

BEACHAMWELL PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting held on Wednesday 15th 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.

<u>Present:</u>	Cllr Tom Sanderson	Chairman
	Cllr Diana Lambert	Vice Chairman
	Cllr Richard James	
	Cllr Pat O'Donnell	
	Miss S J Thorpe	Parish Clerk
	Cllr Peter Wilkinson	Borough Councillor
	1 member of the public	

The Chairman thanked everyone for their attendance

1. Apologies

No apologies had been received.

2. Declarations of Interest

None.

3. Minutes

The minutes of the Ordinary Meeting on 2nd March 2020, having been circulated to all prior to the meeting, were agreed as correct following a proposal by Cllr Sanderson, and seconded by Cllr Lambert.

4. Matters arising

Email regarding restricted access to footpaths and bridleways – the landowner had responded to the problems with Footpath 10 and the junction of Bridleway 9 and Bridleway 11. The footpath had been cut down recently and the marker would be put back up.

5. Public forum for electors to address the council

No issues were raised by the member of the public at this stage.

6. Adoption of revised Standing Orders

Revised Standing Orders had been produced based on the model document from National Association of Local Councils, this was due to the change in legislation to allow for Parish Councils to hold virtual meetings. A copy of the draft document had been provided to all.

Following a proposal by Cllr Lambert, seconded by Cllr James, it was agreed by all to adopt the draft document.

7. Highways issues

- Footpaths – footpath diversion (Hall Barn FP13 and BR19a). It was reported that the owner of the land had given up hope that the matter would be resolved. Cllr Wilkinson agreed to contact Cllr Eagle and see if they could get the matter sorted out.
- Partial dead tree near the Church – Cllr Lambert advised that the dead branches had been removed.
- Norfolk County Council Parish Partnership Scheme for 2021/22 – the PC had considered applications to the scheme before but there was nothing suitable at the moment.
- Closure of A1122 for 3 weeks from 11th July – the closure had already started and diversions were in place, so far the diversions were not causing any major problem.
- An issue was raised about footpaths that were obscured in two fields farmed by Wortley Farms. Cllr Sanderson to provide contact details for Clerk.
- Cllr Sanderson reported that several pot holes had recently been filled on White Road.

8. Finance

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

Copies of documents for item a-g and j-k had been provided to all members prior to the meeting.

- a. Approve end of year accounts for 2019/20 – Following a proposal by Cllr Sanderson, seconded by Cllr Lambert, the accounts were approved.
- b. Review of Asset Register – Following a proposal by Cllr Sanderson, seconded by Cllr O'Donnell, the asset register was approved.
- c. Receive Internal Auditors Report – Following a proposal by Cllr Lambert, seconded by Cllr James, the internal auditors report was approved.
- d. Review and accept Statement on Internal Control 2019/20 - Following a proposal by Cllr Sanderson, seconded by Cllr Lambert, the document was approved.
- e. Certification as exempt from limited assurance review – Following a proposal by Cllr Sanderson, seconded by Cllr Lambert, it was agreed that the PC was exempt from the limited assurance review.
- f. Completion of Annual Governance Statement 2019/20 – Following a proposal by Cllr Sanderson, seconded by Cllr Lambert, it was agreed to answer “yes” to items 1-8 on the statement.
- g. Accept Accounting Statements for 2019/20 – Following a proposal by Cllr Sanderson, seconded by Cllr Lambert, it was agreed to accept the accounting statements.
- h. Update on Simple Servicing Authority for bank accounts – Cllr Sanderson agreed to take another letter into a local branch as the Clerk still needed view only online access.
- i. Contribution to 12-month subscription to Zoom Premium – 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 Sanderson, seconded by Cllr Lambert, it was agreed 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. Cheques to be approved and signed for April to July – the following payments were due by cheque direct debit (DD) and standing order (SO):

HMRC	PAYE for March-June (SO)	£223.20
Miss S Thorpe	Wages for April-July (SO)	£893.92
Starboard Systems Ltd	Accounts software license	£116.10
CGM Group Ltd	Grounds maintenance Mar-July (DD)	£761.35
Norfolk ALC	Membership subscription	£149.22
A J Restoration	Repairs to church wall	£2693.00
Miss S Thorpe	Clerk's admin & Zoom subscription	£82.68
Mrs CM Hurley	Internal auditors fee	<u>£50.00</u>
		£4969.47

It was agreed to authorise the cheque payments, direct debits and standing orders, proposed by Cllr James, seconded by Cllr Sanderson.

- k. Reconciliation of Cashbook – the Cashbook had been balanced to 30th June 2020. Copies of the bank statements and bank reconciliation to be issued to all members. Following a proposal by Cllr Sanderson, seconded by Cllr O'Donnell, it was agreed to approve the reconciled cashbook.

9. Planning

Applications received since last meeting –

- a. **3PL/2020/0651/HOU Demolition of existing extensions and erection of single storey, front, side and rear extensions at 3 Chestnut Walk, Beachamwell.** The application was discussed and all agreed to SUPPORT the application.
- b. The PC had received notification of a proposed planning application for 4 dwellings at Land to W of 10 The Street. Beachamwell. The member of the public in attendance at the meeting was the architect for the project. The PC did not wish to make any comment on the proposal at the moment as it would need to wait for an application to be submitted to the District Council before it could be considered. It was agreed that the information provided to the PC would be put on the PC website including the contact details for the architect, who agreed for this to be done.

Decisions received from the District Council – No decisions were reported at the meeting.

10. Meeting dates for 2020/21

Meeting dates were agreed as the third Wednesday of every other month. The dates for the rest of the year would be: 16th September, 18th November, 20th January 2021, 17th March.

11. Correspondence

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

A letter had been received from Barclays advising that the interest rate on the savings account was to be reduced from 0.10% to 0.01% on 24th July 2020.

12. Update from Borough and County Councillor

Breckland District Council (BDC) update – District Councillor Wilkinson advised that BDC had been fully operational during the pandemic with 90% of staff working from home. 40% of the staff had been working on the Covid 19 pandemic with £29m being distributed in funding to assist businesses and communities. The Village Hall had obtained the £10k grant which was available. BDC would be entering into a partnership with Norfolk County Council and King’s Lynn and West Norfolk Borough Council for a new refuse contract with the current contractor, this would include the use of electric trucks. BDC had also launched a “shop with confidence” project to try and encourage shoppers to return to the High Street. County Councillor Eagle was not present so no update was provided on Norfolk County Council.

13. Members concerns and agenda items for the next meeting

Cllr Lambert asked if the new rope for the flagpole had been obtained. Cllr Sanderson advised that it was in his car and he would drop it off when calling around to sign cheques. Cllr Sanderson also advised that the village sign would be put back up soon, he was just waiting for some work to be done to protect the post from water damage. Items for the next agenda to be passed to the Clerk within 10 days of the next meeting.

14. Date of the next meeting

The date of Wednesday 16th September 2020 was confirmed for the next meeting which would be held virtually.

The Chairman declared the meeting closed at 8.28pm