

# CORPUSTY & SAXTHORPE PARISH COUNCIL

## Norfolk

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Clerk to the Council;  
Amanda Yacoubian  
Mulberry House, The Green  
Edgefield, Norfolk, NR24 2AL

### Minutes of Corpusty & Saxthorpe Extra Ordinary Parish Council Meeting held on Thursday 8<sup>th</sup> June 2023 at 7:30pm, in Corpusty & Saxthorpe Village Centre.

Present      Cllr Imogen Waterson (Chair)  
                  Cllr Lesley Last  
                  Cllr Stephen Fenny  
                  Cllr Caroline Randell  
                  Cllr Marty Jacobs  
                  Cllr Peter Jones

2 members of the public present

2023/21 To accept apologies for absence – Cllr John Birchall & Cllr Tony Barnett offered apologies which were accepted.

2023/22 To receive declarations of interest for items on the agenda and receive applications for dispensation - No interests declared or dispensations necessary

2023/23 To approve minutes of the meeting held on 8<sup>th</sup> March 2023 & 10<sup>th</sup> May 2023 - Minutes were approved, PROPOSED by Cllr Fenny SECONDED by Cllr Jones

2023/24 To note updates from Norfolk Constabulary, County Councillor and District Councillor - email with Report from Cllr Andrew Brown was sent to all Cllr's on 8<sup>th</sup> June 2023.

2023/25 Finance

- (i) To declare the Parish Council exempt from external audit in 2022 – 2023  
PROPOSED Cllr Jacobs SECONDED Cllr Randell
- (ii) To receive Annual Internal Auditors Report. The report recommended issues for which the Council will make the necessary amendments, to be compliant for the year ahead  
PROPOSED Cllr Randell SECONDED Cllr Fenny
- (iii) To approve and sign the Annual Governance Statement 2022 - 23  
PROPOSED Cllr Jones SECONDED Cllr Jacobs
- (iv) To approve and sign the Accounting Statement 2022 - 23  
PROPOSED Cllr Jones SECONDED Cllr Fenny
- (v) To approve an internal auditor for 2023/24

It was agreed to appoint Jo Boxall as the internal auditor for 2023/24

PROPOSED Cllr Randell SECONDED Cllr Last

(vi) To agree the period of Notice of Exercise of Public Rights 12<sup>th</sup> June 2023 – 24<sup>th</sup> July 2023

PROPOSED Cllr Fennel SECONDED Cllr Last

(vii) To approve the monthly financial statement cash book and budget and bank statement for April and May. These were emailed to Cllrs on 6<sup>th</sup> June 2023

PROPOSED Cllr Jones SECONDED Cllr Jacobs

(viii) To approve the following retrospective payments

03/04/2023	Norfolk Garden	grass cutting	£ 440.00
25/04/2023	HMRC	PAYE M Eversfield	£ 60.80
25/04/2023	Npower	Electricity	£ 62.81
02/05/2023	Norfolk Garden	grass cutting	£ 440.00
15/05/2023	A Yacoubian	Annual fee Wix website	£ 108.00
18/05/2023	Ukraine Aid cq 100902	Donation	£ 50.00
22/05/2023	Church Farm Saxthorpe	Hog Roast	£ 1,364.62
22/05/2023	Caroline Randell	Expenses Hog Roast event	£ 39.67
22/05/2023	Business services	Ansvar Insurance	£ 395.89
24/05/2023	Countrystyle recycling	Glass recycling	£ 21.00
24/05/2023	Countrystyle recycling	Glass recycling	£ 12.00
24/05/2023	Countrystyle recycling	Glass recycling	£ 9.00
24/05/2023	JM & IM Waterson	NALC subscription	£ 160.12
24/05/2023	Hayes Gardenworld	Bench	£ 249.00
30/05/2023	HMRC	PAYE M Eversfield	£ 92.20
01/06/2023	Npower	Electricity	£ 86.20
01/06/2023	Norfolk Garden	grass cutting	£ 440.00
05/06/2023	A Yacoubian	Clerk salary	£ 349.70
05/06/2023	Jo Boxall	Audit	£ 75.00

(iv) To agree to set up standing order for Clerk salary £349.70 on 28<sup>th</sup> o.e.m.

Clerk to submit invoice for the additional hours worked this month.

PROPOSED Cllr Last SECONDED Cllr Fenny

2023/26 To make a decision regarding electing a NALC representative

It was decided not to nominate a representative at the moment

2023/27 To make a decision to apply for the NALC gov.uk pilot scheme  
It was decided that we would nominate C&S for the pilot scheme

2023/28 Correspondence

Letter to be sent to Mr Harrold re reinstating footpath

Clerk to contact Playground Equipment and Safety Surfacing for a site quote.

Clerk to contact gardener re seeding the river bank and posts to be installed on the green

Clerk to draft advert for vacant position on the Council

Clerk to update Councillor contact details for the Notice Board

Clerk to update notice re Parish Rangers for the notice board

2023/29. To receive items for information – see above

2023/30. To receive items for the next agenda – agree Parochial fees for 2023, Risk Assessment Policy to be reviewed, a new Chair will need to be elected at the next meeting, Cllr Randell will continue looking into defib training

2023/31 To close the meeting and confirm date of next meeting 12<sup>th</sup> July 2023

2023/32 Meeting ended at 20.57 hrs

Signed.....

Date.....