

# CORPUSTY & SAXTHORPE PARISH COUNCIL

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

## **Minutes of Corpusty & Saxthorpe Parish Council Meeting held on Wednesday 12<sup>th</sup> July 2023 at 7:30pm, in Corpusty & Saxthorpe Village Centre.**

Present      Cllr Tony Barnett  
                 Cllr Lesley Last  
                 Cllr Stephen Fenny (Chair)  
                 Cllr Caroline Randell  
                 Cllr Marty Jacobs  
                 Cllr Peter Jones  
                 Cllr John Birchall

Cllr Steffan Aquarone & Cllr Andrew Brown

**OPEN FORUM (as per Standing Order 3e Public participation will be for a maximum of 10 minutes)**

2023/33 **To accept apologies for absence** – Cllr Imogen Waterson offered apologies which were accepted.

2023/34 **To receive declarations of interest for items on the agenda and receive applications for dispensation** - No interests declared or dispensations necessary

2023/35 **To approve minutes of the meeting held on 10<sup>th</sup> May 2023** Minutes were approved, PROPOSED by Cllr Randell SECONDED by Cllr Jones.

2023/36 **To receive applications for Co-option to Corpusty & Saxthorpe Parish Council** – Guy Hodgson (GH) was co-opted onto the council. Clerk to set up a Whatsapp Group C&SP

2023/37 **To note updates from Norfolk Constabulary, County Councillor and District Councillor** – Cllr Steffan Aquarone – September meeting to make some decisions about using funds available. Steffan will look at alternative suggestions by Highways after the mini roundabout was declined. Also Steffan asked members of the Council to get involved with the proposed closure of Blakeney surgery. Email has been sent to the Council. Also Steffan mentioned the lack of banks, and introducing bank hubs. These will offer counter services such as cash & cheques. There is an issue in the village with a dropped phone

cable resting on hedge which means the hedge cannot be cut back, Clerk to email Steffan. Also bollard needs reinstating. Steffan will report these issues

Cllr Andrew Brown – will submit a report. Neighbourhood plan, Holt and Blakeney are also working on their neighbourhood plans, Wells are not far behind.

#### 2023/38 **Matters arising since last meeting held on 12<sup>th</sup> July**

- a) Feasibility Study -see Steffans report
- b) Manor Farm Barns – application will be refused, however there will be no enforcement for a while
- c) Empty properties in the Parish – remove from agenda
- d) RB4 – Adams Lane GH suggested writing a letter to Highways to request the obstruction is removed. All agreed
- e) Village Gateways – postponed due to late response
- f) Maintenance of the river on the common – Meeting with EA on 25<sup>th</sup> July will be attended by GH, SF, IW and Clerk
- g) Defibrillator – A second one is needed in the phone box in Little London, funding is available. Also to sign up to the national database (The Circuit). It was mentioned that the electricity supply to the phone box will need to be reinstated. CR is looking into arranging training. All agreed. Clerk to look into this.

#### 2023/39 **Finance**

(i) To approve the monthly financial statement cash book and budget and bank statement. These were emailed to Cllrs on 4<sup>th</sup> July 2023

PROPOSED Cllr Fenny SECONDED Cllr Barnett - All Agreed

(ii) To approve the following retrospective payments & receipts

##### **Payments**

08/06/2023	Steve Jackman	reinstatement of website	£30.00
14/06/2023	A Yacoubian	additional hours	£364.25
14/06/2023	A Yacoubian	Filing cabinets	£50.00
26/06/2023	Npower	Electricity	£80.36
28/06/2023	A Yacoubian	Clerk salary	£349.70
03/07/2023	Norfolk Garden	grass cutting	£440.00
04/07/2023	CountryStyle recycling	Glass recycling	£18.00

##### **Receipts**

28-Apr-23	NNDC Precept	£8860.00
02-Jun-23	HMRC recalled payment (PAYE)	£60.80
08-Jun-23	HMRC refund VAT 2023	£1919.38
09-Jun-23	HMRC refund VAT 2023 duplication	£1919.38

2023/40 **To make a decision regarding increasing contribution to Parish Newsletter, currently £100** – It was suggested to make a decision at the next meeting – All Agreed

2023/41 **Policies – Code of Conduct – emailed to Councillors on 3<sup>rd</sup> July.** It was agreed to adopt the current Code of Conduct – All agreed

**Financial Regulations – emailed to Councillors on 3<sup>rd</sup> July.** It was agreed to adopt the current Financial Regulations with amended item 6.4 to include payments by BACS – All agreed

2023/42 Planning **NP/23/1347 - Locks Farm Edgefield Road Corpusty & Saxthorpe NR24 2AY** - awaiting further application

2023/43 **To make a decision regarding Burial fees at St Peters Church and assign team to locate position of requested plot** – Clerk has carried out research of other local Parish Council's who are also responsible for burial grounds and emailed options to the Councillors on 3<sup>rd</sup> July

It was decided to adopt fees in line with this years parochial fees

It was decided that the cost of exclusive rights for purchasing a lease on a plot and interment would be £332

It was decided that the length of period for a lease should be 50 years

It was decided that Amanda & Stephen should attend site to locate and measure the site of plot T17 – Clerk to contact Ivan Fisher Independent Funeral Homes to arrange an appointment.

LL will look into drafting a policy and this will be reviewed at the next meeting.

2023/44 **Correspondence/Clerk's report**

- (i) **To make a decision regarding Clerk CiLCA examination fees contribution of £404.00 and sign Learning Agreement.** All agreed to the contribution and the Learning agreement was signed.
- (ii) **To complete list of Councillors for Notice Board** – list of Councillors contact details was completed and will go up on the Notice Board. Duplicate keys for the Notice Board were handed to Cllr Fenny

2023/45 **To discuss using surplus funds for local charitable purposes within the community** – Tony will circulate suggestions to Councillors to be considered before the next meeting

2023/46 **To discuss Highways Visit on 24<sup>th</sup> July 2023** – ref Steffan's report

2023/47 **To receive items for information** – Broadland Housing Association and situation regarding the new housing development, Communicating with the wider community, to invite the school/village Hall to attend the meetings. Play area & grass on play area need attention however it was mentioned rain has prevented the grass from being cut on occasions. CR is looking to arrange Defibrillator training at the Village Hall one morning in October, tbc.

2023/48 **To receive items for the next agenda**

2023/49 **To close the meeting and confirm date of next meeting 13<sup>th</sup> September 2023**

2023/50 **Meeting ended at 21.00 hrs**

Signed.....

Date.....