

SYDERSTONE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 15 MAY 2014 IN AMY ROBSART HALL

PRESENT: Cllr R Thompson (Chairman)
Cllr M Askew
Cllr M MacArthur
Cllr A Schmidt
Cllr G Taylor
Cllr Ms M Thompson
Cllr M Chenery
The Clerk

1. Apologies for absence
None.
2. Election of Chairman
Cllr R Thompson invited nominations for Chairman. Cllr Taylor proposed Cllr R Thompson, Cllr Schmidt seconded. There were no other nominations, Cllr R Thompson accepted. **Resolved to appoint Cllr R Thompson as Chairman.**
3. Election of Vice Chairman
Chairman invited nominations for Vice Chairman. Cllr Askew proposed Cllr Taylor, Cllr Schmidt seconded. There were no other nominations, Cllr Taylor accepted. **Resolved to appoint Cllr Taylor as Vice Chairman.**
4. To receive declarations of acceptance of office
Declaration signed and received at the Meeting for Chairman.
5. Appointment of Responsible Financial Officer
Chairman proposed Mr Lloyd – all agreed. Mr Lloyd accepted. **Resolved to appoint Mr Lloyd as Responsible Financial Officer.**
6. Appointment of Internal Auditor
Chairman thanked Mrs Goff for carrying out the Internal Audit for 2013/14 and proposed that Mrs Goff be reappointed – all agreed. Mrs Goff accepted. **Resolved to appoint Mrs Goff as Internal Auditor.**
7. Appointment of Representatives and Spokespersons
 - 7.1 Chairman proposed that authorised cheque signatories (Chairman, Cllr Taylor, Cllr Daly) continue. All agreed.
 - 7.2 RES CLG (Community Liaison Group) Representatives confirmed as Cllr MacArthur and Cllr Taylor.
 - 7.3 E.On CLF (Community Liaison Forum) Representatives confirmed as Cllr MacArthur and Cllr Taylor when the Forum has been established.
 - 7.4 SNAP Representative confirmed as Mrs Goff.
 - 7.5 Parochial Church Council Representative confirmed as Cllr Taylor.
 - 7.6 Gt Massingham Community Car Scheme Representative confirmed as Cllr Taylor.
 - 7.7 Amy Robsart Village Hall Representative confirmed as Cllr MacArthur. **Resolved Clerk to notify Village Hall Committee Secretary of our appointed Representative.**

8. Chairman's report
Chairman presented his report to the meeting.
See Appendix 1 for the Report
9. RFO's Financial report for 2013/14
Clerk presented his report to the meeting.
See Appendix 2 for the Report
10. To consider for approval the minutes of the Annual Parish Council meeting held on 16 May 2013, previously approved on 20 June 2013. **Resolved to approve the Minutes.**
11. To consider for approval accounts for 2013/14, previously approved on 17 April 2014
Resolved to approve the accounts for financial year 2013/14.

There being no further Annual Parish Council Meeting business the Chairman closed the meeting at 8.44pm

SYDERSTONE PARISH COUNCIL

Chairman's Report for the Year Ending 31 March 2014

The Parish Council's major project was the installation of a modern LED street lighting system to replace our ageing orange sodium lamps. Syderstone is deemed to be within an Environmental Lighting Zone E2 and our new lamps comply with this requirement. In essence this is achieved by using down lighting, thus eliminating upwards light pollution. The Parish Council obtained a 75% grant for the work and the cost to the parish of £2,500 will be recovered in slightly under three years because of the reduced electricity and maintenance costs of the new lamps.

The Parish Council obtained a 100% grant from the Norfolk Community Fund (NCF) for the installation of a basket swing in the village playground at Norman Way. This has proved to be immensely popular with the children and is definitely the star attraction. The little ones pile in together, whilst the older children ride solo. Also, safety railings were installed outside the playground to prevent excited children running into the road when they leave the playground.

The Parish Council installed a large map of the village and our surrounding footpaths on the outside wall of the village hall, with five suggested routes of varying lengths. The map is also on the village website, where copies may be printed off to carry on the walks, together with detailed directions.

The Parish Council successfully persuaded BT to refurbish our red telephone box and install a working coin box, previously we could only make a 999 call from it. This is of benefit to residents and particularly to visitors, as they no longer have to climb the nearest hill in order to get a mobile phone signal !

Whilst the Parish Council is limited by law as to what it can do, it does know a man who can. Our working relationships with the County, Borough and Police enable us to quickly pass on residents' problems to the appropriate staff in these organisations, if we cannot sort it out for them ourselves.

On the financial front we have been forced to apply minimal increases in Parish Council Tax this past year. These have been brought about by the Government's decision to no longer fund Council Tax Benefit (CTB). It is now called Council Tax Support (CTS) and has to be paid for by local Councils, which includes the Parish Council. We have benefited from some transitional relief grant, but this is reducing and will be phased out, so some more small increases in parish tax are likely.

I conclude by thanking my fellow Councillors for their excellent teamwork this past year, together with a special thanks to our Parish Clerk, Brian Lloyd, and our Internal Auditor, Denise Goff, who together have made 2013/14 a successful year for our Parish Council.

Cllr Reg Thompson
Chairman, Syderstone Parish Council
15 May 2014

SYDERSTONE PARISH COUNCIL

Financial Report for the Year Ending 31 March 2014

The attached shows the Receipts, Payments and Cash in Bank for 2013/14 and also for 2012/13 for comparison.

Receipts

The Precept for 2013/14 was £7880 and £620 for CTS Relief Grant compared to a Precept of £8250.00 for the previous year. Bank interest remains extremely low on the Tracker Account. Revenue from Newsletter advertisements was £140.00 which falls short of the costs of £173.36. A Grant of £2405 was received from the Norfolk Community Foundation to purchase a basket swing for the playground

Payments

As can be seen from the attached the Payments for 2013/14 are £2878 more than the Payments for 2012/13. The main reasons for the increased expenditure are £2433 for our share to pay for the new street lights and £2405 for the basket swing. Some savings however reduce the overall expenditure (for example, £345 savings for street light costs due to new energy efficiency type installed, £333 lower insurance premium and £1063 lower grass cutting costs). PAYE continued to be operated throughout the year for the Clerk's salary.

Cash in Bank

At 31 March 2014 £1307.47 was held in the Community account and £5677.58 in the Tracker account with one un-presented cheque. A balance of £6970.05 to be carried forward, a decrease of £695.66 from the balance at the beginning of the year.

Financial Control

The Parish Clerk/RFO raises the cheques for all payments and two authorised Councillors sign the cheques. The bank statements are checked and signed each month by both the Chairman and the Clerk. An internal audit was again carried out by Mrs Denise Goff for no charge, for which the Parish Council are extremely grateful. An external audit will be carried out by Mazars LLP and the books of account will be available for inspection by the public from 23 June 2014 until 18 July 2014.

Brian Lloyd
Syderstone Parish Clerk/RFO
15 May 2014

SYDERSTONE PARISH COUNCIL
RECEIPTS & PAYMENTS ACCOUNT AS AT 31 MARCH 2014

	2012/13	2013/14
RECEIPTS		
Balance brought forward	8171.45	7665.71
Precept	8250.00	7880.00
Repayment of VAT	561.68	595.09
Bank Interest	4.34	3.94
Newsletter Adverts	140.00	140.00
CTS Relief Grant		620.00
Playing Field Grant (Basket Swing)		2405.00
Total Income	17127.47	19309.74
 PAYMENTS		
Audit	120.00	0.00
Streetlighting	1242.27	896.84
Hall Hire	154.00	154.00
Insurance	738.02	405.11
Subscriptions	154.83	160.11
Playing field & footpaths	1449.31	470.27
Clerk's salary net	2008.00	2085.05
Clerk's salary tax	502.00	521.20
Clerk's expenses	137.30	121.30
Cllr expenses	40.00	0.00
Newsletter printing	173.36	173.36
Play equipment inspection	84.00	0.00 Now playing field
Creake Road Footpath	713.00	0.00
Section 137	1048.51	335.00
Section 145 Jubilee	302.07	0.00
Section 214 Cemetery		1197.98 Was Section137
VAT paid	595.09	981.40
LED Street Lighting Installation (25%)		2433.42
Playing Field (Basket Swing)		2404.65
Total Expenditure	9461.76	12339.69
Surplus/Deficiency	7665.71	6970.05
 CASH IN BANK		
Community Account	492.07	1307.47
Business Base Rate Tracker Account	7173.64	5677.58
Less cheques not presented		15.00
Balance carried forward	7665.71	6970.05