

BEACHAMWELL PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting held on Wednesday 20th January 2021 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	
	Cllr Peter Wilkinson	District Councillor
	Miss S J Thorpe	Parish Clerk

No members of the public present

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 18th November and Extra-Ordinary Meeting on 15th December 2020, having been circulated to all prior to the meeting, were agreed as correct following a proposal by Cllr Lambert, and seconded by Cllr O'Donnell.

4. Matters arising

All matters arising to be dealt with under other items on the agenda.

5. Public forum for electors to address the council

No members of the public were present.

6. Highways issues

- Footpaths – footpath diversion (Hall Barn FP13 and BR19a). An email had been received from a member of the public regarding the decision made at the last PC meeting on this item. The email called for the PC to take further action on this issue. A discussion took place on the matter, with Cllr Wilkinson advising on the current situation. It was agreed that as far as the PC was concerned the matter was still in the hands of the solicitors at Norfolk County Council (NCC), with regard to a permanent diversion route being approved. The email from the member of the public would be passed to County Councillor Eagle to see if he could pursue a conclusion with NCC. Clerk to also respond to member of the public to advise them that the PC felt that had done all they could on this matter.
- Repairs to the road behind the church – a quotation had been obtained for this work from a builder but the quote was for £5760. It was agreed that this was too much. Cllr Sanderson advised that he could arrange for some hardcore and a concrete pad to be installed when the weather was dryer and that this would probably cost up to £200 for materials only. This would only be a temporary fix but could be repeated again when necessary. It was agreed to go with this option.
- The Green – Cllr O'Donnell advised that the grass was being damaged due to vehicles driving over the grass rather than on the roadway between the school and the road. Cllr Sanderson agreed to put up signs asking for vehicles to keep off the grass and also item to be placed in next Group 4 News.

7. Parking issues on The Street

Complaints had been received about parking across the footpath at two properties on The Street. It was agreed that the Clerk should issue a polite request to the residents involved asking them to not obstruct the footpath.

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8. Village Sign repairs

Cllr Sanderson advised that he had received a revised bill for the pointing up work completed on the stonework at the base of the sign. The total was now £970. A brief discussion took place on the revised bill. Following a proposal by Cllr Sanderson, seconded by Cllr Lambert, it was agreed to approve payment.

9. Maintenance of the Defibrillator

Cllr O'Donnell had passed the information on the defibrillator to the Clerk who had consulted a neighbouring PC for advice on maintenance. The code to open the door had been obtained and Cllr O'Donnell had checked the battery, which appeared to be still charging okay, but noted that the pads were out of date. Two sets of pads should be held at all times and the contact number for the ambulance service needed to be changed over from the former Councillor to Cllr O'Donnell, who had agreed to take this on if approved by the PC. Following a proposal by Cllr Sanderson, seconded by Cllr James, it was agreed by all that the Clerk should obtain two new sets of pads and that Cllr O'Donnell's contact details should be given to the ambulance service.

10. Finance

- a. Cheques to be approved and signed for December-January – the following payments were due by cheque, direct debit (DD) and standing order (SO):

HMRC	PAYE for Nov-Dec(SO)	£114.40
Miss S Thorpe	Wages for Dec-Jan (SO)	£458.04
CGM Group Ltd	Grounds maintenance Nov (DD)	£39.00
Miss S Thorpe	Clerk's admin	£113.20
JB Building Services Ltd	Pointing work on village sign	£610.00
CP Smith Builders	as above	£360.00
Beachamwell Village Hall	Replacement of cheque	<u>£15.00</u>
		£1709.64

It was agreed to authorise the cheque payment, direct debits and standing orders, proposed by Cllr O'Donnell, seconded by Cllr Lambert.

- b. Reconciliation of Cashbook – the Cashbook had been balanced to 31st December 2020. Copies of the bank statements and bank reconciliation had been issued to all members. Following a proposal by Cllr Sanderson, seconded by Cllr James, it was agreed to approve the reconciled cashbook.
- c. Budget and Precept setting for 2021/22 - The Clerk had provided a budget for consideration by members. The budget showed that expenditure could exceed income by approximately £1520 if the Precept was left at a zero-percentage increase for residents. The figures were discussed and views were expressed that the Precept should be increased next year following a decrease for the current year by £1500. It was acknowledged that the PC currently held reasonable reserves but they would soon be diminished if the Precept remained at a similar amount to this year. At the moment the PC was free to set the Precept at any amount it wished but this could change in the future if the government decided to cap increases for PCs. Various options were considered, following a proposal by Cllr Sanderson, seconded by Cllr Lambert, it was agreed by all to set the Precept at £6768

Cllr O'Donnell left the meeting at this point due to her telephone battery.

11. Planning

Applications received since last meeting –

- a. **3PL/2021/0010/HOU Detached oak framed garage with a first floor storage area above at Keepers Cottage, 57 Shingham.** The application was discussed. Following a proposal by Cllr Lambert, seconded by Cllr Sanderson, it was agreed by all that the PC would SUPPORT the application.

Decisions received from the District Council –

- b. **3PL/2020/1070/F Residential easy access log cabin as a self contained annex ancillary to main dwelling at 2 Drymere.** The application had been refused.
- c. **3PL/2020/1102/F Early Years childcare provision and family centre, including 2 no residential caravans, c/u land at Land between 8 & 11 Beachamwell Road, Drymere.** The application had been withdrawn.
- d. **3PL/2020/1383/HOU Reconstruct 5 no. chimney stacks to original height; reinstate decorative/heritage bargeboards to two south facing gables; create stepped gables at the end of two mono-pitched roofs facing east; and, alterations to individual windows/external doors (inc. enlargement**

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and replacement) at The Old Rectory, Old Hall Lane, Beachamwell. The application had been approved.

- e. Breckland District Council had advised that they were satisfied that the Garden Centre at 12 Drymere had been active for at least 10 years and therefore the use had become lawful over the passage of time and they could not issue any enforcement action.

12. Adoption of Financial Regulations, Financial Risk Assessment and Equal Opportunities Policy

The Clerk had produced draft documents which had been forwarded to all members prior to the meeting. The Financial Regulations were based on the latest model document produced by NALC in 2019. The Clerk advised that the PC should have all of these documents, as well as Standing Orders which were approved in July 2020, and that all of them should be reviewed annually. Following a proposal by Cllr James, seconded by Cllr Lambert, it was agreed to adopt the draft documents.

13. Correspondence

None

14. Update from Borough and County Councillor

District Councillor Wilkinson provided a report on Breckland District Council (BDC) activities. The report advised: BDC were still running remotely, with staff working from home, the services and support to the public and members was continuing. BDC were asking for feedback on proposals for a greener future and sustainable action on climate change. A consultation was available on www.surveymonkey.com/r/yp3m37f A draft budget had been produced, despite the current situation BDC believed that they could achieve a strengthening of service with an increase of £4.95 for the Band D household, as 75% of households were in Band A-C this would be less for most households. BDC was asking for views of residents via a consultation at www.breckland.gov.uk/consultation

Cllr Wilkinson also provided an update regarding the Queen Elizabeth Hospital where he is a Governor of the Trust. As at 18th January 2021 the hospital had 158 patients who were Covid 19 positive. Since the start of the pandemic the hospital had discharged 625 patients, who had recovered, but sadly 341 patients had died. The vaccination programme was going well and so far, 7,500 residents had received their first dose. Residents were reminded to await contact from their GP rather than contacting them. County Councillor Eagle was not present and no update had been provided on Norfolk County Council.

15. Members concerns and agenda items for the next meeting

Items for the next agenda to be passed to the Clerk within 10 days of the next meeting.

16. Date of the next meeting

The date of Wednesday 17th March 2021 was confirmed for the next meeting which would be held virtually. The Annual Parish Meeting, which would usually be held immediately before this meeting, was to be delayed until May in the hope that this could be held in the Hall at that time.

The Chairman declared the meeting closed at 8.36pm