



Congham Parish Council

Chair Les Rust Vice Chair Linda Grange

Clerk :- K Sayer Buttermere Lynn Rd Hillington King's Lynn PE31 6BJ

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Minutes of the Annual Parish Council meeting on Tuesday 8th May

18051	The Chair welcomed everyone to the Annual Parish Council meeting. Apologies were received from J Compton who will be working and T Tillbrook who will be late as he has a BC meeting.
18052	Vice Chair Linda Grange took the Chair for the election of the Chair.
18053	Election of Chair of the Parish Council. There was one nomination for Chair L Rust. L Rust was unanimously voted in as Chair. Cllr L Rust took the Chair and sought nominations for the Vice Chair. Election of Vice Chair There was one nomination for Vice Chair - Linda Grange. Linda was voted in unanimously.
18054	<i>The minutes of the Parish Council Meeting held on Monday 26th March 2018 received prior to the meeting were agreed.</i>
18055	To receive Declarations of Interest. None were received.
18056	County Councillor S Dark. No report was received. Borough Councillor T Tillbrook gave his report on the business of the Borough Council.
18057	Public Participation relating to this agenda. No residents were present.
18058	Clerk's Report Mrs K Sayer reported the most recent information on GDPR. She would be seeking permission to contact Councillors. The internal and external audit is in the process of change, which will be discussed later. The website will be completed as soon as the accounts are finalised. Both our noticeboards need to be rubbed down and repainted. It will be necessary to have a meeting in June once the internal audit has been completed to meet the deadline for the documents to the External Auditors.
18059	Finance Report To present the accounts to the end of the Year 2017-18. <i>The accounts were accepted and agreed.</i> Internal Audit This is primarily to monitor the procedures to ensure that Congham Parish Council is undertaking them throughout the year, in line with our financial regulations. Roger Haywood has agreed to continue as the internal Auditor for the account 2017/18

18059	External Audit There is now a new process for small councils. Mazars are no longer our Auditors, the authorising body is PJ Littlejohn who will not audit our accounts however we will need to forward a certificate of exemption (for Audit) and send our 2017-18 governance statement to them. To present 2018-9 receipts and payments. <i>The Receipts and Payments since April 2018 were presented to the members and approved.</i> To agree the following payments Congham Hall Clerks Salary & expenses. £303.80. HMRC £70.10 <i>The above payments were agreed</i>
180510	Woodland Trust L Grange. Linda presented a report stating that it was possible to apply for additional trees. If the Council considers potential locations for trees, the Parish Council can apply for trees. It was agreed to bring suggestions to the next meeting.
180511	Planning Application The Lodge on the junction with Broadgate Lane and Low Rd. The application is for an extension to the property, a change to the access has already been agreed. <i>The Parish Council has no objection to this application .</i> The Neighbourhood Planning report. Cllr H Frost. Harold reported that a spokesman from Small Fish addressed the meeting explaining that they have significant experience of experience of Neighbourhood Plans in Norfolk and are willing to provide advice to the three parishes. Any further amendments to the questionnaire for the residents will be placed on the Neighbourhood Plan website by the 16th June.
180512	Highway Rangers requests for their next visit Mrs K Sayer received a number of requests to be forwarded to Highways including a pothole opposite the new houses, Grassy Lane, the footpath along M Harvey's land, the Give Way sign on St Andrews Lane. H Frost will forward further information.
180513	To receive the listed correspondence (correspondence has been circulated to members prior to the meeting) and any items received since publication of this agenda.
180514	Date of next meeting. It was agreed to have an additional meeting on the 25th June.

	Signed..... Chair 25th June 2018
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