

SOUTHERY PARISH COUNCIL
Draft (Until Approved at the Next Meeting)
Ordinary Meeting of the Parish Council
Monday 6 July 2020 at 7.30 pm
Virtual Meeting Held via 'Zoom'

Present:

Cllr Crispin Copsey
Cllr Chris Edwards
Cllr Christine Feltwell
Cllr Roger Whitehead
Helen Richardson, Parish Clerk & Financial Responsible Person

In attendance:

Members of the Public: 0
Cllr Martin Storey, Norfolk County Council and BCKLWN

58/20 To Approve a Councillor to Preside over the Meeting as per Standing Order 3u. (If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting)

RESOLVED: That Cllr Chris Edwards preside at the meeting. (Cllr Christine Feltwell proposed, Cllr Crispin Copsey seconded, all agreed)

59/20 To consider apologies for absence - Cllr Alison Youngs (Chair) (personal reasons) and Cllr Annette Osler (personal reasons) and Cllr Javey Osler (personal reasons).

60/20 To receive Declarations of Interest on Agenda Items.

There were none.

61/20 To Approve the Minutes of the Ordinary Meeting of the Parish Council held on 1 June 2020. and To Note Matters Arising issued in advance in the Clerks Report

RESOLVED: That the minutes of the Ordinary meeting of the Parish Council held on 1 June 2020 be approved. (Cllr Crispin Copsey proposed, Cllr Roger Whitehead seconded, all were in favour).

Clerks Report (July)

Play Area Repairs - Wickstead repaired the edging to the play area at the end of May 2020 as per Annual report. Play area information from the Government was considered by the Parish Clerk on 30 June 2020. The Government advised that play areas could reopen on 4th July. The guidance issued by the Government on their website stipulates that owners/those responsible for play areas must risk assess the reopening. The Clerk risk assessed the following:

- Cleaning Regime - Not required due to low use in the park, and being in the open the virus is less likely to survive together with infrequent use. Together with signage to parents and children to wash their hands and use sanitizer when they visit as well as users to wipe and disinfect before use. Users will be encouraged to clean the equipment with wipes or disinfectant before using items that may have been touched or high traffic in the signage provided.
- Social Distancing - The play area is not in high use at any one given time. The signage displayed will promote to those using it to consider social distancing whilst in the park. There is enough equipment for multiple users to spread out and take turns.
- The play area has been closed for use with cable ties and monitored since early lockdown as well as receiving an official annual inspection in January 2020 and repairs identified have since been actioned, so it is not considered that a further inspection is necessary.
- There are two entrances to the park and it is considered this will help social distancing for those arriving and leaving. It is not considered that the parish council will need to monitor admittances due to the low numbers of users at any given time and notices that will be in place.
- A notice will be placed in the next village voice reminding users of their responsibilities to hand sanitise and keep social distanced whilst in the play area.

Public Rights to Inspect the Annual Accounts - This was placed on the website and notice board early June, for inspection between 15 June and 24 July 2020. The AGAR was signed by Cllr Chris Edwards who Chaired the June meeting and was returned via email to the External Auditors on 9th June 2020. Conclusion of the Audit takes place around September.

Quarterly Banking Reconciliation - The Clerk will be emailing the Councillors with a Quarterly Banking Reconciliation for April - June in early July on email.

Planning Applications Received for Comment Between Meetings

20/00411/F Erection of an oak framed dwelling on raised level and detached garage to serve dwelling at 43A & 45 Ferry Bank Southery Downham Market Norfolk PE38 0PN

Planning Applications Decisions Received

20/00544/F	Manor Farm Cottage Mill Drove Southery Norfolk PE38 0PL - Installation of a Ground Source Heat Pump and associated underground pipework	Application Permitted 26 May 2020
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62/20 To Approve Revised Covid 19 Action Plan

Minor amendments had been made to advise that all meetings will be held via Zoom until further notice and that the Annual Accounts and Internal Audit had been concluded.

RESOLVED: That the Revised Covid 19 Action Plan be approved. (Cllr Chris Edwards proposed, Cllr Crispin Copsey seconded, all were in favour).

63/20 To Approve Clerk Training Webinars on Various Topics

The Clerk advised that she was interested in attending three SLCC webinars splitting costs with two other Parish Councils to a total cost of £30 plus VAT in regard to Planning; Dealing with Challenging People and Right of Ways. She also advised there was one specific to Southery in regard to Village Greens at a cost of £30 plus VAT also with the SLCC.

RESOLVED: That the four webinars described be approved at a total cost of £60 plus VAT for the Clerk to attend. (Cllr Christine Feltwell proposed, Cllr Crispin Copsey seconded, all were in favour).

64/20 To Approve the 'Register of Decisions Made to be Ratified'. Only item 'Payments for May 2020'

The list of payments approved on email to be ratified at the meeting were as follows:

Payee	Net	VAT	Gross
Clerks - wages and expenses - May 2020	338.70	0.00	338.70
PAYE HMRC - May 2020	72.40	0.00	72.40
Norfolk Alc Clerk Training Covid 19 Managing Meetings Virtually - 26 May 2020	13.33	2.67	16.00
Payroll Three Month Fee Ending 050420	80.00	16.00	96.00
Grounds Maintenance Contract May 2020	624.10	124.82	748.92
K&M Lighting - Streetlight Maintenance -May 2020	56.08	11.21	67.29
Sam 2 Movement- May 2020	12.00	0.00	12.00
Hodson Office - Ink Supplies x2 Twin Colour and Black	59.98	12.00	71.98
Anglian Water - Burial Ground	10.09	0.00	10.09
Wave - Playing Field	5.25	0.00	5.25
Eon - April 2020	242.03	48.41	290.44
Eon - Portacabin Playing Field	43.09	0.00	43.09
Total	1557.05	215.11	1772.16

RESOLVED: That the list of decisions to be ratified as presented be approved. (Cllr Chris Edwards proposed, Cllr Crispin Copsey seconded, all were in favour).

65/20 To Approve Payments - June 2020

The following payments were presented for approval:

Payee	Net	VAT	Gross
Clerks - wages and expenses	323.36	0.00	323.36
PAYE HMRC	68.00	0.00	68.00
SAM2 Movement	24.00	0.00	24.00
Norfolk ALC Clerk Webinar re Online Mtgs	13.33	2.67	16.00
K&M Lighting Street Lighting Maintain	56.08	11.21	67.29
CGM Grounds Maintenance	624.10	124.82	748.92
Wickstead - Playarea Repairs to Floor Edge	250.00	50.00	300.00
Wave - Cemetery Water - Direct Debit	1.54	0.00	1.54
EON - Streetlighting Electric- Direct Debit	250.10	50.02	300.12
Total	1610.51	238.72	1849.23

Business Bank Account
As at 10 June 2020 - £32,285.70

Treasury Account

As at 12 June 2020 - £11,772.48

RESOLVED: That the payments for June be approved.(Cllr Chris Edwards proposed, Cllr Roger Whitehead seconded, all were in favour).

66/20 Councillors concerns and agenda items for next meeting

- Youths had swung on one of the play area gates the weekend it had reopened and broken the gate from the hinge. Cllr Crispin Copsey and Cllr Chris Edwards agreed to arrange a repair.
- The Clerk agreed to follow up with numerous reports in regard to lose roof tiles on a barn building opposite the Church as there was concern they may fall.
- The Clerk agreed to ask the Borough Council to spray weeds on the footpath between the shop at Ugate Street and the church ruins.
- It was agreed to add the Briar Bush in the Cemetery to the September agenda.
- The Clerk agreed to report the issue of streetlights not being on at Orchard Way to the Borough Council.

67/20 Date of next meeting – Monday 7 September at 7.30 pm, virtually via Zoom

The date of the next meeting was noted and it was felt that virtual meetings would need to continue for sometime. The Clerk agreed to seek subscription costs for Zoom and email details to the Council in August.

68/20 Exclusion of Press and Public. The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing). Opportunity to discuss any HR issues, Contracts or Legal Proceedings. To Discuss a HR Related Issue.

The matter was resolved.

Meeting Closed 8.41 pm