

MINUTES OF THE ANNUAL MEETING OF GREAT DUNHAM PARISH COUNCIL HELD ON MAY 15<sup>TH</sup> 2017 AT 8.00 P.M. IN THE VILLAGE HALL

**Present:** Cllr R Warnes (late arrival), Cllr B Upton, Cllr K Arnold, Cllr G Lawes, Cllr A Wakeling, Cllr C Rhodes and Mrs G Hubbard (Clerk)

**1. Welcome and to consider accepting apologies for absence**

The Vice Chairman welcomed those present. There were no apologies to be received as all 6 Parish Councillors were present.

**2. To elect the Chairman and Vice Chairman of the Parish Council for the forthcoming year**

Cllr Lawes proposed Cllr Warnes for the position of Chairman of the Parish Council for the forthcoming year, seconded by Cllr Wakeling. There were no other nominations, so the proposal was carried and Cllr Warnes accepted the position. He signed the Declaration of Acceptance of Office form.

Cllr Lawes proposed Cllr Upton for the position of Vice Chairman of the Parish Council for the forthcoming year, seconded by Cllr Rhodes. There were no other nominations, so the proposal was carried and Cllr Upton accepted the position.

**3. To declare any Interests re items on the agenda**

There were no interests declared.

**4. To confirm minutes of the meeting held on March 20th**

The minutes had been circulated. Cllr Wakeling proposed the minutes be accepted as a true and accurate record of the meeting, seconded by Cllr Rhodes and carried.

**5. To discuss any matters from the minutes of March (not on the agenda)**

There were no matters arising.

**6. To discuss Correspondence**

There was no correspondence to discuss.

**7. To discuss any Planning Issues**

There were no planning issues to discuss.

**8. To discuss any Highways Matters**

There are some large potholes that need attention. There were reported in March but nothing has been done about them. Some photos will be taken and emailed to the Clerk. White lines have been painted around them but they have not been filled in. The ones on the Lexham Road and Castle Acre Road are the worst. The road surface opposite Robins Wood is breaking up badly and will be reported.

**9. To receive update regarding the purchase of the SAM2 sign by Gressenhall Parish Council**

The Gressenhall Parish Council is waiting for Mileham Parish Council to submit some paperwork before it can proceed with the purchase. Four different locations in the village have been identified for placing the sign. A resident has volunteered to be in charge of moving it around.

**10. To adopt the end of year accounts, the Annual Return and Annual Governance Statement**

Cllr Wakeling proposed the end of year accounts, Annual Return and Annual Governance be adopted, seconded by Cllr Rhodes and carried.

**11. To adopt the Code of Conduct**

Cllr Upton proposed the Code of Conduct be adopted, seconded by Cllr Wakeling and carried.

**12. To authorize financial payments**

Cllr Upton proposed the following necessary financial transactions be authorized for payment, seconded by Cllr Warnes and carried:-

- Clerk's net salary April & May £180.80 HMRC Tax April & May £45.00
- Norfolk Parish Training & Support (subscription) £21.25

**13. To receive an update on the Awards For All application for funding for play equipment**

The application has been submitted but it can take up to 10 weeks before a decision is made.

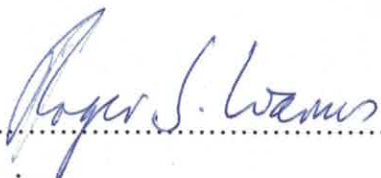
**14. To receive items for the July agenda**


No one requested any items for the next agenda.

**15. To confirm date and time of next meeting**

The date of the next Parish Council meeting was set for Monday 17<sup>th</sup> July at 8.00 p.m. in the Village Hall.

The Chairman thanked everyone for attending. There being no other business to discuss, the Chairman declared the meeting closed at 8.35 p.m.

  
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Chairman

  
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Date