

PLUMSTEAD PARISH COUNCIL

Minutes of the meeting of the Annual Meeting of Plumstead Parish Council held on Wednesday 10th May at 6.30 pm at Plumstead Church

Present: Brian Faulkner (Chairman), Nick Fulford (Vice Chair), David Logan
Maxine Hayes Locum Clerk

1 **Apologies**

None.

2 **Election of Chair and Vice Chair for the ensuing year**

It was PROPOSED SECONDED and approved to appoint Cllr Brian Faulkner as Chairman

It was PROPOSED SECONDED and approved to appoint Cllr Nick Fulford as Vice Chairman

Declarations of acceptance of office were signed in the presence of the Locum Clerk

3 **Declarations of interest**

None

4 **Minutes from the meetings held on 9 February 2023**

It was PROPOSED SECONDED and UNANIMOUSLY agreed that the minutes were a correct record, and they were signed by the Chairman.

5 **Open Session for Members of the Public to speak.**

None present.

6 **Report from County & District Councillors**

No reports were received.

7 **Police Report**

No report was received.

8 **Annual Governance and Accountability Return 2022/23**

This item was deferred until the accounts were received back from the internal auditor.

9 **Clerk's Financial report**

The Locum Clerk reported that the Parish Council held balances of £6889.24 on the 31st of March 2023

It was PROPOSED SECONDED and APPROVED to pay the following invoices:

£40.00 N Hubbard – Grasscutting

£55 Norfolk Parish Training and Support Annual Subscription £55.00

£333.84 Zurich Insurance – Annual Premium

Details of the insurance cover for parish assets had been circulated. Unanimously agreed that the cover was adequate.

10 **Information Audit**

Deferred.

11 **To review and approve the following policies and procedures (already circulated)**

- Code of Conduct – Unanimously approved.
- Complaints Procedure – Unanimously approved.
- Financial Procedures – Unanimously approved.
- General Data Protection Regulation Policy – Unanimously approved.
- Health & Safety Policy – Unanimously approved.
- Publication Scheme – Unanimously approved.
- Risk Assessment Policy (incorporating asset register) – Unanimously approved.
- Standing Orders – Unanimously approved
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12 **Maintenance of Parish Council Assets**

- Church Farm Notice Board – agreed that the Parish Council would continue to maintain this notice board.
- Flagpole – No maintenance required.
- Telephone Box – requires maintenance.
- Bus Shelter – This has been painted and no further maintenance required.
- Logs at Pond/Tree trunk – the new sign required has been actioned.
- Security metal post at wildlife meadow – requires padlock work in progress.
- Village Sign – painted recently. No further maintenance required.

13 **Clerks Renumeration 2023/24**

Deferred. Locum clerk currently employed. To be reviewed in 3 months.

14 **Planning applications**

None received.

15 **To consider any correspondence which has not been circulated via email.**

None

16 **Any other issues**

None

17 **Future Meeting dates**

Wednesday 23rd August 2023 6.30pm – Plumstead Church

The meeting closed at 7.05pm.