

Minutes of Norbury and Roston Parish Council Meeting held on Wednesday 11th December 2024 at 7.00pm in Mary Clowes Hall

Present: Cllr S Davis (Chair), Cllr A Lewis, Cllr K Freeman, Cllr K Davis, Cllr M Robinson, and Mrs J Sadler (Clerk).

There were 2 members of the public present. One of them was the new clerk Katy Granter.

1. Apologies

Cllr Steve Bull (DCC) and Cllr Sue Bull (DDDC)

2. Register of interests

Cllr A Lewis stated an interest in item 5.

3. Public Participation

None

4. Minutes of the meeting held on the 23rd September 2024

The minutes of the last meeting were agreed by all as a true record of the meeting. They were signed and dated by Cllr S Davis.

5. Bills Charity

The clerk informed the meeting that the bank had £94.91 at the end of last year. The income for the year 2024/25 totalled £376.40 making a total of **£471.31** in the bank. There are 8 ladies to pay so it was agreed to pay the ladies £55 each which leaves **£31.31** in the account. The ladies who will receive the monies are the following: Joy Chadfield, R Wright, Mrs A Lewis, Mrs G Mosely, Mrs V Prince, L Murphy, Catherine Bloxham and Elaine Butler. The cheques were signed by Cllr K Davis and Cllr M Robinson. The clerk will send out the payments.

The clerk brought the documentation from the bank to remove her from the account and set up the new clerk. Papers were passed to the new clerk at the meeting. **Action Clerk**

6. New Clerk/RFO

The clerk informed the meeting that the new clerk Katy Granter would officially start on the 1st January 2025. Cllr S Davis confirmed that he would meet up with the new clerk before then to sort out her contract. **Action Cllr S Davis.**

Training – The clerk stated that she had looked on line for training for the new clerk. The 2 part Clerk Essentials training was available with DALC on the 27th and 29th January at a cost of £85.00. The councillors agreed to fund the training, Katy to let the clerk know if she was able to attend. The clerk suggested that when the DALC subscription comes up for renewal in April the Parish Council buy the subscription which included training. This was agreed by the Parish Council. **Action Clerk**

7. Clerk Pay increase

The councillors unanimously agreed to pay the increase in the clerks wages backdated to April 2024.

8. Matters Arising

- a. Correspondence – The clerk raised the issue of the 2 emails that were sent out in the last couple of days regarding the local plan. Councillors agreed to look at both the emails and come back to the clerk if necessary.
- b. Online Banking – The clerk asked for an update from Cllr Freeman with regards to online banking. Cllr Freeman said she had not heard anything from the bank but agreed to chase. The clerk raised the issue of the current standing order for her salary. It was unanimously

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agreed that the clerk would send a paper copy of the standing order to cancel her salary payment from February to Cllr Robinson to print and sign and pass onto Cllr Lewis for signature and sending to the bank. **Action Clerk**

9. Traffic – Meeting with PCSO

Cllr S Davis confirmed that there had been a meeting with PCSO Bradbury regarding the traffic in the village. The PCSO suggested to Cllr S Davis that he contact (name of officer) in highways at DCC for a traffic survey to be carried out in the village and to have markings placed on the road outside the school. Cllr Davis confirmed that he had done this but not received a reply as yet. Cllr Davis also to speak to the school with regards to the markings. Cllr Davis agreed he would forward the email sent to highways regarding the above to the clerk for her records. **Action Cllr S Davis.**

10. Plants for planters

It was unanimously agreed by all to pay J Chadfield for the plants in the tubs in the village.

11. Planning

Nothing raised at this time.

12. Standing Orders review

The clerk sent a copy of the new Standing Order model to all councillors prior to the meeting. During the meeting the councillors went through the document and it was agreed that the clerk update the document as agreed and send a revised copy to all councillors and put a copy on the website. It was unanimously agreed that a welcome pack would be given to all new councillors. In the pack would be, a copy of the Standing Orders, a copy of the Code of Conduct and a copy of the Financial Regulations. **Action Clerk**

13. Village Hall

It was unanimously agreed by all to pay Mary Clowes Hall for the hire of the room for Parish Council meetings. Cllr Robinson informed the meeting that as of the 1st January 2025 the cost of hiring the hall would increase to £10 per hour. It was agreed that all future invoices from the village hall would be sent at the beginning of March for the previous year.

14. Code of Conduct review

This was unanimously approved by all councillors and a copy will be published on the website for all to see by the clerk. **Action Clerk**

15. Social Media

Cllr Freeman confirmed that she was in the process of updating the Social Media Policy. Once done this would be passed to the clerk to publish on the website. **Action Cllr Freeman and the Clerk**

16. Budget/Precept 25/26

The clerk sent out a copy of the accounts and the budget document prior to the meeting. The budget document was discussed in great detail and it was unanimously agreed to increase the precept for 2025/26 to £4500. The increase is due to a general increase in costs but the main reason is due to changing the clerks hours from 2 to 4 hours a week. The Parish Council were advised that 2 hours was not enough for all the work required by the clerk by DALC and that is why the hours have been increased.

17. Bank Accounts

Treasurers Account – The bank account as at the 5th December 2024 is £3865.39

18. Finance

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- a. Clerks Pay by Standing Order November & December 2024 agreed by all.
- b. J Sadler – Back pay due to wage increase April to December inclusive £40.04 agreed by all.
- c. J Sadler – Increase in hours from August to December 2024 £625.05 Agreed by all.
- d. Village Hall – Hire of Hall - £176.00 period 09.06.23 – 09-10-24 Agreed by all.
- e. Joy Chadfield Plants for planters - £146.20 Agreed by all.

All the cheques were written by the clerk and signed by Cllr Lewis and Cllr Robinson.

19. DALC circulars

Noted.

20. Date of Next Meeting

The date of the next meeting will be Monday 20th January 2025 at 7.15pm in Mary Clowes Hall.

Meeting closed at 9.10pm