

4<sup>th</sup> May 2021

MELTON CONSTABLE PARISH COUNCIL

**Clerk: K Cotgrove**  
**Bodgers Field**  
**Norwich Road**  
**Briston**  
**Melton Constable**  
**NR24 2BB**

**website: [www.meltonconstablepc.info](http://www.meltonconstablepc.info)**  
**email: [clerkmeltonpc@gmail.com](mailto:clerkmeltonpc@gmail.com)**  
**Tel: 01263 587755**

**MINUTES** of the Melton Constable Parish Council meeting held on 4<sup>th</sup> May 2021 at 6.30pm via Zoom.

Present: S Unsworth  
E Smith  
A Crawford  
J Cox  
S Meacock  
D Carter  
K Cotgrove Clerk  
0 members of the public

3398 (i) To elect a Chair for 2021-22

On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Crawford, Cllr Carter was elected as Chair. The Declaration of Office will be signed in the presence of the Clerk.

(ii) To elect a Vice Chair for 2021-22

On a PROPOAL by Cllr Unsworth, SECONDED by Cllr Cox, Cllr Crawford was elected as Vice Chair. The Declaration of Office will be signed in the presence of the Clerk.

3399 Apologies for Absence

None.

3400 Declarations of Interest

None.

3401 Minutes of the Parish Council Meeting held on 13<sup>th</sup> April 2021

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Cox, with one abstention, it was AGREED to accept the minutes of the meeting of 13th April as a true and accurate record.

3402 To declare the Parish Council exempt from external audit in 2020-21

As the payments and receipts of the Parish Council were below £25,000, on a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Crawford, it was AGREED to declare the Parish Council exempt from external audit.

3403 To receive the internal auditor's report

The internal auditor's report was read and recommendations were noted.

3404 To approve the Annual Governance Statement 2020-21

On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Crawford, the Annual Governance Statement was APPROVED and signed.

3405 To approve the Accounting Statements 2020-21

On a PROPOSAL by Cllr Meacock, SECONDED by Cllr Unsworth, the Accounting Statements were APPROVED and signed.

3406 To approve an internal auditor for 2021-22

On a PROPOSAL by Cllr Cox, SECONDED by Cllr Smith, it was AGREED to appoint Jo Boxall to conduct the Internal Audit for 2021-22

4<sup>th</sup> May 2021

3407 To approve the following payments

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Crawford it was AGREED to approve the following payments:

K Cotgrove	Clerk's May salary & exp	£321.00
P Minns	Grass cutting – March	£430.00
Westcotec	Monthly lighting maintenance	£13.25
P Minns	Bus shelter painting	£247.49
P Minns	Grass cutting April	£430.00
E.on	Electricity Direct Debit	£30.90
P Collins	Grass cutting April	£220.00
J Boxall	Internal audit	£75.00
	TOTAL	£1767.64

3408 Any other urgent business, for information only

A Parishioner approached Cllrs Unsworth to ask if he can donate a bench to the Millennium Garden. The Clerk will obtain further quotes.

Chickens on allotments – The current policy doesn't specify a maximum number of hens per plot. Following discussion, it was agreed that Councillors will consider the maximum number of hens to be allowed per plot, and this will be put on the June agenda for agreement.

Cllr Carter is still looking into faster broadband for the Parish. The Government agenda has changed slightly, and funding is focused more on rural areas. He will update when he has further information.

Cllr Smith reported that the bench in the Memorial Garden has rotted out, and will need replacing.

Two Parishioners have approached Cllr Smith with concerns that two trees are interfering with wires on the land close to the doctors' surgery. The trees are on private land, and the responsibility for these lay with the electricity company. The Clerk will report to UK Power Networks.

Cllr Unsworth expressed thanks to Cllr Smith for all her hard work as a Councillor over a number of years.

3409 To agree the date and time of next meeting

Restrictions do not stop until 21<sup>st</sup> June, so the Council cannot meet in person until then. Following discussion, it was agreed the next meeting will be on Tuesday 13<sup>th</sup> July 2021, at 7:30pm, in the Village Hall.

19:04 Meeting Closed

Clerk ..... Chair ..... Dated .....