

# PASTON PARISH COUNCIL

Clerk to the Council: Martin K Campbell, Well Cottage, High Street, Southrepps,  
Norwich NR11 8AH. Telephone: 01263 834551 E-mail: nnparishes@tiscali.co.uk

## Minutes of the Annual Meeting of the Council held on Thursday 3rd May 2018 in the Church, Paston

Present: N Bardswell (Chairman), M Brett, P Clabon, D McKeough, L Nicholson, B Tumber  
and one member of the public

1. The Chairman welcomed all those present; apologies were received from C Emberson, and Cllr W Northam (NNDC).

### 2. Procedural business:

2.1 Election of Chairman – following a proposal by LN, seconded by MB, Mr N Bardswell was re-elected Chairman, nemcon.

2.2 Mr Bardswell signed his Declaration of Acceptance.

2.3 Election of vice-Chairman – following a proposal by LN, MB was elected vice-Chairman  
The Chairman then took an additional item for the agenda – to adopt the Paston Parish Council GDPR Policy, which the Clerk had notified members of; following a briefing by the Clerk (see item 10.1) the policy was adopted, proposer PC, all agreed.

2.4 Member duties agreed were: *Council compliance – NB, LN*      *Paston Great Barn - the Clerk*  
*Playground – MB, DMcK*      *Steering group- NB, BT*      *Bacton gas site liaison- NB, PC*

3. Declarations of interest - none

### 4. Finance

4.1 To adopt the Accounts for 2017-2018 – these were circulated to members and after discussion were approved and signed, proposer BT. The Cashbook was signed by the Chairman and Clerk.

4.2 To approve and sign the AGAR Certificate of Exemption – the Clerk explained the new procedure for Audit and following a proposal from DMcK, the Certificate was signed.

4.3 To receive the Annual Report of the Internal Auditor 2017/18 – this had been circulated to members and there were no issues. The Council approved the Section 1 of the Annual Governance Statement for 2017/18, proposer LN, all agreed; then the Council approved the Section 2 Accounting Statement for 2017/18, proposer DMcK, all agreed. The documents were signed.

4.4 The Council re-appointed Mr W Slater as the Internal Auditor for 2018-19, proposer DMcK, all agreed.

4.5 The Clerk was re-appointed as RFO, proposer DMcK, all agreed.

4.6 To review and adopt the budget for 2018-2019 - this had been circulated to members and after discussion was adopted, proposer BT, all agreed.

4.7 The following payments due were approved, en bloc, proposer MB, all in favour:

- E.ON, electricity	£17.46	(cheque 0794) *
- NALC, subscription	£128.91	(0795)
- G Brett, grounds maint	£150.00	(0796)
- Came &Co, council insurance	£502.20	(0797)

The cheques were signed (\* signed outside the meeting)

Income items received £2851.00 (precept), £164.48 (VAT reclaim)

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4.8 Clerk's pay - the Clerk had circulated the salary adjustments as given in the National Salary Award 2018 and the Council approved the Standing Order amendments for the Clerk's pay: - Standing Orders, Clerk's pay £229.88 (April) £235.92 (May)

5. The minutes of the Ordinary Meeting of the Council held on March 22nd 2018 were approved, proposer DMcK, all in favour and signed.

## 6. Matters arising

6.1 NCC Highways matters – the Clerk relayed the responses from NCC about the flooding at the pond, the 'children slow' signs and confirmed that the Vicarage Road path would have a wooden bollard fitted.

6.2 Footpaths – nil further

## 7. Planning

7.1 Paston Parish Hall, demolition - new dwelling (17/0588) – this had been approved; the Clerk read a letter from a concerned resident on the future of the development.

7.2 Land south of Footpath house, COU agricultural to equine (18/0703) – the Council has no objection.

7.3 Mundesley Holiday Camp, demolition of Block 3, eight new holiday lodges – the Council has no objection but commented on removal of all waste properly inc asbestos, under NNDC supervision.

8. Playground - H & S/grass cutting/to approve any authorisation to purchase new equipment – there were no issues and DMcK indicated that new installations would begin shortly.

9. To agree that the Chairman sign the Clerk's revised contract as agreed at the March meeting – the Council asked the Chairman to sign the revised contract, proposer PC, all agreed.

## 10. Clerk's and Councillors' Reports

10.1 Clerk's report – the Clerk had attended a Clerk's training day and a course on GDPR – he had circulated information to members and explained that the new processes needed will take some time to be established. He recommended that the Council defer the decision on the NALC offer of a 'central' DPO, which the Council concurred with. He advised that all members of the Council will be bound by the new law and recommended that training should be undertaken by all members as the subject is complex.

### 10.2 Councillors' reports -

MB listed fund-raising events which had been posted on the website.

MB asked the Council for support to have a new gate for the playground.

NB said his report would include the website address.

With no further business the meeting closed at 21.10.

Signed .....

Chairman

Date ..... July 2018