

BARTON BENDISH PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting held on Wednesday 11th November 2020 commencing at 7.35pm

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 T Webster
Cllr A Wells
Cllr D Wells

Miss S J Thorpe Parish Clerk

No members of the public

1. Apologies

No apologies had been received.

2. Declarations of Interest

Cllrs Chapman, Simon & Webster declared a non-pecuniary interest in item 9a. Cllr Webster also declared an interest in item 8b and 8c.

3. Minutes

The minutes of the Ordinary Meeting on 9th September 2020, having been circulated to all prior to the meeting, were agreed as correct following a proposal from Cllr Swallow, and seconded by Cllr Simon.

4. Matters arising

None.

5. Public forum

No members of the public were present.

6. Highways issues

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

- Boughton Long Road – middle post between trod and road had been replaced.
- Eastmoor Road – potholes and damage to surface had been repaired.

Outstanding issues to be chased up:

- Eastmoor Road – overhanging trees had still not been cut. Highways advised that they had arranged two meetings with landowner.

Cllr D Wells had identified an issue with mud on the road, but this had been quickly resolved after she had contacted the landowner.

7. Internal Affairs

- a. Co-option to fill vacancy for one Parish Councillor – The Clerk advised that Mr Andrew Stephen had mentioned that he was willing to be co-opted if he could be of help. It was agreed that whilst they appreciated the offer, the PC had hoped to co-opt a resident from Eastmoor. Cllr Chapman to approach a resident from Eastmoor and matter to be carried forward to the next PC meeting.
- b. Update on scanning of historical Parish Council Minutes – The Clerk advised that she had now managed to complete the scanning of the old minute books, which had taken another four hours. Books to be deposited with Norfolk Records Office when they were able to take them. Clerk to investigate putting the documents on the PC website.
- c. Parish Council Representative for Norfolk Association of Local Councils – The association had recently become a co-operative and was looking for each member

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council be put forward a representative to attend their virtual meeting every few months. Following a proposal by Cllr Chapman, seconded by Cllr Webster, it was agreed by all that Cllr D Wells should be the nominated representative.

8. Finance

- a. Clerk's National Pay Award: The Clerk was employed on the new SCP scale of 19. A national pay award had been agreed of 2.75% from 1st April 2020. Following a proposal by Cllr Chapman, seconded by Cllr Simon, it was agreed by all to approve the award.
- b. Contribution to St Andrew's Church for maintenance of the churchyard: It was agreed to authorise the usual donation of £250, following a proposal by Cllr Chapman and seconded by Cllr Swallow. Church to provide details of cost of maintenance so that the PC could consider the amount of a donation in the future.

- c. Payments for authorisation: the following payment was due by cheque:

Miss S Thorpe	expenses/arrears Oct/Nov	£101.46
HMRC	PAYE for November	£19.40
Norfolk ALC	Councillor training	£72.00
Barton Bendish PCC	Donation	£250.00
Dr T Webster	Refund of Defibrillator parts	£219.96
Payments made by standing order/direct debit:		
HMRC	PAYE for September	£44.80
Miss S Thorpe	October salary	£178.58
HMRC	PAYE for October	£44.80
Miss S Thorpe	November salary	£178.58
	Total	£1109.58

It was agreed to authorise the cheque payment and the standing orders, proposed by Cllr Swallow, seconded by Cllr D Wells.

- d. Cash Book reconciliation: The Clerk advised that the Cash Book had been reconciled to 31st October 2020 and the balance of the bank account was £7320.67, which was confirmed by a copy of the bank statement being given to all councillors. There were no unrepresented cheques.
- e. Draft budget for 2021/22: The Clerk had circulated a draft budget to all Councillors. The draft budget was briefly discussed, and the Clerk requested that Councillors provide details, before the next PC meeting, if they had other items to include in the budget. A decision would be made on setting the precept at the next PC meeting.
- f. Bank signatories update: The Clerk had now received confirmation that the mandate had been updated following two phone calls from Cllr A Wells. The second call had taken place due to an error at the bank, who had not actioned the first call.

9. Parish Affairs

- a. Village Hall matters – Cllr Simon advised that the building work was progressing well and was expected to be completed in December. The project was currently on budget.
- b. Eastmoor Phone Box – Cllr Chapman still needed to speak to the man from Oxborough. Item to be carried forward to next PC meeting.
- c. Bid to Parish Partnership Scheme (PPS) for repairs to footpath from Chapel Lane – costs had been provided to resurface the footpath but unfortunately the cheapest option was at least £7k which meant that the project was too expensive for the PC to meet 50% of the cost, even if funding could be obtained from the PPS.
- d. Broadband service in the parish – information had been obtained on possible funding to assist residents and businesses to improve their broadband speed for more remote parts of the parish. It was agreed that the Clerk would put an item in the next G4 News asking residents to carry out a check of their speed and let the PC know the result so that a picture could be built up of the areas that were receiving a slow service.
- e. Maintenance of defibrillator – Cllr Webster had obtained a new battery and pads to keep the defibrillator in working order. A battery would last about four years and pads needed to be replaced every two years, but two sets of pads were needed. Clerk to allow £35 per annum in the budget for the pads. Defibrillator would be put back up on the Village Hall once the building work had been completed.

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- f. Excessive noise from planes – the had been complaints from more than one resident about the excessive noise and low flying over the village in recent weeks. It appeared that they had changed their pattern of flying. RAF Marham had advised that additional activities would be taking place during September and October but the low flying over the village had caused complaints. Clerk to contact RAF Marham to raise concerns.

10. Correspondence

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

- Clerks and Councils Direct Newsletters

11. Planning

- a. Applications received since last meeting –
 - i. 20/01525/F Single storey side extension at 4 Hall Farm Cottages, Boughton Long Road. This application had been received since the last meeting. Cllr D Wells had declared an interest so had not taken part in the decision. The PC had agreed to SUPPORT the application.
- b. Decisions received from the Borough Council – the following had been approved:
 - i. 20/01029/F Proposed timber cart lodge at Beechdale, Eastmoor Road.
 - ii. 20/00907/RM Reserved matters application for new house and garage at Keepers Cottage, 29 Church Lane.

12. Matters of concern and items for the next agenda

- RAF Marham had asked the PC to nominate 10 residents to receive a Christmas card from the Station Commander as they were unable to hold the Christmas lunch this year. Cllr Swallow had contacted them to ask if two cards could be issued instead to be put on the notice boards so that all residents could see them but was waiting for a response.

13. Date of next meeting

The date of the next meeting was confirmed as 13th January 2021. This meeting would be taking place virtually.

The Chairman declared the Ordinary Parish Council Meeting closed at 8.40pm