



# Minutes of the Annual Meeting of Haddiscoe Parish Council

Held at Haddiscoe Village Hall on Monday 15th May 2023 at 8pm

1. **Present**  
Cllr Chidgey, Cllr Fulcher, Cllr Robinson, Cllr Beevor  
**In Attendance**  
Mrs L Fulcher (Clerk & RFO), 10 members of the public
2. **Election of Chair of Parish Council**  
Cllr Chidgey nominated by Cllr Fulcher, seconded by Cllr Beevor, all agreed.
3. **Election of Vice Chair of Parish Council**  
Cllr Fulcher nominated by Cllr Chidgey, seconded by Cllr Robinson, all agreed
4. **Members declaration of interest**  
Cllr Fulcher, wife is Clerk
5. **Approve and sign the minutes of the last Annual Meeting held on 9th May 2022**  
These minutes were approved by Cllr Fulcher and seconded by Cllr Robinson.
6. **Report matters arising from the previous minutes not on the agenda**  
No matters arising
7. **To discuss current planning applications**  
**FUL/2022/0056**  
A Regulation 25 letter has been issued to Breedons. The letter proposed for extension of time be agreed until 30th June 2023. The Clerk will notify the Council when Breedons have responded to the Regulation 25.  
**FUL/2021/0069**  
The consultation date has now passed and we await to hear the response from Norfolk County Council, due sometime in June. There has been much opposition for the application, including the Environmental Health Officer and the Highways Department, these can be found on the planning portal.
8. **To agree the Financial Accounts 22-23, AGAR, approval of payments and cheque signatories**  
The Clerk presented the accounts for the year April 22 to March 23 to the council. Cllr Chidgey proposed that they were agreed. Cllr Fulcher seconded this. The Clerk explained that the AGAR needed to be signed once the internal auditor had completed the form. The accounts had been sent to the internal auditor. Once the auditor had returned the accounts with her report and the signed AGAR sheet, then the councillors needed to meet to approve this before the Clerk sent off the AGAR to

Signed.....

Date.....

Chairperson

the external auditor. The Councillors agreed to meet again on July 3rd to sign the AGAR off.

The Clerk also explained to the Council that as a smaller authority, they needed to confirm the dates of the period for the exercise of public rights. These dates would be published on the website. The dates agreed by the council were to commence on Tuesday 27th June and end on Monday 7th August.

Once the year end accounts have been checked by the Internal Auditor and the AGAR is signed, the Clerk will publish these onto the website.

Cheque signatories, the council agreed for Cllr Chidgey, Cllr Robinson and Cllr Fulcher to be signatories on the Barclays accounts. The Clerk will organise the paperwork and remove previous Councillors from the account.

#### Approval of payments

The following payments were agreed by the Council. The Clerk will ask Cllr Fulcher to sign the cheque and retired Cllr Long as he is still a current signatory. The Council agreed to this.

LCN website hosting £156.97 Chq no: 100559

NALC subscription £168.08 Chq no: 100650

#### 9. **To discuss the co-option of new Councillors**

After the recent local elections there were now 3 vacancies on the council. One parishioner at the meeting, Saris Kelsey, volunteered to come onto the council, Councillors unanimously agreed to this. The Clerk will arrange for the paperwork to be completed. Cllr Chidgey had another parishioner interested, Beth Riley, the council agreed for him to approach her to see if she was still interested and if she was the council voted for her to join the Council. There is still a vacancy for one Councillor. The Council asked the Clerk to advertise this position.

The Clerk also reminded Councillors that 3 Councillors were needed to be quorate and it was important to let the Clerk know as early as possible if they could not attend as meetings would need to be cancelled if there were not 3 Councillors present.

#### 10. To confirm the time and date of next meeting and agree meeting dates for the forthcoming year

Meeting dates were confirmed as below. The Clerk will advertise these on the website. All meetings will start at 7pm and will be held at Haddiscoe Village Hall unless advertised differently on the meeting agenda.

2023

3rd July, 2nd September, 6th November.

2024

8th January, 4th March, 13th May (APM and Annual Council), 1st July, 9th September, 4th November

The meeting closed at 8.45pm

Signed.....

Date.....

Chairperson