

BARTON BENDISH PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting held on Wednesday 8th July 2020 commencing at 7.30pm

This meeting was held virtually in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Present:

Cllr W Chapman	Chairman
Cllr P Swallow	Vice-Chairman
Cllr R Simon	
Cllr A Wells	
Cllr D Wells	

Cllr B Long (County Councillor)	
Miss S J Thorpe	Parish Clerk

No members of the public

1. Apologies

No apologies had been received.

2. Declarations of Interest

Cllrs Chapman and Simon declared a non-pecuniary interest in item 9b.

3. Minutes

The minutes of the Ordinary Meeting on 11th March 2020, having been circulated to all prior to the meeting, were agreed as correct following a proposal from Cllr Simon, and seconded by Cllr Chapman.

4. Matters arising

Cllr Chapman advised that the new notice board for Eastmoor would be installed within the next 10 days. At this point he would take over updating the board, with the spare key being given to Cllr Swallow. Once the old board had been taken down it would be looked at to see if it could be converted into something else. Cllr Swallow suggested a bench.

5. Public forum

No members of the public were present.

6. Adoption of the revised Members Handbook 2020

The Standing Orders within the Handbook had been amended in line with a new model document produced by NALC, to cover the change in regulations to allow for virtual meetings. A copy of the revised Handbook had been forwarded to all members before the meeting. Following a proposal by Cllr Swallow, seconded by Cllr D Wells, the Handbook was adopted.

7. Highways issues

The Clerk advised that due to the current Covid 19 pandemic Norfolk County Council (NCC) Highways repairs were taking longer to complete than usual but everything which had been reported and programmed for repair would be completed as soon as possible.

It was reported that the following work had been completed by Highways:

- Eastmoor – several potholes repaired.
- Beachamwell Road – grip dug out.
- Boughton Long Road – dip in road repaired.

New issues to be reported:

- Fincham Road (on the bend opposite Gatekeeper Cottage) – overgrown tree overhanging the Highway next to the horse paddocks.

8. Finance/End of Year Accounts for 2019/20

- a. Annual accounts for year ending 31st March 2020: All documents associated with the end

Chairman's signature.....Date.....

- of year accounts, which had been produced by the Clerk, were issued to councillors prior to the meeting. The figures were briefly discussed and following a proposal by Cllr Chapman, seconded by Cllr Simon, and agreed by all, the accounts were accepted.
- b. Review of Asset Register: Copies of the register had been issued to councillors prior to the meeting. The matter was discussed and following a proposal by Cllr Swallow, seconded by Cllr D Wells, it was agreed by all to approve the register.
 - c. Internal Auditors Report: Copies of the report had been issues to councillors prior to the meeting. It confirmed that accounting records had been properly kept and the auditor was satisfied that the PC had conducted its affairs appropriately. Following a proposal by Cllr D Wells, seconded by Cllr Chapman, it was agreed by all to approve the report.
 - d. Statement of Internal Control: A Statement on Internal Control had been produced by the Clerk and given to all prior to the meeting. Following a proposal by Cllr Swallow, seconded by Cllr A Wells, it was agreed to approve this Statement which would be duly signed by the Chairman and the Clerk.
 - e. Certify as exempt from limited assurance review: The Clerk advised that under the current regulations the PC was able to certify itself as exempt as income and expenditure were below £25K for the year. Following a proposal by Cllr Swallow, seconded by Cllr Chapman, it was agreed by all that the PC should certify itself as exempt. The relevant certificate on page 3 of the Annual Governance and Accountability Return (AGAR) to be signed by the Clerk and Chairman.
 - f. Completion of Annual Governance Statement for 2019/20: The Clerk ran through page 5 of the AGAR, there were no comments or queries. Cllr Swallow proposed that the PC should answer "yes" to statements 1-8 on page 5 of the AGAR, seconded by Cllr Simon. This was agreed, and the document to be duly signed by the Chairman and the Clerk.
 - g. Approval of Accounting Statements for 2019/20: The Clerk explained the figures on page 6 of the AGAR. Cllr Swallow proposed approval of these Accounting Statements, seconded by Cllr Chapman. This was agreed, and the document to be duly signed by the Chairman; this page had been signed previously by the Clerk.
The Clerk advised that the exercise of electors' rights would run from 27th July to 7th September 2020. All relevant documents would be displayed on the PC website.
 - h. Insurance Policy for 2020/21: The Clerk confirmed information previously advised to councillors regarding the renewal of the PC insurance with Came & Company for a policy with Ecclesiastical at £218.00. Two other quotations had been provided but they were more expensive. Following a proposal by Cllr Swallow, seconded by Cllr Simon, it was agreed by all that this policy was appropriate and should be accepted.
 - i. Contribution to 12-month subscription to Zoom Pro: It seemed likely that the PC would need to hold virtual meetings for several months at least. The Clerk had advised that a subscription to Zoom seemed to be the best option for holding virtual meetings. Following a proposal by Cllr Simon, seconded by Cllr Swallow, it was agreed by all that the PC would pay 1/5 of the cost of the subscription, as requested by the Clerk, at a cost of £23.98 plus VAT.
 - j. Payments for authorisation: the following payments were due by cheque:

Norfolk Assoc. of Local Cncls.	Annual membership subs	£130.53
Miss S Thorpe	expenses April-July	£76.18
Mrs C M Hurley	internal Auditors Fee	£50.00
Came & Company	PC insurance for 2020/21	£218.00
Payments made by standing order/direct debit:		
HMRC	PAYE for Mar	£44.80
Miss S Thorpe	April salary	£178.58
HMRC	PAYE for April	£44.80
Miss S Thorpe	May salary	£178.58
HMRC	PAYE for May	£44.80
Miss S Thorpe	June salary	£178.58
HMRC	PAYE for June	£44.80
Miss S Thorpe	July salary	£178.58
	Total	£1368.23

It was agreed to authorise the cheque payments and the standing orders/direct debits,

Chairman's signature.....Date.....

proposed by Cllr A Wells, seconded by Cllr Simon.

- k. Cash Book reconciliation: The Clerk advised that the Cash Book had been reconciled to 30th June 2020 and the balance of the bank account was £8251.47 which was confirmed by a copy of the bank statement being given to all councillors. There were no unrepresented cheques therefore this agreed to the balance in the Cash Book.
- l. Bank signatories update: The Clerk advised the PC only had two active signatories now following the loss of Cllr McAlister and the resignation of Cllr Richardson. It was agreed by all that Cllr A Wells and Cllr D Wells would be added as new signatories.

9. Parish Affairs

- a. PC Representative for Village Hall Committee: Following a proposal by Cllr Chapman, seconded by Cllr D Wells, it was agreed that Cllr Simon should continue as the PC representative for the Village Hall Committee
- b. Village Hall matters – Cllr Simon advised that Mr Andrew Stephen had now resigned as Chair of the Management Committee. Thanks, was expressed to him for his work with the committee. Building work was continuing on the refurbishment. They had managed to secure further grants which meant that most of the project would now be going ahead, with the committee and volunteers carrying out the redecoration to reduce costs. Cllr Long asked if the committee had applied for a £10k grant from the Borough Council which was available to support village halls during the pandemic. Cllr Simon confirmed that this grant had been received.

10. Correspondence

The Clerk updated the Council with items of correspondence which had been received:

- A letter from Cllr Jack Richardson giving his resignation from the PC as he would be leaving the village.
- An email from Cllr Peter Stow giving his resignation from the PC as he would be leaving the village.
- An email from NCC advising of the Parish Partnership Scheme for 2021/22. Councillors to advise Clerk if they wished this to be put on the next agenda.
- Information from NCC on a proposal to enhance transport links in local villages.
- Information from NCC on closure of part of the A1122 for 3 weeks from 11th July.
- Clerks and Councils Direct Newsletter

11. Planning

- a. Applications received since last meeting – none
- b. Decisions received from the Borough Council
20/00113/LDP A Certificate of Lawfulness had been given for construction of timber/ composite cladding garage on property driveway at Eastmoor Manor, Eastmoor Road.
19/01789/F Alterations, conversion, and extensions to existing barns to create new wedding events venue with associated parking and new access at Abbey Farm, Chapel Lane. Application approved.
3PL/2020/0205/O Outline application for 5 dwellings at site to the rear of 1-10 The Street, Beachamwell. Application had been refused by Breckland District Council.
20/00056/TPO Reduction of height of Yew and Sycamore at Four Hill Wood, Church Road. No objection to the application.

12. Matters of concern and items for the next agenda

No matters were raised.

13. Meetings Programme 2019/20

It was agreed that meetings should continue to be held on the second Wednesday of every alternate month, starting on 9th September, 11th November, 13th January 2021, 10th March (Annual Parish Meeting), and 12th May (Annual Parish Council Meeting). Meetings were likely to continue virtually for the foreseeable future.

The Chairman declared the Ordinary Parish Council Meeting closed at 8.28pm

Chairman's signature.....Date.....