

BRININGHAM PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting held on Tuesday 20th June 2023, at Briningham Village Hall at 7.00pm.

This meeting was recorded

Present: Cllrs, Helena Gregory (Chair) (HG) Tracey Gardner (TG), Chris Rix (CR), Jackie Rix (JR),
Locum Clerk – Kerry. Harris (KH)

2 residents

1. Welcome by the Chair

HG welcomed all to the meeting and reminded them that the meeting would be recorded. A resident informed the meeting that he would also be recording the meeting.

2. Receive and consider apologies and reasons for absence.

NNDC Cllr Brown sent his apologies.

3. To receive declarations of Interest and request for dispensations in any of the agenda items

There were none.

4. Finance and Governance Matters

4.1 To receive the Internal Audit Report for y/e 31st March 2023 and consider the recommendations

Mrs. Di Dann (CiLCA and FILCA qualified) had completed the Internal Audit for 2022 – 23. The summary of recommendations from the report was read out to the meeting in full by the Chair. (*The report is located on the Documents section of the website under the 2022-23 Financial Year documents*).

Cllrs accepted the recommendations in the report but said they would consider the statements in the Annual Governance Statement when they were read out.

4.2 To Approve the signing of the Exemption Certificate for 2022/23

The Internal Auditor had confirmed to the locum Clerk that the Exception Certificate could be submitted to the External Auditor.

This was Approved by all on a Proposal by CR and Seconded by JR. It was signed by the Chair.

4.3 To Approve the Governance Statement for 2022/23 (AGAR Form 2)

KH read out the Statements on the Annual Governance Statement. Cllrs unanimously Agreed a NO Statement for boxes 1, 2, 5, 6, 7 and 8. Cllrs unanimously Agreed a YES Statement for boxes 3 (they accepted the comments made by the Internal Auditor but did not see that this would have a significant financial effect on the ability of the authority to manage its finances) and 4 (the Exercise of Public Rights was taken up by a Parish Clerk in a nearby Parish, as evidenced by email so the PC were confident that the Notice had been publicized). This was Approved on a Proposal by TG and Seconded by JR and was signed by the Chair.

4.4 To Approve the Accounting Statement for 2022/23 (AGAR Form 2)

KH informed the meeting that the balance brought forward was restated by £2 due to a transcription error on the 2021-22 accounts.

The Accounting Statements were Approved by All on a Proposal by JR and Seconded by TG. They were signed by the Chair.

KH was asked to email a copy of the AGAR to ex- Cllrs A. Cook and I. Cook.

5. To note the dates of the Notice of Public Rights

KH informed the meeting that the Period of Public Rights would run from 26th June until 4th August. Any meeting to scrutinize the documents would take place at a mutually convenient time at Briningham VH and would be attended by KH and at least one Cllr.

CR agreed to put the Notice on the Noticeboard on 21st June.

6. To Approve the formation and membership of the Allotment Working Party

HG stated that she had previously found that a Working Party worked well as a device for discussion and innovation on many projects where numerous residents are interested and have knowledge which may go beyond that of the Parish Cllrs themselves. She suggested that membership of the Working Party should be open to all residents and current allotment holders. A minimum of 1 Cllr would be needed to sit on the Working Party and the Working Party would report back to the PC regarding a way forward for the allotments on the Memorial Field.

The PC discussed a mail drop to all households, or undertaking a survey.

It was agreed that the way forward would be to enable those interested to get together and a notice will be designed and put up on the Noticeboard and the website with a date and location.

It was noted that residents have requested allotments, but also that the Farmer currently managing the War Memorial Field needs to be included in the discussions so that the area she manages is not constantly changing.

It was Agreed by All to find out if there was adequate interest to start a working Party.

7. Open forum for Public Participation. As per Standing Orders 15 minutes will be allowed for members of the public to raise questions or concerns.

A resident stated that this was his first PC meeting and what he had heard was waffle. His opinion of the Memorial Field is that no-one is going to use it and it should be left alone.

A resident requested further clarification of the Financial Statements. This was given.

8. To note date of the next meeting

18th July

9. Any other business – for information and future agenda

There was none.

10. To close the meeting

There being no further business, the meeting closed at 7.45pm

Signed:

Date: