



Bingham to find out what action should be taken to progress this investigation.

Action: Chairman

- Drains – further concerns were raised – this would be a separate item for a future Council meeting.

- Breckland District Council matters: the District Councillor gave an update on current issues and developments at the Council.

41. Planning determinations: there were no applications to be considered.

42. Financial summary and payments: **resolved to accept the financial summary at 13th October 2009 and approve the payments listed.**

Payee	Item	VAT	Gross amount payable £
Broadland Horticultural	Cemetery and play area cutting 13/8 & 27/8 2009. Inv 2133 31/8/09	42.18	323.40
Broadland Horticultural	Cemetery and play area cutting 10/9 & 24/9 2009. Cemetery hedge cutting. Inv 2167 30/9/09	78.84	604.45
NORSE	Details tbc	52.95	405.94
HMRC	Penalty Determination issued 24 Sept 09 – failure to make end of year return on time	-	241.00
HMRC	Tax deducted from Clerk's payments Aug – Oct 09 incl.	-	100.80
C Greenwood	Clerk's duties 6/9/09- 11/10/09 schedule 0910/7	Net of tax/Ni (£31.50)	126.00
C. Greenwood	Stationery – 0910/3	-	7.50
Royal British Legion	Donation	-	25.00
Total		173.97	<b>1,834.09</b>
<i>Retrospective approval given for:</i>			
Repayment of temporary overdraft			10,000.00
final payment to Playdale			10,000.00
<i>For information: (payment deducted from net credit to Parish Council account)</i>			
Donna Kissinger.	Management commission. 14/8/09 – 11/9/09 2 Town Houses. Inv 3730 11/9/09	3.26	24.96
<i>For information: direct debits</i>			
EON	INV 8 Sep 2009 – deducted from credit balance (now at £0.00).	2.18	45.81

Action: Clerk

43. Cheque signatory: **resolved that Tony Lister should replace Robert St John Cooper as a cheque signatory for the Parish Council. The same three signatories would apply to the National Savings Account**

Action: Chairman/Clerk

44. Recruitment of a Clerk and Responsible Financial Officer: **resolved to advertise locally for the combined post. Councillors to suggest any known possible**

**candidates. The Clerk would send details of the latest pay scales to the Chairman.**

Action: Chairman and Clerk

45. Provision of internal audit services: resolved to pursue the engagement of Roger Canwell to carry out the 2009/2010 internal audit review of effectiveness.

Action: Clerk.

46. Complaint from a tenant of the Town Houses: resolved that this matter would be referred to the landlords of the almshouses, the William Barber Trust, to investigate potential solutions.

Action Clerk

47. Maintenance of the cemetery and Play Area: resolved to issue invitations to tender for this combined contract in January/February 2010. The current contractor would be advised of this proposal based on the need for extra maintenance at the refurbished Play Area. Councillors would meet to inspect the Play Area and decide on requirements on Saturday 7<sup>th</sup> November at 10am. The retendering of the contract would be discussed at the Council's November meeting.

Action : Clerk.

48. Village emergency plan: resolved to circulate to Councillors by email the Norfolk County Council model plan for consideration

Action: Mark Stevens

49. Rent increase for no 1 Town Houses: resolved to acknowledge that the rent Assessment Officer would inspect the property in October and subsequently give an assessment of the fair rate which will be reported to the Council.

Action: John Newport

50. Parish allotments: resolved to issue invoices to allotment holders for 2008/2009 at £5.00 per plot and request the new agreement to be signed. Subsequently invoices for 2009/2010 to be issued for the sum agreed at the allotment holders meeting - £10.00 per plot.

Action: Clerk/Tony Lister

51. Precept for 2010/2011: resolved to consider the summary advice circulated which compared precepts for parishes of similar electors and the budget information provided to Councillors at the September meeting in preparation for agreeing the precept at the November meeting.

Action: Councillors

52. Correspondence received: resolved to circulate to all members:  
- items listed with the agenda.

Action: Clerk

53. Items for discussion at the next meeting: resolved to include the village emergency plan, cemetery and Play Area Maintenance (inspections and grass cutting), appointment of the internal auditor, the precept for 2010-2011, payment for the street light attached to Dial House and the recruitment of a Clerk at the November 2009 meeting.

Action: Clerk

54. Resolved that the next meeting of the Parish Council will be on Tuesday 10<sup>th</sup> November 2009 at 7.30pm at the village hall.

The meeting closed at 9.40 pm

Signed.....

Date:.....