

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of a Meeting of Stow Bedon & Breckles Parish Council on Monday, 20 April 2020 at 7.30 p.m.

In view of the Coronavirus pandemic, this meeting was held as an online video conference, as authorised by *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

The meeting scheduled for 16 March 2020 did not take place.

**Present: Councillors: Jonathan White (Chairman), Phil Childs, Paul Howe, Dawn Jessett, Hannah Reed.
Julian Gibson (Clerk)**

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Cllr. Morfoot and Cllr. Pilkington.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **County and District Councillors' updates.** None.
- 5 **Minutes.** The minutes of the meeting held on Monday, 17 February 2020 were **confirmed** for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
- 6 **Matters arising.**
 - 6.1 [11, Minutes of 18 November 2019] **Proposal to maintain existing Recycling Credit rate for 2020/21.** Norfolk County Council has decided not to adopt the proposed freeze so the Recycling Credits payment for 2020/21 will increase by 3% as usual.
 - 6.2 [9, Minutes of 18 November 2019] **Vehicle Activated Sign (Deer) for A1075.** At the NCC Cabinet on 2 March, this project was approved as part of the Parish Partnership Scheme. However, the funding for all 35 vehicle activated sign schemes approved is not provided by NCC but by the Safety Camera Partnership, which (unlike NCC) has not already set the budget aside, and so has yet to approve making the money available. Last year this decision was not made until the end of May, so it could be some time before it is definitely confirmed that the grant is available. Wretham Parish Council had suggested that the three parishes should identify the four locations within their parish where they would like their posts to be located. In response to this Hockham Parish Council advised that it changed its mind about joining in the project. Unfortunately they but did not think to advise the other Councils involved, nor apparently, County Cllr. Fabian Eagle. This will mean that less posts and brackets will need to be purchased, and thanks to the grants from both the Parish Partnership Scheme and Cllr. Eagle's budget, this will only result in a small increase in the initial cost to the two remaining parishes, and a bit more on the annual running costs.
 - 6.3 [6.1] **Defibrillator:** The Clerk reported that the Grant application to Awards for All had been successful and that payment of £2,735.00 had been received. He will start arranging for the installation to be made.
- 7 **Correspondence.** The following correspondence was **received:**
 - 7.1 Ms. Saville: *Letter.* The Council considered the points raised in this letter, which was addressed to Cllr. Pilkington as he chaired a previous meeting, and decided that this was not a matter for the Parish Council to get involved in, and that no action was required.
 - 7.2 Elizabeth Truss MP: *Community Access to Cash Pilots.*
 - 7.3 *Clerks & Councils Direct - March 2020.*
 - 7.4 The Pensions Regulator: *Work out your legal duties now.*

- 7.5 Barclays Bank Plc: *Your Business accounts - at a glance* - Balances on 28 February 2020.
- 7.6 Barclays Bank Plc: *Your Community Account* - 1 January - 28 February 2020.
- 7.7 Barclays Bank Plc: *Your Active Saver Account* - 1 January - 28 February 2020.
- 7.8 SAM2 Co-ordinator: *Monthly report*.
- 7.9 FPK Littlejohn: *2019/20 - instructions delayed pending clarity over coronavirus implications*.
- 7.10 Breckland Council: *2019 Annual Review*.
- 7.11 Breckland Council Planning: *Consultation [on planning applications] with Parish and Town Councils during Covid-19 period*. Breckland is no longer sending out paper copies of plans, and all comments on applications must be submitted electronically. Also power to determine all applications has been delegated to the officers as the Planning Committee is not meeting. Where a request for call-in is made, if the group which considers this (which includes the Committee Chairman) decides that in normal circumstances the matter would go to Committee, it will determine the application itself.
- 7.12 Norfolk Association of Local Council: *Information note*.
- 7.13 SAM2 Co-ordinator: *Monthly report*.
- 7.14 Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances on 31 March 2020.
- 7.15 Barclays Bank Plc: *Your Community Account statement* - 29 February - 31 March 2020.
- 7.16 Barclays Bank Plc: *Your Active Saver Account statement* - 29 February - 31 March 2020.
- 7.17 A resident: *Thanks to the Parish Council for arranging for the work that has been carried out removing the ivy from the trees on Gravelpit Hill. 'It is a huge improvement'*.

8 Planning.

- 8.1 **3PL/2020/0212/HOU: Woodfield, Mere Road, Stow Bedon.** Double garage. It was **noted** that after consultation with members, the Clerk has responded "No objections" under his delegated powers, and Planning Permission dated 8 April 2020 was **received**.
- 8.2 **3PL/2019/1363/F: Land North of Mere House, Mere Road, Stow Bedon.** Erection of 2 No. Dwellings with Associated Works, Including; Provision of Internal Access Road and Landscaping. Planning Permission dated 11 March 2020 was **received**.

9 **Community Speedwatch.** Cllr. Reed said that the Residents' Association meeting had recently discussed Speedwatch and a number of residents had said they would be interested in volunteering. In view of the Covid clamp down, it was **agreed** that no further action should be taken at this time, but that when normal meetings were able to recommence, a further appeal for volunteers should be made via the *Waylander* magazine.

10 **Financial Regulations.** The Council's Financial Regulations were reviewed, and **approved**.

11 **Asset Register.** The Asset Register was **reviewed** and the valuations for insurance purposes **agreed**.

12 **Risk Assessment.** The Council's Risk Assessment was **reviewed** and amendments **agreed**.

13 **System of Internal Control.** The Council **reviewed** and **approved** its system of internal control.

14 **Stationery.** It was **noted** that as a result of the Coronavirus pandemic, Viking is no longer going to accept cheque payments for stationery orders The Clerk offered to settle invoices from his personal account, and it was **agreed** that the Council would then reimburse him.

15 Finance.

- 15.1 **Clerk's allowance.** It was **resolved** that cheque number 100805 for £18.00 to the Clerk be signed, being the Telephone Allowance for 2019/20. (*Local Government Act 1972 s. 111*)

- 15.2 **Postage.** It was **resolved** that cheque number 100806 for £12.26 (Postage & Telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 9 December 2019 - 8 March 2020. (*Local Government Act 1972 s. 111*)
- 15.3 **Subscriptions.** It was **resolved** that cheque number 100808 for £29.95 (£24.96 + £4.99 VAT) to the Clerk be signed, in reimbursement for his having paid Spanglefish in settlement of their invoice no. 14566/2020 for hosting the Council's website. (*Local Government Act 1972 s. 111*)
- 15.4 **Subscriptions.** It was **resolved** that cheque number 100809 for £109.97 to the Norfolk Association of Local Councils be signed, in settlement of their invoice no. 3875 for the annual subscription for 2020/2021. (*Local Government Act 1972 s.143*)
- 15.5 **Subscriptions.** It was **noted** that on or around 26 April 2020 the Information Commissioner's Office will collect £35.00 from the Council's account by direct debit, being the data protection fee due under the *Data Protection (Charges and Information) Regulations 2018*. (*Local Government Act 1972 s. 111*)
- 15.6 **Other.** It was **noted** that as a result of a miscalculation the Council's Community Account slipped into overdraft by £36.85 on 2 March until this was corrected on 6 March, and *Advance notification of charges* of £0.12 interest deducted on 6 April was **received**.
- 15.7 **Credits.** Receipt of the following credits was **noted**:
- 15.7.1 The National Lottery Community Fund: £2,735.00 - 27 March 2020.
- 15.7.2 Breckland Council Precept: £2,500.00 - 7 April 2020.
- 15.8 **Monthly Financial Report.** The report for the month ending 31 March 2020 was **received**.

16 **Matters for consideration at next meeting.** None.

17 **Next meeting.** The next meeting of the Parish Council will be on **Monday, 18 May 2020**, at **5.00 p.m.** via **video link**.

Because of the difficulties in signing minutes as required by The Local Government Act 1972, Sch, 12 para 41(1), these minutes were approved by the Council at its meeting on 18 May 2020, and later signed by the Chairman of the meeting held on 19 October 2020.

Jonathan White, Chairman
Down Besell Vice Chairman

Scheduled future Meeting dates:

Monday, 18 May 2020	Monday, 14 September 2020	Monday, 18 January 2021*
Monday, 15 June 2020	Monday, 19 October 2020	Monday, 15 February 2021
Monday, 13 July 2020	Monday, 16 November 2020	Monday, 15 March 2021
Monday, 17 August 2020*	Wednesday, 16 December 2020	

*If needed