



Parish Council Meeting Minutes

Wednesday 20th May 2026 at 7.00pm
Sloley Methodist Church

Present: Phil Madeley (Chair), Stephanie Jones, Tony Smith

Also Present: Anne Tandy, Clerk to the Council

Members of the Public: 2

1. Election of Parish Council Chair

It was proposed by Stephanie Jones that Caroline Churchill be elected as Chair. Seconded by Tony Smith all agreed. The declaration of acceptance of office will be signed before the next meeting. In Caroline's absence Phil Madeley agreed to Chair the meeting.

2. Election of Parish Council Vice Chair

It was proposed by Stephanie Jones that Leigh Rumsby be re-elected as Vice Chair. Seconded by Tony Smith all agreed. The declaration of acceptance of office will be signed before the next meeting.

3. Welcome and apologies for absence received from Caroline Churchill and Leigh Rumsby both for personal reasons.

4. New Councillor Co-option

An application for co-option of a new Councillor was considered. It was proposed by Tony Smith to co-opt Steven Carey on to the Council. Seconded by Stephanie Jones. All agreed.

5. There were no declarations of interest in items on the agenda or requests for dispensations

6. The Minutes of the Parish Council Meeting on 26th March 2026 were reviewed and it was resolved to accept these as an accurate record of the meeting. All agreed.

7. Public Forum

- No reports received from the County or District Councillors
- A member of the public reported that the defibrillator had come loose from its fittings but they had rectified this and would double check the fittings to ensure it remains secure.

8. Matters arising from the minutes not on the agenda: for information only

- A reminder of the footpath walk on Saturday 6th June 2026 at 1.00pm meeting at the Methodist Church.
- The Parish Partnership Scheme application for the white gates has been signed.

9. The appointment of Councillors to Council Roles:

- a. Bank signatories and Online Authorisers Tony Smith, Caroline Churchill Leigh Rumsby and Stephanie Jones.
- b. Internal Control - Stephanie Jones.

- c. Defibrillator Management – Leigh Rumsby
- d. Phone Box Library – Caroline Churchill
- e. Highways – Stephanie Jones
- f. Planning – Tony Smith
- g. Footpaths – Phil Madeley

10. The appointment of councillors to outside bodies:

It was agreed that Tony Smith, Peter Gorton and Leigh Rumsby will continue as Trustees on the Sloley Charities.

11. Village Speed Limits

The process and criteria for applying to lower the speed limits on Anchor Street and High Street was considered. Cllr Tony Smith has researched this and has established that in view of the location of bus stops on North Walsham Road, the unlit road, no pedestrian pavement and regular equestrian traffic an application should be considered on the basis of public safety. Contact to be made with the Highway Engineer for further advice and guidance. It was suggested that a speed watch group could be set up to monitor speeds, if the application is successful. All agreed.

12. Planning

No planning applications were received following the agenda being published.

13. Worstead Village Festival Charity

It was discussed that funding could be applied for to replace the two Parish noticeboards which are rapidly deteriorating. This was supported and the Clerk will present more information at the next meeting for a decision.

14. Norfolk County Council Bus Shelter Grant Scheme 2026-27

Discussion took place as to whether there would be merit in considering bus stops under this scheme. It was requested that the Clerk explore this further.

15. Annual Audit 2025/26

- a. The Internal Auditors report was reviewed and recommendations were acknowledged. A response will be sent to the auditor.
- b. The Annual Governance Statement in the 2025/26 Annual Governance & Accountability Return (AGAR) was reviewed and agreed. This was then signed by the Chair and the Clerk
- c. The submission of the Certificate of Exemption for 2025/26 was considered. It was agreed that the criteria were met and the certificate was duly signed.
- d. The signed Statement of Accounts in the 2025/26 Annual Governance and Accountability Return was presented by the RFO. This was reviewed and agreed. It was duly signed by the Chair.

16. Policies

- a. The adoption of an Equality Policy was considered and agreed.
- b. The adoption of a Grant Policy was considered and agreed.
- c. The adoption of a Disciplinary and Grievance Policy was considered and agreed.
- d. The adoption of a Staff Appraisal Policy was considered and agreed.
- e. The Internal Control Policy was reviewed and agreed.

17. Accounts

- a. The bank reconciliation to 30 April 2026 was not available due to a discrepancy with the VAT claim. Technical support has been requested from the software providers. The document will be circulated as soon as available.
- b. The opening of an Instant Saver Account with Unity Bank plc was considered. It was agreed that as the Council builds required reserves it would be beneficial to transfer surplus funds into an interest earning account. All agreed.
- c. The following payments for May 2026 were approved. The online authorisers will be Tony Smith and Caroline Churchill:

Voucher	Date	Supplier	Account name	Net	VAT	Total
90	02/04/2026	Society of Local Council Clerks	Subscriptions	-40.00	0.00	-40.00
91	23/04/2026	Information Commissioner	ICO	-47.00	0.00	-47.00
92	28/04/2026	Anne Tandy	Clerks Salary	Redacted	Under	GDPR
93	30/04/2026	Unity Trust Bank	Bank Service Charges	-7.00	0.00	-7.00
95	02/04/2026	Zurich Insurance	Insurance	-277.00	0.00	-277.00
96	23/04/2026	HMRC PAYE	PAYE NI	-86.60	0.00	-86.60
97	20/05/2026	MiJan Limited (Easy PC Accounts)	Office Equipment/Stationery	-60.00	0.00	-60.00
98	31/05/2026	Unity Trust Bank	Bank Service Charges	-7.00	0.00	-7.00
99	20/05/2026	North Norfolk District Council	Litter/Dog Waste Bin Emptying	-301.60	-60.32	-361.92
100	20/05/2026	Sue Lake	Audit Fees	-75.00	0.00	-75.00
101	20/05/2026	Parish Online	Website/Email	-250.00	-50.00	-300.00
102	28/05/2026	Anne Tandy	Clerks Salary	Redacted	Under	GDPR
103	20/05/2026	Anne Tandy	Clerks Expenses	-67.57	0.00	-67.57

18. Correspondence

- Norfolk County Council - Norfolk Local Government Reorganisation – Government minded-to decision
- Norfolk County Council – Norwich Western Link project update
- North Norfolk District Council – Statement on Local Government Reorganisation
- Norfolk Ramblers Association – Footpath Audit
- Norfolk County Council – County Notice of Election
- North Norfolk District Council – planning decision re: RV/26/0416 Appletree Cottage and PF/26/0322 1 White Cottage
- Parish Online – Webinar Introduction to Parish Online Wellbeing
- Norfolk County Council – Notice of Poll
- Norfolk Parish Training and Support – Chairmanship Training

19. Items for the next Parish Council Meeting on **Thursday 23rd July 2026 7.00pm** at Sloley Methodist Church

- Walk feedback
- Christmas event
- Speed limits
- Worstead Grant application
- Bus Shelter

20. **A proposal to exclude the public under the Public Bodies (Admissions to Meetings) Act 1960**, to exclude the public due to the confidential nature of the item to be discussed – employment - was agreed.
Clerk's Appraisal was reported as having been completed satisfactorily.

Meeting closed at: 19:55

Signed

Dated: