

TIMBERLAND AND THORPE TILNEY PARISH COUNCIL

These are the Minutes of the Annual Parish Meeting held at Timberland Village Hall on Monday 8th May 2019 at 7pm.

PLEASE BE ADVISED THAT THE NOTES LISTED BELOW ARE NOTES OF THE MEETING TAKEN BY THE CLERK AND CANNOT IN ANYWAY BE REGARDED AS THE OFFICIAL MINUTES OF COUNCIL PROCEEDINGS, UNTIL THEY ARE APPROVED AND SIGNED AT THE NEXT MEETING OF THE FULL COUNCIL.

Recorded for minute purposes

Present: Parish Cllrs Audis, Stirling, Sharman, Sharplin, Kornat, Gullidge, District Councillor Ogden and the Parish Clerk.

1. Apologies

Cllr. Kendrick

2. Minutes of the Annual Parish Meeting 23rd May 2018

Proposed: Cllr. Audis Seconded: Cllr. Kornat

All Agreed

3. Matters arising

None

4. Parish Council's Asset List

Agreed: All in order

Proposed: Cllr. Audis Seconded: Cllr. Kornat

All Agreed

5. Standing Orders

5.1 Social Media Contract

5.2 Planning Policy

5.3 Data Protection

5.4 Financial Regulations

5.5 Code of Conduct

The Chair read the detail of the Planning Policy for clarification including pointing out that the Parish Council is a consultee of the Planning Department and is not involved in the final decision making. All documents have been circulated to the Council.

The Council proposed all amended items and policies to be adopted by the Council subject to continual review and changes required by legislation etc.

Proposed: Cllr. Audis Seconded: Cllr Gullidge

All agreed.

Agreed: All policies to be reviewed by Cllrs Kornat and Sharman and included on the website.

6. Chair's Address

The Chair highlighted the work of the Council over the year some of which is reflected in the report attached.

All present were welcomed to the meeting. Thanks were given to employees, Parish, District and County councillor(s) for all their hard work, dedication and commitment throughout the year.

The Chair and other Councillors acknowledged the hard work and commitment of Andy Phillips for his contribution to the Council over many years as he has now left the Council.

The Chair stated his satisfaction of the governance and monitoring of the stable finances of the Council.

Over the year the Council have undertaken work to meet the regulations with regard to data protection and transparency.

The website and hard copies held in the village ensures access for parishioners on and off line.

The Family Fun Day was a hugely successful event held on the well -kept Timberland Green.

The hard work of Cllr. Audis on maintaining this space was acknowledged and he was thanked for his contribution.

Dog fouling continues to be a problem in the Parish and the changes to the law was clarified. Fixed penalty notices will no longer be given locally and the issue will be dealt with by NKDC.

NKDC will replace all notices in the near future.

The Council have worked with Highways to review the parking on Station Road and consultations are underway to extend the yellow lines.

Agreed: Clerk to send a letter of thanks to Andy Phillips.

Clerk to advertise a vacancy

7. Clerk's Report

Please see attached

8. Election of Chair and Vice Chair

Cllr. Stirling was proposed by Cllr. Sharman for Chair

Seconded: Cllr. Kornat

All agreed - Cllr. Stirling accepted

Cllr. Sharman proposed Cllr. Kornat as Vice-Chair Seconded by Cllr. Audis

All agreed - Cllr. Kornat accepted

9. Election to Other Bodies

Village Hall Committee – Cllr. Kornat

Proposed: Cllr. Gullidge Seconded: Cllr. Sharplin

All Agreed

10. Date of the next Annual Parish Council Meeting

**Wednesday 13th May 2020 7.00 pm
Timberland Village Hall**

A general discussion took place with regard to an Annual Parish Meeting and this will be discussed at a later date.

Clerk's Report 2018-2019

The Parish Council has worked hard for the Parish over the last 12 months.

We are pleased to report that the 2018/2019 accounts have been sent to and signed off by the internal auditor.

The Council took the decision not to increase the 2019-2020 precept which means that the precept has not been increased for several years although this will be considered on an annual basis.

Over the past year the Council has worked hard on meeting the legal requirements of the Council, in particular regulations on transparency and Data Protection.

Cllr. Stirling is now the Chair of the Parish Council taking over from Cllr. Audis earlier in the year.

Cllr. Audis remains on the Council and is the lead Councillor for the maintenance and upkeep of the Timberland Green and the notice board on Fen Road.

The Council wishes to acknowledge the hard work and commitment over many years of Cllr. Phillips. Cllr. Phillips is no longer on the Council and a huge thank you to him for his work and contribution.

The litter picker continues to work 1 hour per week keeping the litter under control. The Council successfully applied for a grant towards the litter picker salary in 2018.

The Parish Council website is updated on a regular basis which enables Parishioners to access the most recent minutes and finance documentation.

The council is committed to producing a welcoming and informative platform for use by parishioners and anyone with an interest in the work of the Council and the Parish of Timberland and Thorpe Tilney.

A handbook has been prepared by the Clerk to ensure hard copies are available for parishioners without access to the internet and is accessible in the Village Hall.

The notice boards and locations have been beneficial to the Council and Parishioners to ensure transparency and access to council business.

Standing Orders including Financial Regulations, complaints procedure and Code of Conduct are available via the Clerk and also in the public file held in the Community Library. A Social Media Policy and Planning Process Policy have been recently drafted for approval by the Council.

The Timberland Green event held in August 2018 was again a hugely successful and joyous event organised by a small group of Councillors including Cllrs. Kornatt, Sharplin and Stirling. The event itself was enjoyed by many parishioners and visitors to the Parish. Support given by the Church and the Penny Farthing Public House, Village Hall Committee and others, was very much appreciated.

The Timberland Green continues to be an attractive and calming space for Parishioners and visitors to the Parish to enjoy. The ROSPA inspection was undertaken in August 2018 and will continue on an annual basis to ensure the safety of all users.

Walk around regular safety inspections are also undertaken and recorded by a Parish Councillor.

The secure storage continues to be used for storing the mower and equipment.

The parish council has also taken on the responsibility of maintaining the land on access to Bayfield for which the council receives payment from LCC Estates.

Throughout the summer Cllr. Audis cuts the grass on a regular basis.

With regard to highways, proposals are underway of the extension of yellow lines on the sharp bend near the Penny Farthing car park. Concerns had been raised about parking at the end of the existing yellow lines just off the corner. Extending the yellow lines would make this corner safer for vehicles coming in the opposite direction. Additional speed signs have been erected on entrances to the village and stickers provided for litter bins.

The Council has finally been successful in obtaining a grit bin for location on Fen Road.

Dog Fouling continues to be a concern for the Parish on occasions and further dog fouling signs have been put up.

Finally the Parish Council continues to demonstrate its commitment to the quality of life in the Parish and will always listen to concerns of parishioners, taking action when needed.

Parish Clerk May 2019