

GOODERSTONE PARISH COUNCIL

MINUTES of the GOODERSTONE PARISH COUNCIL MEETING held at 6.30pm on THURSDAY 21st July 2025 in Gooderstone Academy.

Present: Cllrs Judy Chandler (Chair), Ian Chandler, Elizabeth Coleman, Robert Hartley, Ann Melhuish & Dymphna Pearce.

Members of the public:

Parish Clerk & RFO: Miss Lolly Dawson

1. Apologies for absence

Apologies were accepted for Cllr Helen Harding due to alternative commitments.

2. Declarations of Interest

None.

3. Minutes

The Minutes of the last Council meeting on 19th June 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

4. Public Participation

4.1. Reports from the Chair/Parish Councillors/Breckland Councillors and Clerk.
None.

4.2. Members of the public.
None.

5. Updates from previous meetings, and any further actions

5.1. Update on the memorial plaque the quote from Uncle Lukes Signs for approx. £60.00 was APPROVED, Cllr Judy Chandler confirmed that the Church have approved for it to be placed on the memorial and will order and fit the plaque.

5.2. Scribe Accounts Update, now the 24/25 end of year is completed and opening balances confirmed, Scribe Accounts is in use. It was APPROVED to add Cllrs Judy Chandler, Dymphna Pearce & Helen Harding as view only users.

5.3. Update on the TSB accounts, both accounts were officially closed 23 June 2025 and full amount transferred to Unity.

5.4. Update on the village gateways parish partnership application, the proof from highways was APPROVED.

5.5. Update on the dog bin locations, location 2 not approved by Highways, it was AGREED to continue with location 1 on The Street, Clerk to submit Street Furniture application to Highways, Cllr Judy Chandler to source quotes for fitting.

5.6. Update on potential goal post replacements, await further actions until ROSPA report is received, Clerk to chase annual playground inspection report.

5.7. Update on the two directional fingerpost signs at the entrance to the village, both have been replaced, Clerk to inform Highways the "H" on Swaffham is damaged.

6. Finance

6.1. An up-to-date bank reconciliation was received, it was noted that this is the total money held, and includes the General Reserve, Ear-marked Reserves and Expenditure budget for the year.

	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		34,451.94
	ADD Receipts 01/04/2025 - 30/06/2025		14,240.63
			48,692.57
	SUBTRACT Payments 01/04/2025 - 30/06/2025		4,090.84
A	Cash in Hand 30/06/2025 (per Cash Book)		44,601.73
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	TSB Business Instant Access 30/06/2025	0.00	
	TSB Club, Charity, Trust Account 30/06/2025	0.00	
	Unity T1 Accounts 30/06/2025	752.10	
	Unity Instant Access Account 30/06/2025	44,197.20	
			44,949.30
	Less unrepresented payments		347.57
			44,601.73
	Plus unrepresented receipts		
B	Adjusted Bank Balance		44,601.73
	A = B Checks out OK		

6.2. An accounts update was received, summary report from Scribe Accounts to 21st July 2025.

6.3. The Internal Audit report for 2024/25 was received, it was AGREED to action recommendations, the report is available on the Parish Council website.

6.4. The AGAR was received; all signed documents are available on the Parish Council website.

6.4.1. It was RESOLVED to declare Gooderstone Parish Council as an exempt authority and the Certificate of Exemption was signed, as neither the gross income or expenditure exceeds £25,000.

6.4.2. It was RESOLVED to approve Section 1 of the AGAR the Annual Governance Statement.

6.4.3. It was RESOLVED to approve Section 2 of the AGAR the Accounting Statement.

6.4.4. The publication of rights as 22nd July to 22nd August 2025 were NOTED, also the inspection period must be 30 working days inclusive of the first 10 working days of July, this statutory requirement was not met.

6.4.5. The analysis of variances report was received.

6.5. The payments and receipts, as presented were APPROVED, available at the end of the minutes.

7. Admin

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- 7.1. The policy schedule was received, Clerk to bring updated documents to the next meetings.
- 7.2. The RLS quote to implement gov.uk domain, migrate the website and provide gov.uk emails for the Clerk and all Councillors was APPROVED.

8. Village Management

- 8.1. Street Lighting, no reports received.
- 8.2. Quotes were received for repair of the matting around the roundabout, it was AGREED to request a sample of rubber mulch from EPS Play, and/or ask for a local example to be inspected, next meeting. It was AGREED to contact Fen Charity to request financial assistance.

9. Planning

- 9.1. Planning applications, none received.

10. Items for next agenda

- 10.1. To consider applications for the Parish Partnership Scheme, deadline December 2025.
- 10.2. To receive weekly playground inspections and update for the annual ROSPA playground inspection.
- 10.3. To receive a SAM2 update.

11. Date of Next Meetings

- 11.1. Monday 15th September 2025, 6.30pm, Gooderstone Academy.

Meeting Closed: 20:07

Signed:

Dated:

ITEM 6.5 APPROVED Payments & Receipts

RECEIPTS AND PAYMENTS LISTS FROM 19.06.2025 & 21/07/2025										
Voucher	Code	Minute	Bank	Payment Ref	Description	Supplier	VAT Type	Net	VAT	Total
1	Bank Interest	21.7.25	TSB Business Instant Access	TSB Bank interest 10.5.25	Receipt - Bank Interest	TSB Bank	X	£ 28.13	£ -	£ 28.13
2	Bank Interest	21.7.25	TSB Business Instant Access	TSB Bank interest 10.6.25	Receipt - Bank Interest	TSB Bank	X	£ 29.10	£ -	£ 29.10
3	Bank Interest	21.7.25	TSB Business Instant Access	TSB Bank interest 23.06.2025	Receipt - Bank Interest	TSB Bank	X	£ 12.22	£ -	£ 12.22
4	Playground Equipment	21.7.25	TSB Club, Charity, Trust Account	National Lottery Climbing Wall Grant	Receipt - Grant Receipt	National Lottery Community Fund	X	£ 7,500.00	£ -	£ 7,500.00
6	Bank Interest	21.7.25	Unity Instant Access Account	Unity Bank Interest	Receipt - Bank Interest	Unity Bank	X	£ 42.18	£ -	£ 42.18
TOTAL RECEIPTS								£ 7,611.63	£ -	£ 7,611.63
6	Admin Expenses	21.7.25	Unity T1 Accounts	Bank Charges 30.4.25	Payment - Bank Charges	Unity Bank	X	£ 6.00	£ -	£ 6.00
8	Training	21.7.25	Unity T1 Accounts	Cllr Training	Payment - Training	Norfolk Parish Training & Support	X	£ 52.00	£ -	£ 52.00
12	Admin Expenses	21.7.25	Unity T1 Accounts	Bank Charges 31.05.25	Payment - Bank Charges	Unity Bank	X	£ 6.00	£ -	£ 6.00
14	Salaries	19.06.2025	Unity T1 Accounts	Month 2 Payroll	Payment - Payroll		X	£ 274.39	£ -	£ 274.39
14	Admin Expenses	19.06.2025	Unity T1 Accounts	Month 2 Payroll	Payment - Payroll		X	£ 10.00	£ -	£ 10.00
15	HMRC	19.06.2025	Unity T1 Accounts	Month 2 Payroll	Payment - HMRC	HMRC	X	£ 68.60	£ -	£ 68.60
16	Salaries	19.06.2025	Unity T1 Accounts	Month 3 Payroll	Payment - Payroll		X	£ 270.17	£ -	£ 270.17
16	Admin Expenses	19.06.2025	Unity T1 Accounts	Month 3 Payroll	Payment - Payroll		X	£ 10.00	£ -	£ 10.00
17	HMRC	19.06.2025	Unity T1 Accounts	Month 3 Payroll	Payment - HMRC	HMRC	X	£ 67.40	£ -	£ 67.40
18	Grounds Maintenance	19.05.2025	Unity T1 Accounts	Nurture April INV363677	Payment - Grounds Maintenance	Nurture Landscapes Ltd	S	£ 159.16	£ 31.83	£ 190.99
19	Meeting Hire	19.05.2025	Unity T1 Accounts	Room Hire 17/3/25	Payment - Room Hire	Gooderstone Church of England Primary	X	£ 36.00	£ -	£ 36.00
20	Meeting Hire	19.05.2025	Unity T1 Accounts	Room Hire 19.5.25	Payment - Room Hire	Gooderstone Church of England Primary	X	£ 54.00	£ -	£ 54.00
21	Meeting Hire	19.05.2025	Unity T1 Accounts	Room Hire 12.2.24	Payment - Room Hire	Gooderstone Church of England Primary	X	£ 36.00	£ -	£ 36.00
22	Admin Expenses	21.7.25	Unity T1 Accounts	Unity Bank Charges 30.6.25	Payment - Bank Charges	Unity Bank	X	£ 6.00	£ -	£ 6.00
23	Admin Expenses	21.7.25	Unity T1 Accounts	Unity Bank Charges 31.7.25	Payment - Bank Charges	Unity Bank	X	£ 6.00	£ -	£ 6.00
24	Meeting Hire	21.7.25	Unity T1 Accounts	Room Hire 20.1.25	Payment - Room Hire	Gooderstone Church of England Primary	X	£ 36.00	£ -	£ 36.00
25	Meeting Hire	21.7.25	Unity T1 Accounts	Room Hire 4.11.24	Payment - Room Hire	Gooderstone Church of England Primary	X	£ 36.00	£ -	£ 36.00
26	Meeting Hire	21.7.25	Unity T1 Accounts	Room Hire 21.7.25	Payment - Room Hire	Gooderstone Church of England Primary	X	£ 36.00	£ -	£ 36.00
27	Meeting Hire	21.7.25	Unity T1 Accounts	Room Hire 15.9.25	Payment - Room Hire	Gooderstone Church of England Primary	X	£ 36.00	£ -	£ 36.00
29	Admin Expenses	21.7.25	Unity T1 Accounts	Refund for duplicate payment 21323	Payment - NPTS Annual Subscription	Norfolk Parish Training & Support	X	£ 135.28	£ -	£ 135.28
30	S137	19.06.2025	Unity T1 Accounts	Poppy Wreath S137	Payment - Wreath	RBL Poppy Shop	S	£ 20.41	£ 4.08	£ 24.49
31	Streetlight Maintenance	19.06.2025	Unity T1 Accounts	Streetlight Maintenance July/Aug/Sept 25	Payment - Streetlight Maintenance	T T Jones Electrical Ltd	S	£ 24.48	£ 4.90	£ 29.38
32	Grounds Maintenance	19.06.2025	Unity T1 Accounts	Grounds Maintenance May 2025	Payment - Grounds Maintenance	Nurture Landscapes Ltd	S	£ 159.16	£ 31.83	£ 190.99
34	Grounds Maintenance	21.7.25	Unity T1 Accounts	Grounds Maintenance June 2025	Payment - Grounds Maintenance	Nurture Landscapes Ltd	S	£ 159.16	£ 31.83	£ 190.99
35	Internal & External Audit	21.7.25	Unity T1 Accounts	Internal Audit 24/25	Payment - Internal Audit	Sonya Blythe	X	£ 125.00	£ -	£ 125.00
TOTAL PAYMENTS								£ 1,558.65	£ 104.47	£ 1,663.12

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