

**Minutes of the Annual Meeting of Griston Parish Council held at the Waggon & Horses on Tuesday 2nd May 2017.** The meeting began immediately following the Annual Meeting of the Parish.

Attending: Peter Ginger, Nicky Hornsey, Tracey Johnson, Marie McGuinness, Claire Bowes (County Councillor), Margaret Parker (Clerk) and twelve members of the public.

1. Election of Officers – Rose Woolhouse was elected to serve as Chairman and Tracey Johnson was elected to serve as Vice-Chairman for the coming year. The ‘Declarations of Acceptance of Office’ forms are to be signed on confirmation of acceptance. In the absence of the newly elected Chairman the meeting was chaired by the Vice-Chairman.
2. Apologies received from: Rose Woolhouse due to illness (approved by Parish Council), PCSO Tonya Winsley and Phil Cowen (District Councillor)
3. Declarations of interest: There were no declarations of interest.
4. Minutes of the meeting of 2nd March 2017 were approved with four amendments. Minutes of the meeting of 27th March 2017 were approved without amendment.
5. Co-Option of Parish Councillor – There had been no interest shown in the advertised vacancy. This vacancy will be now be re-advertised.
6. Police/SNAP – The January crime figures showed a total of 18 crimes for Griston, 16 of these were prison related. The February crime figures showed a total of 33 crimes for Griston, 32 of these were prison related. The meeting was informed that the next SNAP meeting would be held at Watton Fire Station on 31st May at 2pm.

7. Planning

*Applications received and distributed for comments since last meeting*

a) Church Road	3PL/2017/0065	Comments submitted
b) Manor Road	3PL/2017/0306	Comments submitted

*Decisions:*

a) Carbrooke Road	3PL/2016/1358	Granted by Planning Dept. (BDC)
b) Manor Road	3PL/2017/0306	Application withdrawn

8. Annual accounts. The Clerk reported that the internal audit had now been carried out and everything was in order. Approval of the accounts and the annual governance statement by the Parish Council was now required before submission to the external auditor. Summaries of receipts and payments and the annual governance statement etc. were produced for the Parish Council to review and approve. Each item of Section 1 – Annual Governance Statement was read out by the Vice-Chairman and approved by the Councillors.

***The accounts and annual governance statement were approved and signed.***

9. Financial:

i)

To approve payment of accounts

	<u>£</u>
a) Eon - March ( <i>paid between meetings</i> )*	24.74
b) Griston Festival Committee ( <i>paid between meetings</i> )	1,000.00
c) Eon - April ( <i>paid between meetings</i> )	27.62
d) NALC subscription	141.58
e) Berryman - glass collection	14.40
f) Lynne Wellbelove – Internal audit	25.00
g) M. Parker – Expenses only	38.76
	<u><u>£1,272.10</u></u>

Receipts

a) NCC - Recycling credit*	60.75
b) Breckland Council – 1st instalment of precept and transitional grant	4,264.00
c) Transparency Code funding	363.00
	<u><u>£4,687.75</u></u>

*Items marked \* form part of the 2016/17 accounts.*

***All accounts were approved for payment and cheques signed.***

- ii) Minor adjustments to the previously agreed 2017/18 budget and allocated reserves were reviewed and **approved**.

10. Recreation Ground – The Vice-Chairman was concerned that due to the age of the play equipment the previously agreed budget amount may need to be increased to cover any necessary repairs. The Clerk stated that of the £500 that had been allocated for the maintenance of the equipment for the last few years only a small fraction had been spent. The Vice-Chairman suggested that any unspent amounts be rolled over into the following years budget amount. The Clerk explained that this practice is not allowed under the terms of the Financial Regulations adopted by the Parish Council. However, this unspent money remains in the Parish Council's funds at the end of each year and can be used for any unforeseen maintenance costs if necessary.

It was felt that an extraordinary meeting would be necessary in the near future in order to discuss items that had not been included on the agenda for this meeting.

The Clerk explained that this would be her last meeting as she had decided to resign.

The date of the extraordinary meeting was set for **Tuesday 23rd May 2017 at 7.30pm.**

The date of the next ordinary meeting was set for **Thursday 6<sup>th</sup> July 2016 at 7.30pm.**

The meeting closed at approximately 8.20pm.

DRAFT