

# SHELFANGER PARISH COUNCIL

**MINUTES** of the Parish Council Annual Meeting held on Thursday 1 May 2025 at 6.30 pm at Shelfanger Village Hall.

**Councillors Present:** Cllr Marion Paines (Chair), Cllr M Hurst, Cllr Mick Paines (Vice Chair), Cllr P Chambers, Cllr D Hurcomb and Cllr P Ross

**In attendance:** County Councillor Catherine Rowett, Elaine Tinsley (Clerk) and 2 members of the public

1. **Re-elect Chair and Councillors.** Cllr Mick Paines proposed that Cllr Marion Paines is re-elected to the role of Chair, seconded Cllr D Hurcomb and unanimously agreed. Cllr Paines signed the Declaration of Acceptance of Office before the Proper Officer of the Council. Cllr Marion Paines proposed that Cllr Mick Paines is elected to the role of Vice-Chair, seconded Cllr M Hurst and unanimously agreed. Cllr Paines signed the Declaration of Acceptance of Office before the Proper Officer and Chair of the Council
2. **Co-opt New Councillor – Paul Oldman.** Cllr P Chambers proposed and Cllr M Hurst seconded that Mr P Oldman be co-opted on to the Council, which he accepted and signed the Declaration of Acceptance of Office.
3. **Chair's Welcome and to receive Apologies for Absence:** The Chair opened the meeting and welcomed everyone present. No apologies of absence had been received.
4. **To approve the Minutes of the Parish Council Meetings held on Thursday 20 February and Monday 24 March 2025** - The Minutes of the Parish Council Meetings held on 20 February and 24 March, previously circulated to all members, were unanimously agreed and signed.
5. **To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests:** None were received.
6. **To receive County Councillor Catherine Rowett's Report.** Due to County Cllr Rowett's necessity to leave the meeting early, the chair moved her item up the agenda. County Cllr Rowett gave her report and encouraged those present to complete the survey regarding the Devolution and local government reorganisation at <https://norfolk.citizenspace.com/public-engagement/lgrfeedback/>. County Cllr Rowett will chase Highways concerning the state of the B1077 between Shelfanger and Winfarthing **ACTION: County Cllr Rowett.**
7. **To hear from members of the public:**
  - a. A member of the public enquired about MP Adrian Ramsay's visit to the village in March. The Chair reported on the meeting she attended with Cllr Ross to discuss primarily, the Pylons, general flooding in the village and the continued flooding over Church Road. A response had been received from the Environment Agency and Highways following his contact with them, which had been passed to Councillors.

- b. The same member of the public also asked about the meeting with the River Waveney Trust held in the village hall in April. The Chair reported this was a well attended meeting, with a number of residents from both Shelfanger and Winfarthing present. A discussion about wilding took place and a member of the public reported a grant that was available for this and would pass the information to the Clerk.
8. **To receive the Chair's report** – The Chair reported she attended the recent Village Hall Committee meeting and will be helping out at the VE Day Celebration, along with Cllr M Hurst and the Clerk. The Chair also reported attending the Tree Council AGM with Cllr Ross, to get clarification on the activities of a Tree Warden and insurance. Cllr Ross confirmed that these were:-
- Arranging local planting days.
  - Working with Local Authorities to plant and care for communal trees.
  - Rejuvenating local woodlands (if appropriate).
  - Raising funds and finding land for tree planting projects.
  - Protecting trees by reporting on early signs of disease to the local authority
  - Gather information, survey and record information about trees important for wildlife or heritage in the Parish, and supply this information to the local authority.
  - Help look out for opportunities to promote more tree planting in the local community

County Cllr Rowett also indicated a need to map where special trees were located. Cllr Ross indicated a resident who was member of the Tree Council who would like to volunteer to the Parish Council to advise on Tree warden matters, which the Parish Council were pleased to accept. **ACTION: Clerk to liaise.**

#### **County Cllr Rowett Left the meeting at 7.15pm**

#### **9. To receive Clerk's report**

- **Church Road Flooding** – Water is still being pumped across the road – no update received from Flood and Waterway Management Office, but will continue to chase **ACTION: Clerk.**
- **Year End Training** – following the request from the February meeting, Cllr Chambers audited the books and found everything to be in order.
- **Road hedges** – the Clerk contacted the owners of two properties (Rectory Road and Church Road) to request their hedges be cut back to show the "30" and "pedestrians walking" signs. The Rectory Road one had been done, the Church Road one may have to wait until the autumn due to bird nesting.
- **Potholes** – the pothole on Common Road had been repaired.
- **Village Hall Accounts**- A meeting was convened with members of the Village Hall Committee, the accounts were discussed and action agreed.
- **Year End Accounts** – had been audited and were available.
- **Railing at the bottom of Druids Lane** – the clerk reported a member of the public had approached her for permission from the Parish Council to clean and re-paint the railings at the bottom of Druids Lane, which was agreed **ACTION: Clerk to liaise**

#### **Bank Account as below:**

	Net	VAT	Current	Savings
01.04.24 <b>Opening Balance - Savings Account</b>				<b>£15,431.28</b>
01.04.24 <b>Opening Balance - Current Account</b>			<b>£975.21</b>	
<b>Receipts</b>				
Interest (April - April)				£12.68

25.04.25	SNDC Precept			£2,774.50	
	<b>Total Receipts</b>			<b>£3,749.71</b>	<b>£15,443.96</b>
	<b>Payments</b>				
03.03.25	NPTS - Subscription	£57.50	£0.00	£57.50	
29.03.25	RBLI - Clerk - VE Day Flag & Bunting	£53.32	£10.66	£63.98	
11.04.25	BCSS - Clerk - Flood Poster printing	£12.00	£2.40	£14.40	
23.04.25	Clerk salary - April	£218.92	£0.00	£218.92	
16.04.25	R Canwell - Auditor	£30.00	£0.00	£30.00	
22.04.25	Bank Charges	£4.25	£0.00	£4.25	
	<b>Total Payments</b>		<b>£13.06</b>	<b>£389.05</b>	
	<b>Current Account Balance</b>			<b>£3,360.66</b>	
	<b>Savings Balance</b>			<b>£15,443.96</b>	
	<b>Bank Balance</b>			<b>£18,804.62</b>	
	<b>Funds held for Friends of Boyland Common</b>			<b>£531.62</b>	

10. **To receive updates from individual Council members:** None

11. **Boyland Common Report** - Cllr P Ross, reported that the chains and locked had been checked on the common and reported to the Boyland Common Group that all was fine. She is expecting her annual count and distribution survey on the green winged orchard to take place shortly. She raised concerns that when the local government re-organisation takes place, it be noted who the deemed owner may be, as Boyland Common has no owner, but it is currently deemed to be the District Council. This item to be kept on the Agenda **ACTION: Clerk**. The Chair asked for information on the cleaning out of the ditches around the common, but Cllr Ross explained these were not water bearing and therefore had no need to be cleaned out.

12. **Planning:** None

### 13. FINANCE REPORT

**To approve payments:**

PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT
Clerk	April Salary, £14.40 printing + £63.98 purchase of VE Day flags/bunting	£297.30	0.00
R Canwell	Audit of 2024/25 Accounts	30.00	0.00
NPTS	Annual Subscription	57.50	0.00
Clerk	WFH @ £6 per week - April	£26.00	0.00
ICO	Information Commissions Office	£52.00	0.00
	<b>TOTAL</b>	<b>462.80</b>	<b>£0.00</b>

Proposed: Cllr Hurcomb, Seconded: The Chair

14. **To ratify VE Day Grant application** – the Clerk requested ratification for the recent VE Day grant application and forwarding of funds to the Village Hall – this was unanimously agreed.

15. **To sign the AGAR Form** – The Chair signed the Exemption Certificate for the AGAR form for the 2024/25 accounts. This is to be published and sent to PKJ Littlejohn.

16. **To discuss Parish Partnership Award for SAMS 2 speed camera, plus items 17 & 18 to discuss CILS receipts and Village Gates** – Items 16, 17 & 18 were all discussed

together. The clerk reported the application to the Parish Partnership for a 50% grant towards a SAMS2 Speed camera had been awarded. Following the February meeting, the Clerk had obtained quotes for village gates to be sited at both ends of the village on both sides of the road.

The CIL money received amounted to £7,019.26. The camera cost to the Parish Council (less the 50% grant and the VAT reclaim) would be £2,191.50 and the cost of the village gates would be £3,813.08. Therefore, all items could be purchased from the CIL money, leaving a small balance of £1,014.68 which could be used in the future. A discussion took place and it was unanimously agreed to go ahead with both purchases. Cllr Mick Paines requested the clerk to confirm the installation costs and whether Highways permission was required to site the gates on the verges. **ACTION: Clerk**

17. **To discuss CILS Receipt** – as above

18. **To discuss Village Gates** – as above

19. **Next meeting of the Parish Council is on Thursday 19 June 2025 at 6.30 pm at Shelfanger Village Hall.**

**Meeting closed at: 8.08 pm.**