



Congham Parish Council Chair Jeff Compton.

Clerk :- K Sayer Buttermere Lynn Rd Hillington King's Lynn PE31 6BJ
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Minutes of the Parish Council meeting on 11th May 2020

Clerk *Kate Sayer*

	In Attendance: Cllrs J Compton, A Page, G Stratton, T Tilbrook, M de Whalley, and G Clark.
20051	The Chair welcomed Councillors to this virtual meeting.
20052	New Councillor Graham Clark had completed the declaration of office and the register of interests; He was now welcomed to the Council.
20053	The Clerk received one nomination for Chair. Cllr J Compton was voted in unanimously.
20054	Vice- Chair. A Page nominated M de Whalley; Michael de Whalley was voted in unanimously.
20055	Apologies for Absence were received from Cllr N Grief.
20056	To receive and accept the minutes of the last meeting. <i>It was resolved to agree the minutes for 27th January 2020.</i> Matters Arising. G Stratton noted that Borough Councillor had offered to investigate the lack of a road sign on Low Rd. Congham.
20057	Congham Parish Council Standing Orders and Code of Conduct. <i>These were reviewed and agreed.</i>
20058	Declarations of Interest <i>There were none presented.</i>
20059	Clerk's report Cutting verge Two residents (Allan) had tidied the area around their field, post box and noticeboard. This was queried by another resident. Internal Audit R Haywood has agreed to do the internal audit and will accept the documents following our meeting. Governance Document As a small authority we will apply for the Certificate of Exemption as we do not have an income of £25,000 or more. Assets. Two noticeboards and computer. £1450 Cil Report This needs to be returned in June. Payments so far £24.00
200510	Borough Councillors M de Whalley and C Manning reported current business at the Borough Council.
200511	Public Participation. No resident had requested a place in the meeting.
200512	Planning applications. <i>None had been received.</i>
200513	Neighbourhood Plan The pre-submission document had been received, more work was yet to be undertaken. A NHP meeting was to be arranged.
200514	Finance a. To approve the Receipts and Payments for the year ending March 2020. b. To agree the end of year accounts and assets register in preparation for the Governance statement. <i>It was resolved to agree the end of year receipts and payments.</i> c. To agree to forward the certificate of exemption in accordance with our status as a small authority with an income less than £25,000. <i>It was resolved to forward the Certificate Exemption to the external auditors.</i> d. Current payments for May 2020 Norfolk ALC Subscription. £ , Clerk's Salary & Expenses £647.87 (incl payment for the Records Office payment, HMRC £152.59. e. To agree the CIL report. Payments made £24.00 during the yr 2019/20.

200514	f. <i>It was agreed to complete the Bank Mandate.</i> Three signatures to be removed and two to be added:- Cllrs A Page and G. Stratton.
200515	Correspondence <i>We agreed to have an additional virtual meeting</i> to complete the Governance statement and to review the day and time to have future virtual meetings. Training would be offered to new councillors. Details would be forwarded when the Clerk receives it.
	Signed Chair <i>J Compton</i> 10th June 2020.