

BEACHAMWELL PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 10th January 2022 in Beachamwell Village Hall commencing at 7.30pm.

Present:

Cllr Tom Sanderson, Chairman
Cllr Diana Lambert, Vice-Chairman
Cllr Pat O'Donnell

Mrs S Sweet Parish Clerk

1 member of the public was present

The Chairman thanked everyone for their attendance and explained due to the recent rise in Coronavirus infections the meeting had been shortened out of necessity to cover the essential business of setting the budget and precept and appointing the new Parish Clerk.

1. Apologies

None.

2. Declarations of Interest

None.

3. Clerks report (for information only)

Prior to the meeting the outgoing Clerk circulated a report, updating Members on items from previous meeting, the report included the following updates:

Norfolk Parish Partnership bid for SAM2 funding:

The application had been sent to Norfolk Parish Partnership, who confirmed they had all the documents they needed to make a decision. They had advised the Parish Council would hear sometime in March 2022 as to whether the bid was successful.

Adoption of the BT telephone kiosk at The Street:

The planning consultation had ended, BT had sent the contract which had been duly signed and returned. BT are now arranging for the telephone to be removed from the box and they will advise once this has been done. BT sent the free paint kit, requested by the Parish Clerk, to Cllr James.

Grass maintenance tender and refund of overpayment from CGM:

Regarding the overpayment on Grounds Maintenance. CGM issued a credit note for £426.50, and confirmed they would deduct invoice number 242692 £156.80 from this, refunding the balance of £269.70 to the Parish Council bank account.

However, CGM had not done this and had instead taken the payment of £156.80 (invoice number 242692) from the bank account. On the 22.12.2021 the Clerk contacted CGM for a refund of the full £426.50 and asked for the date this would be refunded. This had not been received and the matter remained outstanding.

The new contract had been signed and returned to CGM.

The Queens Green Canopy:

The outgoing Parish Clerk sent a report to all Members on the Queens Green Canopy. The recommendation of the report is that Council take part in the Queen's Green Canopy and purchase one

Chairman signature.....

Date.....

appropriate tree of a suitable maturity to mark the Queens Jubilee, including a physical and virtual plaque with costs for this to be taken from the Contingency budget line.

4. Public forum for electors to address the council

No one wished to speak during public participation.

5. To appoint new Parish Clerk and RFO

All agreed to appoint Claire Prentice as the new Parish Clerk and Responsible Financial Officer following a proposal by Cllr Sanderson and seconded by Cllr Lambert. Cllr Sanderson welcomed Ms Prentice to Beachamwell Parish Council. Cllr Sanderson thanked Mrs Sweet for her hard work during her time with the Parish Council.

6. Finance

a. Budget and Precept setting for 2022/23

Prior to the meeting the Clerk had provided a budget for consideration by members. These figures would require a precept of £7284.00.

The figures were discussed and views were expressed, Cllr Lambert reminded Members an increase of £500 on last year's precept had previously been discussed.

Following a proposal by Cllr O'Donnell seconded by Cllr Lambert all agreed the budget prepared by the Clerk.

Cllr Lambert proposed to raise the precept by £500 to £7268 for 2022-23, seconded by Cllr Sanderson and agreed by all.

b. Approval of Simple Servicing Authority for the new Clerk

Following a proposal by Cllr Sanderson and seconded by Cllr Lambert it was agreed to add the new clerk to the bank account. This will allow the Clerk view only online access to the accounts and give the authority for the Clerk to contact Barclays on behalf of the Parish Council.

7. To approve a Serious Infectious Disease Policy and to consider activating the policy

Due to the rapid increase in Coronavirus cases over the previous weeks, the advice from the National Association of Local Councils and the Norfolk ALC was for Parish Councils to only meet face-to-face, if absolutely necessary. Prior to the meeting the Parish Clerk circulated a draft Serious Infectious Disease Policy.

The draft policy would apply to circumstances where it was deemed necessary to suspend all meetings to protect the safety and health of Councillors, contractors, staff, volunteers and members of the public.

The draft policy set out how the Council would continue to operate in the absence of meetings and the circumstances in which the policy would be activated and deactivated.

After a proposal by Cllr Sanderson and Cllr Lambert it was agreed by all to adopt the Serious Infectious Disease Policy.

Cllr O'Donnell and Cllr Lambert asked for the policy to be activated.

Meeting closed: 7.42pm

Chairman signature.....

Date.....