



Congham Parish Council

Chair: Michael de Whalley

Clerk: M White

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Minutes of the Parish Council meeting on 18th August 2021

Thursday 19th August Clerk: *Mary White*

DRAFT

	In Attendance: Cllrs M de Whalley, N Grief, T Tilbrook, A Page.
21081	The Chair welcomed everyone to the meeting.
21082	To receive and accept apologies for Absence Councillors G Stratton, G Clark and Borough Councillor C Manning sent their apologies as sadly they had other engagements.
21083	To agree the minutes of the Annual Parish Council meeting on the 23rd June 2021 3.1 <i>It was resolved to agree the minutes of the 23rd June 2021.</i> 3.2 There were no matters arising.
21084	Fuel Allotment Cllrs T Tilbrook and M de Whalley will visit the Norfolk Records Office. Kate Sayer may wish to attend. Cllr N Grief will accompany Cllrs T Tilbrook and M de Whalley to the Fuel Allotment prior to this visit.
21085	To receive Declarations of Interest. None were received. <i>It was agreed to close the meeting to receive reports.</i>
21086	To receive written reports from the County Councillor and the Borough Councillor Borough Cllr C Manning sent his apologies. There was no response or report from County Cllr S Dark. Borough Cllr M de Whalley gave an update on the Wisbech Waste Incinerator and the Town Plan.
21087	Public Participation No residents were present. <i>The meeting was reopened.</i>
21088	Planning Application No planning applications were forwarded to the Council prior to the meeting.
21089	Finance To agree the Payments and Receipts up to the August 2021 payments 9.1 <i>It was resolved to agree the payments and receipts to date.</i> 9.2 It was agreed that the previous Clerk would continue until the end of August to handover to the new Clerk. 9.3 It was agreed and accepted that Cllr M de Whalley provided a backup drive and software for the Clerk. 9.4 Cllr T Tilbrook stated that the donation to the Cricket Club was gratefully received.

	9.5 Bank Mandate It was agreed to complete the Bank Mandate with the two new signatories Cllrs M de Whalley and G Clark and the new Clerk Mary White as the administrator. Bank forms have been distributed for completion.
210810	Local Plan update Cllr M de Whalley reported on the Local Plan that consultations run for 8 weeks till the end of September. It was agreed that this would be discussed at the next Parish Council meeting in the absence of Cllrs G Clark and G Stratton.
210811	To receive an update on the co-option of a Councillor A Notice of Casual Vacancy needs to be published in the Parish of Congham for 14 days before the necessary steps can be taken to fill the vacancy by co-option.
210812	Neighbourhood Plan update Some doubt was raised whether Cllr A Page was a representative on the Neighbourhood Plan subcommittee. <i>Cllr T Tilbrook proposed and it was resolved to agree that Cllr A Page has been reconfirmed back to the Neighbourhood Plan subcommittee.</i> The NHP report was received by all Councillors. There is a meeting with Grimston Parish Council on 6th September to discuss changes and any concerns.
210813	To receive and accept the report from the HR subcommittee Cllr G Clark has sent a report that Mary White has joined the Council as the new Clerk. Formal HR procedures still need to be put in place and a proposal for the terms of reference will be presented at the next Parish Council meeting. Cllr M de Whalley resigned his position on the HR subcommittee. <i>It was proposed and resolved to agree that Cllr G Clark will take the position of Chair and Cllr G Stratton has agreed to join the HR subcommittee.</i>
210814	Highways and footpaths update 13.1 Cllr T Tilbrook proposed that David Mills the Countryside Access Officer for NCC is invited to inspect and provide advice on the footpath RB1 with Cllr G Stratton on the overgrown hedge and ditch. 13.2 St Andrews Lane is in poor surface state between Broadgate Lane and Church Hill.
210815	Correspondence All correspondence was received.
	The meeting closed at 9:45pm The next meeting is on 22nd September 2021 at 7pm
	Signed Chair M de Whalley 22nd September 2021