

Minutes of South Pickenham Parish Council
Wednesday 24 May 2023 at 6.00pm in the Home Farm Hospitality Suite

Present: Cllrs John Blackburne (Chair), Sue Bloomfield, Carole Chalkley, Stephen Chalkley and Duncan More. **In Attendance:** Melanie Cousins – Parish Clerk.

Apologies for absence – Fabian Eagle – NCC/BDC Councillor

1. The meeting opened at 6.00pm.
2. The Chairman welcomed everyone present.
3. Election of Chairman – The Chairman handed the Chair to the Clerk, who then asked for any nominations for Chairman. It was proposed by Cllr S Chalkley that Mr Blackburne be re-elected as Chairman for the coming year and this was seconded by Cllr Boomfield.
4. **Minutes of the last Meeting** – The minutes of the meeting held on 5 April 2023 were approved and signed by the Chairman.
5. **Matters Arising not included on the agenda** – The Clerk to ask NCC/BDC Cllr Eagle if he can attend the next meeting.
6. **Chairman's Annual Report** – Cllr Blackburne thanked the Cllrs and the Clerk for their work over the year. The Chairman is grateful to South Pickenham Estate for the work they do to keep the village looking tidy. The road safety markings are awaited and the Chairman is grateful to NCC/BDC Cllr Eagle and to NCC for providing the funding. The Cllrs are pleased that the new cherry tree avenue is growing well and that the two benches will be installed shortly. The Chairman thanked the Cllrs for maintaining the two flower boxes and the new roses by the village sign.
7. **Receive reports from NCC; Breckland Council** – None received.
8. **Annual Reports: a) Pickenhams' Newsletter** – The Chairman read out the Editor's report to the Council. Chris Cousins (Editor) thanked the "core team" – Stephen Chalkley for finance and advertising; Sue Bloomfield for printing and delivering to the deliverers for South Pickenham; Eileen Reilly, assisted by Ben Hogan, for collation and delivering to the deliverers for Nth Pickenham. Also thanked are the volunteers who deliver the newsletters to 750 residents (300 residences) in North and South Pickenham. Thanks are also given to contributors of articles, recipes, photos & poems. **b) Pickenhams WI** – A variety of meetings have been held, both in St Andrew's Church, North Pickenham and at St Mary's Church, Houghton on the Hill. Members come from Swaffham and other villages, as well as North Pickenham.
9. **Update on Highways/Rangers issues** – The Clerk had forwarded items raised by Cllrs to be undertaken at their impending visit. In the meantime the Chairman will cut round the planters and the village sign.
10. **Zurich Town & Parish Insurance** – This is now £215.18. Cllrs agreed to renew for 2023/24.

11. AGAR (Annual Governance & Accountability Return) End of Year Accounts 2022/23 –

It was noted that the Internal Auditor is satisfied with the completed paperwork. The Chairman and the Clerk signed all forms; these will be sent to the External Auditors.

- 12. Correspondence – a) Visit by Mr J Gulliver** – Cllr S Chalkley and Cllr More had met to be updated by Mr Gulliver on the proposed planning application for land at the end of Hilborough Road, Nth Pickenham. **b) Straw on edge of roadsides** – The Cllrs were concerned about the prevalence of straw along the roadsides and would follow up their concerns with the contractors. **c) BDC Community Ownership Fund** – Noted. **d) Communication from Priscilla Bacon Hospice** – Deferred to a future meeting.

13. Approval of Accounts/Cheques issued – Bank balance on 28-04-23 = £1,157.72.

Payments: **a) Petty Cash** – The Internal Auditor had suggested that the Petty Cash be discontinued and Cllrs agreed that the £3.86 petty cash be dispensed with. **b) Cheque for Cllr S Chalkley** – bedding plants – Cheque for £9.64 + Petty Cash at £3.86 paid to cover full costs (13.50); **c) Payment to npower** – £16.33 paid by DD (May '23); **d) Clerk's wages** (5 hrs per mth – April 2023 (£110.00) + work from home allowance (£5.00) = £115.00; **e) Cheque for Zurich Municipal 2023/24** = £215.18.

- 14. Planning 3PL/2023/0457/HOU** – Single storey rear/side extension, The Bungalow, The Street, South Pickenham – Noted.

Date of next PC meeting – Wed 19-July-23 at 6.00pm at the Home Farm Hospitality Suite.