



ANNUAL PARISH COUNCIL MEETING MINUTES

Wednesday 21st May 2025
Methodist Church, Frankfort, Sloley, NR12 8HG

Present: Phil Madeley (Chair), Leigh Rumsby (Vice Chair), Caroline Churchill, Stephanie Jones, Rob Sadler, Tony Smith

Also Present: Anne Tandy, Clerk to the Council

Members of the Public: 0

1. Following the resignation of Rob Sadler as Chair of the Council, nominations were invited to elect a new Parish Council Chair. It was proposed by Caroline Churchill to nominate Phil Madeley as Chair, seconded by Stephanie Jones. Phil Madeley agreed to accept the position. All agreed. The declaration of acceptance of office was duly signed.
2. Nominations were invited for the election of a Parish Council Vice Chair. It was proposed by Rob Sadler to appoint Leigh Rumsby. Seconded by Tony Smith. Leigh Rumsby agreed to accept the position. The declaration of acceptance of office was duly signed.
3. The Chair welcomed everyone to the meeting. There were apologies for absence from Peter Gorton due to childcare commitments. All agreed.
4. There were no declarations of interest on items on the agenda or any requests for dispensations
5. The Minutes of the Extraordinary Parish Council Meeting on 30th April 2025 were approved as an accurate record of the meeting. All agreed.
6. The meeting was adjourned for public forum. The County/District Councillor was not in attendance but had emailed a report which read: 'I can advise that I have restated my concerns and I am pressing both AB and the NNDC Case Officer on the supply of further information and progression of the Cold Store planning application; I have thus held off submitting formal representations for now.'

A statement was received from Sloley Estates as follows: "It is understood that some signs have been erected on the entrance to Chapel Piece, the land to the rear of White Cottage - advising it is private and that cows are imminently going on there to graze. The land is owned by the Sloley Estate but is leased under an agricultural tenancy. The Estate have not erected the signs preventing access/dog walking.

7. Matters arising from the minutes not on the agenda: for information only
- The Council has a new website which can be viewed at www.sloley-pc.gov.uk and a new email address which is clerk@sloley-pc.gov.uk

8. The appointment of Councillors to Council Roles:

- a. Bank signatories and Online Authorisers will continue for the following 12 months. They are: Tony Smith, Leigh Rumsby, Rob Sadler and Caroline Churchill.
- b. Internal Control will be Caroline Churchill
- c. Highways will be overseen by Rob Sadler.
- d. Planning will be led by Tony Smith.

9. The appointment of councillors to outside bodies:

- a. The current council member who sits as a Trustee on the Sloley Charities, is Caroline Churchill who is happy to continue. All agreed. The other existing Trustees were appointed on a fixed term which is still in effect. An advert is to be placed on the noticeboard inviting new members to join the Charity.

10. Planning

- a. There were no updates to planning application **PF/24/2474**: Albert Bartlett Westwick Station Road, Worstead, NR28 9RX. Demolition of part of existing building and erection of new cold store together with associated plant room. However, the Council's response, which has been submitted to planning, is yet to appear on the NNDC planning portal. They have been chased for this twice. It is available to view on the Parish Council's own website. If any further new information is made available on the application, Council will discuss at the next available meeting.
- b. The planning application **RV-25-0805** Sunningdale, Frankfort, NR12 8HG. Demolition of existing bungalow and garage and erection of detached dwelling and garage, without complying with condition 2 (approved plans) of planning permission PF/24/1592 to allow provision of additional head height within the proposed bathroom was considered. Comments: No objections.

11. Reports

An update on Highways matters was reported. It has been confirmed by NNDC that the name of the road by the church is Church Lane and a new road sign is to be erected. Some resurfacing of the road has taken place.

12. Defibrillator

The Clerk gave an update on work to install the defibrillator in the telephone box. A final quote is awaited and Council therefore gave delegated powers to the Clerk to instruct a contractor to carry out the work within a budget of £500.00.

13. Councillor Training

All Council training with NPTS was considered and it was agreed that this would take place at a cost of £295.00 which includes a member discount of 10%. The topics to be covered were agreed and a preferred date suggested.

14. Village Sign

Discussion as to the requirement of refurbishment of the sign was considered and it was noted that a ring-fenced fund, held by the previous Parish Council members had been transferred to Sloley Charities until such time as a new Council were appointed. It was agreed to request an update to the quote of £1,806.00 provided in March 2025 and to delegate authority to the Clerk to go ahead with organising this work. Caroline Churchill will instruct the Charity to release this fund which is earmarked in the Charity’s accounts. Proposed by Rob Sadler, seconded by Tony Smith. All agreed.

15. Community Resilience Plan

Peter Gorton wasn’t in attendance to report back with information on the locations of flooding problem areas and any remedies necessary to reduce the occurrence. The matter was deferred to next meeting.

16. Policies

The Freedom of Information Publication Scheme was reviewed and agreed.

17. Accounts

- a. The bank reconciliation to 30 April 2025 will be circulated once completed.
- b. The appointment of Tracy Neave as Internal Auditor was ratified at a cost of £100.00. All agreed.
- c. A subscription to Easy PC Accounts accounting software at a cost of £5.00 per month was considered. It was approved in order to save the Clerk’s time and to improve the robustness of the accounting system. All agreed.
- d. The following payments for May 2025 were proposed for payment by Phil Madeley and seconded by Rob Sadler. The online authoriser will be Caroline Churchill.

Date	Supplier	Description	Net	VAT	Gross
14/05/2025	Parish Online	Website and .gov emails	260.00	52.00	312.00
22/04/2025	HMRC	PAYE 2024/25	840.97	0.00	840.97
21/05/2025	Anne Tandy	Office Expenses	16.77	0.00	16.77
21/05/2025	Anne Tandy	WAH/Travel Expenses – April and May 2025	83.68	0.00	83.68

18. Correspondence

- New Funding Initiative to Support Bus Shelter Installations Across Norfolk
- Finding Fitness - Get Funding for a Monkey Challenge
- North Norfolk DC - Street trading - town council responses sought

The Meeting concluded at: 20:14

Signed Dated