

**Minutes of the Meeting of Norbury Parish Council
Held on 22nd May 2024 at 7.30pm at Norbury Village Hall**

Present: Cllr A Evans (in the Chair), Cllr K Stubbs, Cllr P Rushton, Cllr S Ellis, Cllr P Turnock, Cllr A Palmer Jayne Cooper Clerk and SBC Cllr S Spencer

Public Open Forum - none present

1 To receive any apologies for absence.

Received from Cllr Marginson

2 To record any Declarations of Interest.

There were no declarations of interest.

3 To receive the minutes last meeting of council, held on 27th March 2024

The minutes of the meeting were approved as a true and accurate record.

4 To consider any Matters Arising not covered elsewhere on the agenda

There were no matters arising.

5 To receive the Clerk's/Chairman's Report and any correspondence.

The Clerk informed Council that as a result of family circumstances she would have to in the very near future, resign from her position and another Clerk will have to be appointed. This was noted.

6 To deal with any planning matters

There were no planning matters to discuss.

7 To deal with finances

- i. To approve that the Council is exempt from submitting the Annual Governance Statements and Accountability Return for the year ending 31st March 2024

It was agreed that the Council is exempt from submitting the Annual Governance Statements and Accounting Statements. The Clerk would, therefore, submit the Certificate of exemption to Mazars, External Auditors before the deadline of 30th June.

- ii. To approve the Annual Governance Statement ending 31st March 2024

The internal Auditors report as well as the Annual Governance Statement were approved.

iii. To approve the Annual Accounting Statements ending 31st March 2024

The Accounting Statement was approved.

iv. To approve any invoices outstanding including renewal of the council's insurance

The following invoices were approved:

- JWH Ground Maintenance for grass cutting in April, £260
- Zurich Insurance, £214
- Stafford Borough Council Civic Amenity Visits, £236
- Audit's expenses, £19.50

8 Matters requiring attention in the Parish

It was noted that a pillar on the village hall car park had been damaged by a vehicle and will need repair. The church sign is also being repaired.

It was also noted that potholes reported in August 2023 were inspected in January 2024 and in April 2024 a response was received saying there were no funds available to fix any of the issues report. This was felt unacceptable. Borough Councillors S Spencer informed councillors that the Borough Council would be making representations to Staffordshire County Council regarding the highways reporting system and the issues with road defects. This was welcomed.

Website costs to be discussed at the next meeting.

9 To confirm the date of the next meeting

31st July 2024.