

Wormegay Parish Council

Minutes of the additional Ordinary Parish Council Meeting held on Monday 9th December 2024, commencing at 2.00 pm in the Mission Room, Wormegay

Present: Cllr Michael Chopping, Cllr Andrew McAdam (chairman), Cllr David Parker (part), Cllr Dawn Payne

Locum Clerk: Sharon Sweet

Borough Councillor: Pallavi Devulapalli

Borough & County Councillor: Jim Moriarty

Members of the Public: 1

1. To appoint chairman

Cllr McAdam was elected unopposed, all in favour. Cllr McAdam signed the declaration of acceptance of office for the position of chairman.

2. To receive apologies for absence

None.

3. To receive Declaration of Interests and any requests for dispensation

None.

4. To appoint Responsible Financial Officer (LGA 1972 Section 151)

It was **RESOLVED** to appoint Sharon Sweet as the Responsible Financial Officer

5. To agree the minutes of the last meeting on 15th November 2024

The minutes of the meeting held on 15th November 2024 were **AGREED** as a true record and signed by the Chairman.

6. To consider any co-option applications

The Council considered two applications for co-option to fill two long-standing vacant positions. Both candidates met the necessary criteria for co-option.

It was **RESOLVED** that Mr. D. Parker and Mr. D. Davenport be co-opted as members of Wormegay Parish Council.

Mr. Parker joined the meeting at item 9, and completed a Declaration of Acceptance of Office and Disclosable Pecuniary Interest form before the Council moved to Item 14.

Cllr. Chopping will deliver the Declaration of Acceptance of Office for signature to Mr. Davenport, along with the Disclosable Pecuniary Interest. The completed forms are to be submitted to the Clerk, who will file the Disclosable Pecuniary Interest form with the Monitoring Officer within 28 days.

Two further councillor positions remain under a Notice of Vacancy following recent resignations. Borough Council will advise when the council can co-opt into these 2 remaining positions.

7. Public forum

a) To receive update from Norfolk County Councillor

Written update circulated to members prior to the meeting.

b) To receive update from Borough Councillor

Written update circulated to members prior to the meeting.

c) To hear from members of the public none card from group

No representations were made from those present. The Chairman read out a written thank-you note from the Wormegay & Tottenhill Over 60's Club expressing gratitude for the Council's recent donation.

Chairman's signature..... Date.....

8. Administrative and Governance Matters

a) To approve opening new bank accounts with Unity Trust Bank, and depositing £15000 by cheque (current account, instant access savings, bank card) and confirm signatories

The Council considered opening new bank accounts with Unity Trust Bank (UTB), including a current account, an instant access savings account, and a bank card, with an initial deposit of £15,000 by cheque. The current account with Lloyds had limited functionality due to unresolved signatory updates, poor customer service, and delays in correspondence due to outdated account details. The Locum Clerk reported there are well known difficulties with Lloyds, particularly regarding mandate updates.

It was **RESOLVED** to proceed with opening the new accounts with Unity Trust Bank, with Cllrs. Payne and Chopping as signatories and the Locum Clerk having administrator rights to view accounts and set up online payments. Approximately £5,000 will remain in the Lloyds account pending reconciliation.

ACTION: The Clerk to file a complaint with Lloyds regarding service issues.

Additionally, in the last few days, a previous employee had located a new cheque book for the Lloyds account, which will be forwarded to the Locum Clerk.

b) To approve payroll service

The Clerk presented a report on payroll responsibilities, recommending the appointment of professional payroll support to ensure compliance with HMRC regulations. Two quotes for payroll services were received within seven working hours, both from reputable firms with experience in parish council payroll. One firm was local, and the other was further afield. Both quotes were comparable in cost. After review, it was **RESOLVED** to appoint Ewing Accounts Services Ltd, to handle both current payroll operations and any outstanding RTI submissions.

c) To approve purchase of a council laptop with MS Office for business use

The Clerk recommended the purchase of a business-grade Windows laptop with Microsoft Office software, at a cost of £650–£700, to replace the current Chromebook, which all members agreed was unsuitable for council tasks.

It was **RESOLVED** to approve the budget allocation of £650–£700 for the laptop and software. The Clerk will liaise with members via email to finalise the device selection before purchase. It was noted that no purchase can be made without access to the cheque book.

9. Finance

a) To authorise payments and note any monies received since the last meeting

It was **RESOLVED** to approve the following payments:

Description	Type	Payee	Amount
Internal Auditor	chq	D Dann	£ 84.80
External Auditor	chq	PKF Littlejohn	£ 348.00
Remembrance Wreath (S137)	chq	Floral Sistas	£ 45.00
Stationery supplies	chq	Hodson Office Supplies	£ 27.43
Opening account deposit	chq	Wormegay PC	£15000.00
Locum Clerk Dec wages	chq	S Sweet	£TBC in Jan

It was noted that the above payments cannot be made without access to the cheque book.

Cllr D Parker joined the meeting

Chairman's signature..... Date.....

10. To consider planning applications received from Borough Council of King's Lynn and West Norfolk:

- a) **24/02062/F HOUSEHOLDER APPLICATION: Extension and alterations to dwelling. Dene Lodge at Castle Dene Castle Road Wormegay**

After a discussion, it was **RESOLVED** to submit a response of **NO OBSERVATIONS**.

11. To note planning decisions and other planning information from Borough Council of King's Lynn and West Norfolk

None.

12. To receive items for inclusion on the next agenda

None.

13. To confirm date of next meeting

It was agreed the date of the next meeting would be Tuesday 21st January 2025, starting at 7pm in the Mission Room.

It was **RESOLVED** under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) to exclude the public and press from the meeting for item 14, on the grounds that it could involve the likely disclosure of private and confidential information.

The member of the public and County and Borough Councillors left the meeting.

14. Staffing contract

It was **RESOLVED** to ratify the temporary contract of employment for the locum clerk, previously agreed and signed by councillors and the locum clerk at the handover.