated that the cost of moving the existing Bus shelter would be under £250. After much discussion it was felt not to go ahead with a new bus shelter as only 1 child at the moment waits to be picked up by the school bus and that in the future the bus route could be changed. The Chair thanked Eoghan for all his hard work in researching this matter.

**(vi) To discuss the future of the Parish Council:** Ralph read from the previous meetings minutes that parishioners would be informed through the Parish Council newsletter reasons for change and reasons for keeping the Parish Council. A deadline was given (14th April). Unfortunately only one article was submitted and therefore the newsletter did not go out as it would have been a one sided discussion. After much debate a new deadline of 17th May was agreed, with the next newsletter due out in June. As this meeting was the Annual Parish Council meeting it was disappointing that the discussion of the Parish Council could not go ahead. It was stated that Sally’s report highlights how the Parish Council needs to sharpen up. Action: HB to write article and meet the deadline.

**(vii) War Memorial:** Colin Filer has stated that he is prepared to be part of a working party to tidy the War Memorial, however he feels that it should be a Councillor‘s responsibility to organise this. Action: LC to add this to the next agenda.

**(viii) Unsafe Road Signs:**  Jeremy has sent an email to Highways regarding this issue. It was suggested that the Rangers could deal with this. Greenhill Rd sign is missing, damage to Castle Acre, River Rd and Narford Rd signs. Action: LC to contact the Rangers.

**(ix) To discuss Councillor’s responsibilities:** As the issue of the future of the Parish Council was not discussed, this was asked to be put over to the next meeting. Action: LC to add this to the next agenda.

**Minute 6. To discuss matters of finance:**

(i) Cheque book signatories: This has now been dealt with. Two new signatories have filled in the appropriate forms.

(ii) Approval of Village Hall hire charge, re 14/03/16 payment of £6.75: This was discussed and approved. Action: HB to deal with the invoice.

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**Minute 7. To discuss New Village Hall:** As this was discussed in the Annual Parish meeting, it was felt there was nothing more to add. The report can be found in the file.

**Minute 8. To discuss Village Hall rental payments:**  It was agreed to carry on as usual and continue to have the amount put on the next agenda.

**Minute 9. To discuss NALC annual fee (£88.61):** A valid point was raised regarding not having a permanent Chair; Lorraine felt that she would still need advice. Action: LC to add this to the next agenda.

**Minute 10: To discuss West Acre Theatre:** As this was discussed in the Annual Parish meeting, it was felt there was nothing more to add. The report can be found in the file.

**Minute 11. Public Participation:**

**(i) Village Hall sign:** Belinda Bush reported that people were continually being asked where the Village Hall was as the sign was lying down in the grass and had been for a long time. It is a wooden sign and needs to be erected again. After a long debate it was decided that it was a Village Hall issue and that the Estate would give a quote, the Village Hall would pay for the sign to be erected. Action: HB to deal with this issue.

**Minute 12. To view displayed correspondence for the month:** Lorraine stated that the majority of correspondence was by email.

**Minute 13. To receive any other matter for discussion:** There were no other matters for discussion.

**Minute 14. To confirm the date of the next meeting:** The next Parish Council meeting will be held on June 13th, 2016 commencing 7pm at the Village Hall.

**Minute 15. To close the meeting:** The meeting was closed at 9pm

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