



Congham Parish Council

Chair: Michael de Whalley

Clerk: M White

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Minutes of the Parish Council meeting on 22nd September 2021

Monday 27th September Clerk: *Mary White*

DRAFT

	In Attendance: Cllrs M de Whalley, N Grief, A Page, G Clark, G Stratton
21091	The Chair welcomed everyone to the meeting.
21092	To receive and accept apologies for Absence Borough Cllr C Manning sent his apologies and Cllr T Tilbrook sent his late apologies.
21093	To agree the minutes of the Parish Council meeting held on the 18th August 2021 3.1 <i>It was resolved to agree the minutes of the 18th August 2021.</i> 3.2 There were no matters arising.
21094	Fuel Allotment Cllr N Grief will accompany Cllrs T Tilbrook and M de Whalley to the Fuel Allotment. Cllrs T Tilbrook and M de Whalley will arrange to visit the Norfolk Records Office in October. Cllr A Page will forward any documentation he has on the Fuel Allotment and the new Clerk will ask the retired Clerk for any further information held.
21095	To receive Declarations of Interest None were received. <i>It was agreed to close the meeting to receive reports.</i>
21096	To receive written reports from the County Councillor and the Borough Councillor Borough Cllr C Manning sent a note highlighting the potential new fund to assist community projects. There was no response or report from County Cllr S Dark. It was suggested that Cllr S Dark is contacted to express concerns that no response is received prior to meetings from the County Council.
21097	Public Participation L Grange attended the meeting to discuss an interest in the Councillor vacancy. <i>The meeting was reopened.</i>
21098	Planning Application No planning applications were forwarded to the Council prior to the meeting.
21099	Finance To agree the Payments and Receipts up to the September 2021 payments 9.1 <i>It was resolved to agree the payments and receipts to date.</i> 9.2 It was agreed that the new Clerk would outsource the payroll. 9.5 Bank Mandate Bank Mandate forms have been completed and returned to the bank to add the two new signatories and remove the retired Councillor and Clerk.

210910	To agree donation for poppy wreath A donation will be given to the Royal British Legion for the Remembrance Day poppy wreath. Cllr M de Whalley will represent Congham at the Memorial Service at Grimston on 11th November.
210911	Local Plan update Cllr M de Whalley gave an update on the Local Plan and will provide a written report.
210912	To receive an update on the co-option of a Councillor A Notice of Casual Vacancy has now been published for more than 14 days and the necessary steps has resumed to fill the vacancy by co-option. Any interest received will be forwarded to the Cllrs for review and discussed at the next meeting in November.
210913	Neighbourhood Plan update A draft version of the pre-submission document was submitted to the Borough Council for unofficial review and feedback. A reply has not yet been received.
210914	To receive and accept the report from the HR subcommittee <i>A proposal for the terms of reference for the HR subcommittee was proposed and agreed.</i> Cllr M de Whalley thanked Cllrs G Stratton and G Clark for joining the HR subcommittee. As part of formal HR procedures, a Staff Handbook will need to be considered.
210915	Highways and footpaths update 13.1 David Mills the Countryside Access Officer for NCC visited and inspected the footpath RB1 with Cllrs G Stratton and Michael de Whalley on 15th September 2021. The footpath Officer will write to the landowner to establish plans for dealing with the open culvert across the bridleway. 13.2 St Andrews Lane is in poor surface state from Church Hill to Grassy Lane. It was suggested that the Highways Western Area Officer was contacted for an update.
210916	Correspondence All correspondence was received.
210917	Items to be added to the next agenda 17.1 Community Infrastructure Levy (CIL) – Cllr A Page will seek information on land ownership for a potential road. Deadline for bids is the end of January. 17.2 Hospital – A letter of support to be sent to the MP (Dept of Health & Social Care). Cllr M de Whalley to provide information. 17.3 Planning Enforcement – Private property acting as commercial for discussion. 17.4 It was agreed to add Urgent Items to the agenda to include items that require a decision prior to the next meeting.
	The meeting closed at 9:15pm The next meeting is on 24th November 2021 at 7pm
	Signed Chair M de Whalley 24th November 2021