**Norton Fitzwarren Parish Council**

**Minutes of the Annual Parish Council meeting held on Wednesday 3rd May, 2023 in the village hall.**

**Present:** Mike Palmer, Paula Knott, Dee Childs, Graham Withnell, Phil Bareham, Edwin Norton,

Nita Wyatt. Clerk: Janet Gobey. Apologies: Adrian Jones and Tom Catherall.

Also present: 6 members of the public.

The meeting started at 7.50pm immediately after the Annual Parish meeting.

**1.05.23 Election of Chairman**

Mike Palmer asked for nominations, Paula Knott nominated Mike Palmer, no

 other nominations, Mike Palmer accepted the nomination and took the chair.

**2.05.23 To receive Chairman’s Declaration of Acceptance of Office**

Mike Palmer signed the Declaration and countersigned by the Clerk.

**3.05.23 Election of Vice Chairman**

The Chairman nominated Paula Knott for Vice Chair, no other nominations.

 Paula Knott accepted the nomination.

**4.05.23 Declarations of Interest –** none declared.

**5.05.23 To approve the minutes of the meeting held on 5th April, 2023**

The minutes were approved and signed by the Chairman.

**6.05.23 To appoint representatives for Playing Field Association, Play Area,**

 **Footpath Liaison, De-fibrilator, Tree Warden.**

 **The following representatives came forward:**

Playing Field Association: Adrian Jones and Paula Knott

 Play area inspection: Mike Palmer

 Footpath Liaison: Phil Bareham

 De-fibrilator maintenance: Graham Withnell

 Tree Warden: Janet Gobey

**7.05.23 Actions from last meeting**

Covered by the agenda.

**8.05.23 Police matters**

An update has been received from PCSO Marshall Bernhardt relating to the two

 incidents of vandalism in the village. Agreed to contact the Police and Crime

 Commissioner to request better feedback from the police.

**9.05.23 Update from on-site meeting regarding the new playing field.**

The football field will not be able to be used until 2024 to allow the grass to grow.

 The drainage is being installed and the pitch is being levelled. Work is also

ongoing to the car parking area.

1. **Tennis Court Maintenance and Management Plan.**

The Playing Field Association are not able to manage the tennis court, therefore

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names are being sought for those interested in forming a Tennis Group with the intention for that group to take control of the day to day running of the site and to take some responsibility for maintenance. An electronic booking system will be considered. The Parish Council will have the ultimate responsibility of overseeing maintenance of the court. The Tennis Management and Maintenance plan as drafted with the amendments above, approved by the Parish Council.

1. **Position of disabled parking spaces**

It was agreed to request 4 disabled parking spaces in spaces 16 & 17 and 36 & 37

and if necessary, reduce the provision for cycle bays.

1. **Goal posts**

It has been agreed with the Playing Field Association that moveable goal posts will be requested, and as they have not been ordered by the contractors the funds can be passed to the Parish Council.

1. **Grants available for fencing and upgrade of the pavilion**

Various options have been forwarded to the Parish Council and will be investigated.

1. **Handover of site to Parish Council**

 The football field will be handed over, with the funds for maintenance after the

 first game is played probably in September 2024. Enquiries will be made when

 the Multi-use Games Area and tennis court can be handed over as enquiries are

 already being received about joining the Tennis Group and using the MUGA.

**10.05.23 To consider inspection report for the slide at the Children’s play area.**

A safety report has been received from Wicksteed which does not mention the

damage to the slide. The Clerk will query this with Wicksteed, as well as whether

the slide can be repaired or purchased separately.

**11.05.23 Finance: (a)**

 **Presentation of Parish Council accounts and audit for 2022/23**

 **(b) To consider and approve the Annual Governance Statement**

 Council having considered the Annual Governance Statement agreed it had

 complied with the required internal controls. Proposed Mike Palmer,

 Seconded Nita Wyatt, approved.

 **(c) To approve the accounts for the year ended 31st March, 2023**

 The Clerk presented detailed accounts for the year ended 31st March 2023

 and reported on the Council’s finances. The accounts have been audited

 by the Internal Auditor and recommendations will be implemented during

 2023/24. Proposed to accept the accounts Paula Knott, seconded

 Nita Wyatt, approved.

 **(d) To approve regular direct debits and bank transfer payments for**

**2023/24**:

 Website, Parish maintenance (quoted annually), Clerk’s salary and HMRC.

 Proposed Paula Knott, seconded Graham Withnell, approved.

 **(e) Payments received (for information only):**

 Precept for 2023/24 £38,000

 VAT refund £1311.62

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 Interest £35.59

 **(f) Invoices and payments for approval and any subsequently received:**

 SALC Code of Conduct training for officers £25.00

 BHIB Insurance (3rd year of 3 year deal) £761.23

 R. Chiplin strimming and grass cutting £370.00

 (£50 paid by allotments for maintenance )

 Website quarterly bill (April to July) £54.00

 NF Village hall for village fete (for deposits £2,000.00 agreed 5.4.23.)

 Wicksteed Leisure Ltd. Safety inspection £158.40

 Jill Larcombe – Internal audit £188.35

 Fox Cubs room rental £34.00

 Arb Resolutions for clearing fallen branch in recreation ground £216.00

 Proposed Edwin Norton to approve, seconded Dee Childs.

**12.05.23 Planning:**

 **(a) Applications received since issue of agenda**

 25/23/0007 To enquire if change of use is required for Norton Stores, B3227

 Cllr. Graham Withnell will draft a response.

 **(b) Approvals and refusals** – none listed.

**13.05.23 Correspondence**

Circulated electronically – no discussion.

**14.05.23 Date, time and place of next meeting.**

Wednesday, 14th June, 2023 at 7.30pm in the village hall (A week later due

 to the Clerk’s absence.

 The meeting closed at 9pm.

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