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Minutes of the **Annual General Meeting (AGM)** of the Parish Council which was held on **Tuesday 23rd May 2023 at 7pm** in The Scout Hut.

Present:- Rosemary Thew (Chairman), Nigel Sutcliffe (Vice-Chairman), Samantha Arlow, Alban Donohoe, Shirley Everett, Barry Girling, Jenny Girling, Judith Pegden & Mike Reed.

Clerk:- Tracey Bayfield

Public:- 0

Did not Attend:- Iain Wolfe.

1. **Resolved** to appoint;

- (a) Chairman for 2023/24 – Rosemary Thew.
- (b) Vice Chairman for 2023/24 – Nigel Sutcliffe.

2. All members present had signed & returned their **Declarations of Acceptance of Office** forms to the Parish Clerk. The Chairman and Vice-Chairman also signed acceptance forms, for each of those positions.

3. **Apologies** for absence were received from Cllr Willie Weston.

4. **Declarations of Interest** from members in relation to this meeting;

- *Cllr Nigel Sutcliffe – personal interest in item 13.2. as know the applicant.*

5. All members were reminded, that they must go online and to **Register of Declarations of Interest** via NNDC within 28 days of being elected.

6. **Open Public Session** – None.

7. **Resolved** to *adopt* the following **PROCEDURAL DOCUMENTS** (subject to minor amendments);

- i) Model Standing Orders
- ii) Financial Regulations
- iii) Financial Risk Assessment
- iv) Effectiveness of Internal Financial Controls/Internal Auditor
- v) Asset Register
- vi) Terms of Reference for Committees
- vii) List of Direct Debits as at 23rd May 2023
- viii) **Resolved** to confirm the named BPC Bank Signatories (4); as: Tracey Bayfield (Proper Officer), Rosemary Thew, Jenny Girling & Nigel Sutcliffe.

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8. Blakeney Parish Council resolves from 23rd May 2023, until the next relevant Annual General Meeting of the Council (May 2027), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI965, The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.
9. **Resolved** to appoint David Wright as our **Internal Auditor** for 2023/24.
10. **Resolved** to set a date for **Whole Council Training** session for as soon as possible with Norfolk Parish Training Partnership.
11. **Resolved** to appoint ZURICH as our **Insurance provider** on a 3-year long term agreement.
12. **Resolved** to appoint the following Parish Councillors to represent BPC on the following outside organisations.

In the absence of Iain Wolfe and any confirmation from him as to appointments for 2023/24 it was agreed to reappoint him on the committees/groups that he served on in 2022/23.

13. **Blakeney Village Hall Trustee Representative** – Mike Reed, but only to be a representative of Blakeney Parish Council, not to become a Trustee of the BVHT; ie; to act in the best interests of BPC & we will delay the take up of this position, pending discussion on the car park.
14. **North Norfolk Coast Advisory Group** – Rosemary Thew & Iain Wolfe.
15. **North Norfolk Town & Parish Forum (NNDC)** – Rosemary Thew.
16. **The Blakeney Channel Coastal Community Team (B3CT)** – Alban Donohoe & Iain Wolfe.
17. **Norfolk Association of Local Councils (Nfk ALC)** – Rosemary Thew & Judith Pegden.
18. **Resolved** the **Review of Committee Structure & members**: including Sub Committees, Advisory Groups, Working Parties & Staff. Also, of other Local Authorities & not for profit bodies, if not done in the course of the year.
All committees appointed WITH DELEGATED POWER.
 - i) **Finance & Governance Committee** - Terms of reference states max of 6, so quorum = 3 – Rosemary Thew, Nigel Sutcliffe, Iain Wolfe, Jenny Girling & Mike Reed. (1 space remaining should anyone wish to join.)
 - ii) **Personnel/Data Protection Committee** – Terms of reference states max of 6, so quorum = 3 – Rosemary Thew, Jenny Girling, Samantha Arlow, Nigel Sutcliffe, Judith Pegden & Iain Wolfe.

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- iii) **Blakeney Neighbourhood Plan Steering Group** – 4 BPC representatives plus members of the public – Terms of reference states 12 members so quorum = 4 – Rosemary Thew, Jenny Girling, Iain Wolfe & Tracey Bayfield.
- iv) **Dinghy Park Management Group** – 3 BPC representatives plus members of the public & other organisations – Terms of reference states 6 members so quorum = 3 – Iain Wolfe, Alban Donohoe & Rosemary Thew.
- v) **Bonfire & Fireworks Committee** – 3 to 5 members ideally – Jenny Girling, Barry Girling, Samantha Arlow, Rosemary Thew & Judith Pegden.
- vi) **BPC Affordable Housing Committee (& BNHS)** – Terms of reference states 6 members, so quorum = 3 – Jenny Girling, Alban Donohoe, Rosemary Thew, Samantha Arlow, Nigel Sutcliffe, Mike Reed & Judith Pegden. **Agreed** to amend to ToRef to state 7 members.
- vii) **Party on The Pastures Committee & other additional Events** – Max 4 Cllrs plus 4 members of the public – quorum = 3 – Samantha Arlow, Rosemary Thew, Shirley Everett & Judith Pegden (*& our public ie: Alison Wagstaffe, Alison Jewell, Lynn Massingham & Jess Daynes.*)
- viii) **BPC & The National Trust Working Group** (no powers, recommends to BPC) – Quarterly updates – Max 3 – meetings are not open to the public – Rosemary Thew, Nigel Sutcliffe & Willie Weston.
- ix) **Traffic Management Working Group** (no powers, recommends to BPC) – Max 6 – meetings are not open to the public – Nigel Sutcliffe, Rosemary Thew, Alban Donohoe, Iain Wolfe, Jenny Girling, Judith Pegden & Mike Reed.
- x) **Heritage Boards Working Group** (no powers, recommends to BPC) - Max 6 – meetings are not open to the public – Rosemary Thew, Iain Wolfe, Barry Girling & Alban Donohoe.
- xi) Appointment of any **New Committee** – None.
- xii) All **representation on or work with external bodies** to remain as is, and to note arrangements for reporting back, which should be a written report, circulated to The Clerk and all Councillors as per Standing Orders.

TRUSTEES -

PARISH COUNCIL TRUSTS: Charity no. 1083592 – *To reconfirm* that “other than where detailed specifically on any deeds/constitution, Parish Council Trustees should be present serving Parish Councillors and not ex Parish Councillors. Ie. once a Parish Councillor leaves the Council, he/she leaves all other positions in relation to the Parish Council Charities/Trusts/Committees.”

Resolved to appoint as follows;

- i) **Blakeney War Memorial Cottages Trust:** Charity no. 242413 – The Almshouse Association has confirmed that BPC **cannot be** the Sole Trustee as this is Housing Provision and that the ideal number of Trustees is 4 or 5 members. *This Trust must meet and operate totally independent of the Parish Council, as per legal advice obtained 2017. As per the Declaration of Trust, the Quorum is a third so 2 as **depends on number of Trustees*** – Rosemary Thew, Samantha Arlow, Alban Donohoe, Jenny Girling & Nigel Sutcliffe.
- ii) **The Pastures & Other Blakeney Land Charitable Trust (Has to be All Cllrs)** – BPC is the **Sole Trustee ie; all serving Cllrs are automatically Trustees**. *This Trust must meet and operate totally independent of the Parish Council, a per legal advice obtained 2017. As per the Declaration of Trust, the Quorum is a third, so 4.* (Not 3, as this is not a Council committee.)
- iii) **Poor's Land:** Charity no. 242411 – *Land on Langham Road* – Ideally 4 Trustees (*this may change subject to legal advice*) – Jenny Girling, Barry Girling, Rosemary Thew & Samantha Arlow.
- iv) **Parish Rent:** Charity no. 24241 – *Land in High Street* – Ideally 4 Trustees (*this may change subject to legal advice*) – Jenny Girling, Barry Girling, Rosemary Thew & Samantha Arlow.
- v) **Red House Land** - (3 Public Reps; Mervyn Williamson automatic appointment as owner of The Red House as per the Trust Doc, and 2 appointed by BPC; Roland Goodison & Neil Thompson); all noted.

19. Additional items;

*Provision of **committee meeting agendas and minutes** – Do members wish to receive all agendas and draft minutes for all committees, ie. those they are not members of? **Resolved;** No.*

Schedule of all meetings for year – Resolved; Committees etc, to determine their own programme of meetings.

20. Planning Applications - Planning – PF = Full Planning Permission, PM = Planning Permission – Reserved Matters, LA = Alteration to Listed Building.

20.1. **LA/23/0910** – *Proposal; Replacement of windows and doors at, Melrose House, 107 High Street, Blakeney. **Resolved – No objection.***

20.2. **PF/23/0894** – *Proposal; Detached garage/boat store and widening of access/gateway at, Richmond, Morston Road, Blakeney. **Resolved – No objection, subject to this not being turned into residential accommodation.***

Meeting closed at 8.18pm

Chairman _____