

GUIST PARISH COUNCIL

C/O Tracey Reynolds, 3 Oaklands, Little Snoring, Fakenham. NR21 0JG

Tel: Mobile: 07939 262112

Answer-machine: 01328 878939

AGENDA

Minutes of a Meeting of Guist Parish Council which took place on 22nd July 2019 at 7.30pm in the Village Store (Tea Rooms)

ALL MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

OPEN FORUM – this is for members of the Parish to express their concerns prior to the meeting.

1: Election of Chairman – As per previous meeting- agreed to vote chairman for rest of years meetings – Blind Vote was taken and D.Pearson was duly elected as Chair and M.Van Zellar as Vice Chair

2: Minutes: were signed as a true record & Matters arising

3: Financial Business:

Bank Balance: Current £ 1449.61

Savings £ 22562.32

Payments Due:

i) T.Reynolds – Clerks Salary & expenses £1154.44 upto 22nd July 2019 and were back dated to 1st April as per below

Clerk has not had an increase in pay in over 4 years – Councils agreed to increase in line with ALC guidelines

Association of Local Councils [HALC] state that it is a minimum of 5 hours per week without a website and minimum 7 hours per week with a website – 7 hours were agreed and this would be reviewed in January 2020

Adopt a single salary point, ensuring there is an annual review, e.g. a. LC1 Benchmark range 22 or Above substantive range 23 b. LC2 Below substantive range 26

This is because we have 6 meeting a year – responsible for 3 houses and am Responsible Financial Officer.

Clerk has opted out of Pension Scheme.

Need to instruct Accountant to deal with PAYE. – suggested Thayne & Wilbur Fakenham

Scale	SCP	Full-time salary	Hourly rate	* a
LC1	15	£17,072.00	£8.873	
	16	£17,419.00	£9.054	
	17	£17,772.00	£9.237	
	18	£18,070.00	£9.392	
	19	£18,746.00	£9.743	
	20	£19,430.00	£10.099	
	21	£20,138.00	£10.467	
	22	£20,661.00	£10.739	
	23	£21,268.00	£11.054	
	24	£21,962.00	£11.415	
	25	£22,658.00	£11.777	
LC2	26	£23,398.00	£12.161	
	27	£24,174.00	£12.564	
	28	£24,964.00	£12.975	
	29	£25,951.00	£13.488	
	30	£26,822.00	£13.941	
	31	£27,668.00	£14.380	
	32	£28,485.00	£14.805	
	33	£29,323.00	£15.241	
	34	£30,153.00	£15.672	
	35	£30,785.00	£16.001	
	36	£31,601.00	£16.425	
	37	£32,486.00	£16.885	
	38	£33,437.00	£17.379	

7. The four scales can be profiled as follows:

Scale / Profile	Size	Meetings per year	Delegated Functions	Staff	Budget
LC1 / 275 points	Small or Medium	Up to 6	None	None	< £25,000
LC2 / 313 points	Small or Medium	6 – 12	2	Up to 10	£25,000 - £250,000
LC3 / 451 points	Large Parish or Small Town	12 + 2 committees	3	10 – 20	£250,000 - £750,000
LC4 / 576 points	Large Town	12 + 5 committees	Several	20+	> £750,000

ii) Guist General Store - £19.95 drinks AGM - agreed

iii) PKF External Auditor £288.00 agreed

iv) Roof repair – LC Roofing £60.00 agreed

v) Review quotes for re-tiling of roof – decide which one to use and raise cheq to be handed over upon completion of work.

JASON MANN

Price for 1,2 and 3 sennowe Rd.

Removal of existing roof saving as many pan tiles as possible. Removal of old underlay and batton. Checking any timbers for rot.Re instate new underlay and batton. Supply make up tiles and new ridge. New lead to chimney Supply scaffolding

and skips for disposal of all rubbish. And our labour charge. All for sum of £6175 including vat.

LC ROOFING £6600 – Estimate on file. – Council agreed to this quote and Clerk to implement

vi) Repair to Sennowe Rd 1/3rd split of Estimate £5620.00 plus VAT - agreed

4: **Year End Accounts:** Agree 2018 – 19 Year End Accounts.- agreed and signed

5: **Planning Applications – none**

i) **Footpath for new development Bridge Rd.-** update email from Breckland informing that Footpath needs to be in place as soon as first resident moves into property

ii)

6: Facebook – has been set up - clerk to update

7. **Next Meeting** 16th September

8: **Meeting Closed** – 8.45pm

Open Forum – Drain Holt Road outside No1 & No2 and also No 12

Bridlepaths - Bridge Rd and Upper Guist (Holloway – Green Lne)