

Foul登 Parish Council

MINUTES

Parish Council Meeting held via zoom

(remote meetings are permitted until May 2021 under THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020)

14th September 2020 at 7:00 pm

Present: Councillors Jayne Winterbone (vice-chair); Stephen (Billy) Pye; Neil West; Richard Cooper
Claire Prentice (Parish Clerk)

In attendance: 2 Parishioners

1. Chair's opening remarks

Thank you everyone for attending this zoom meeting. Quite an extensive agenda, but will aim to get through things as quickly as possible.

2. To receive apologies and approve absences

Received from Councillor Parker, Councillor Christian and Councillor Eagle

3. To receive declarations of interest in any items to be discussed and grant any dispensation requests.

Cllr West declared an interest in regard to the White Hart Inn

The proper officer received a dispensation request from Cllr West to allow him to discuss and vote on any matters in this meeting regarding the White Hart Inn and dispensation was awarded in line with Foul登 Parish Council's adopted standing orders under section 13 h. ii. granting the dispensation is in the interests of persons living in the Council's area.

The proper officer received a dispensation request from Councillor Winterbone regarding the White Hart Inn and this was granted for a period of two years in line with Foul登 Parish Council's adopted standing orders under section 13 h. ii.

4. Public Participation. (max. 15 minutes)

None

5. To receive communications as the person presiding wishes to lay before the Council and address any arising matters.

Cllr Winterbone stated that "The chair has received a letter of resignation from Cllr R.Pye for both her role as councillor and that of village hall manager" Cllr Winterbone went on to say that R.Pye has done an awful amount for the village hall since she was a village hall manager both in a paid and voluntary role.

- **Cllr Parker to write a letter of thanks to R.Pye**

Cllr Winterbone has received communication from Cllr S.Pye that he is willing to take on the role of voluntary village hall manager.

6. To receive reports from

a. Cllr Fabien Eagle

The clerk reported in Cllr Eagle's absence that "he intends to drop off the speeding signs to the parish next week"

b. Cllr Mike Nairn

Reported as follows "Where do we stand in Breckland. Well when they were opening a need - to go into our recovery programme, if you recall everything happened very fast. Within in a matter of days 95% of our staff at Breckland were working from home. It brought a tremendous impact on our IT systems and they really rose to the challenge and got everybody online, so that everybody

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could communicate etc. albeit only online trying to get somebody on the phone is still a bit of a pain but it is still going on. Phase one, was the recovery we started. By the beginning of May we actually distributed somewhere in the region of £26 million in the form of grants etc. to parish councils, village halls, small businesses etc. that were eligible. It was a phenomenal task, very well completed and it is now on going. Remote working as mentioned continues, external visits to domestic and business premises was suspended in May and response to emergency housing was a case of needs only. We are still reviewing the impact of contract performance regarding what is happening with suppliers, but revenues and benefits has continued working normally. The housing accommodation was by June, was assured the supply chain risk analysis which was conducted, and we were carrying on quite well. We are still merging on and we started of the first virtual cabinet meeting, virtual planning meetings, virtual overview and scrutiny, virtual licensing, virtual council meetings carried out using this medium. They have been.....actually we have had more people tuning in as it were, than what we would have if it was held in the Anglia room, so the feedback has been very positive. We are now moving forward again July and August, we all saw the markets of the town support and council partnership working to raise confidence and to try and bring people back in to the town centres to shop etc. Silver service workshops have been held online, they are fantastic for an awful lot of people but quite a few people obviously miss out on them as they are not I.T literate or well connected. A virtual landlord forum was set up to support private landlords and we had the reopening of sports and leisure facilities. We have moved on to limited external visits for the planning department and building control, but face to face meetings were by appointment only. The human resource policies were amended to reflect the covid-19 impact and the new employee on board remote induction was rolled out. In August-September where we are now, noise recording equipment has been installed in various homes which is a safe process, we have refreshed our IT policies and we are re-starting linking builders with funding streams and expanding the skills for growth program for younger people. Higher major priority environmental protection health visits have now recommenced, and we are doing contaminated land in more visits. We have prepared for limited reopening of public council offices, currently we only have nine people working within the buildings at Breckland at Elizabeth house and we are currently conducting a review at the licensing act policy etc. October phase five, what we are going into in the next few weeks is the publication of the update of the electoral register. We are setting the 2021/22 budget and we start collecting the deferred commercial rates. Planning policy public consultation is beginning again. At the beginning of phased implementation of social prescribing model and in response to social isolation and loneliness we are implementing a new housing software solution and focusing on the predicted spike in private rental evictions, this is because the protection legislation is coming to an end shortly. The council tax billings for 2021/22 and we are also mobilising a new waste collection contract with serco this is in conjunction with the other councils of Kings Lynn and North Norfolk. All the environmental protection health visits are resuming – these are the non-urgent ones and resuming the countrywide discussion on the group for social valued framework that are identifying a necessary intervention which can support the construction industry working, high growth support and recovery sector investments. That is about where we are now, there is still a lot more to do. There are still some grants that may be worth the council exploring.

c. Parish Clerk

Published separately

d. Village Hall Manager

Published separately

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e. Councillors (to include any verbal or written issues received from parishioners)

Cllr West updated regarding traffic outside the Woodyard. He has written to our local highways engineer, unfortunately he has passed it to the researchers. This would suggest they are questioning who is responsible for that piece of land. He has chased again today but it has come back as unavailable, but I will continue to chase.

Cllr Pye reported that on the calor gas tank at the hall there was a piece of plastic and a little gauge, as well as the lid being off. Prior to this meeting he went to look and he couldn't locate where these pieces came from and he assumes the gauge has been replaced and these have been left. Nothing seems out of order so he has relocked it and everything seems fine.

Cllr Winterbone reported on the war memorial. After numerous e-mails she has finally got hold of Skillingtons. As it was left before Christmas, they had ordered the stone, then there had to be another approval as there was still paperwork required. So, then we got approval from the war memorial trust so we got our funding. So basically, we have been waiting since the beginning of the year for something to happen, it wasn't chased for obvious reasons during lockdown. Once lockdown ended it was chased and managed to get a response. She has been reassured they are going to go ahead with the repairs; however they are now saying they cannot get hold of the particular stone which is required for the repair. They are meant to contact Cllr Winterbone with updates, but she will continue to chase regardless.

- **Cllr Winterbone to speak to Cllr Parker regarding the stone in the monument should he be able to help due to his background.**

7. To approve minutes of the meeting of council held on 6th July 2020.

- **Approved**

Proposed: Cllr West

Seconded: Cllr Pye

- 8. To confirm the following decisions made out of a council meeting, as per the minutes 6th July 2020 item 12a.** Decision requests go to clerk, clerk will send out and all councillors must respond (even if abstaining), decisions will be shown on a standing agenda item of the following meeting, financial decisions will not exceed £250 and are for previously discussed agenda items only.

The council should request an extension from external auditors?

For: Cllr Parker, Cllr R Pye, Cllr S Pye, Cllr West, Cllr Christian and Cllr Winterbone

Against: None

Abstaining: None

No response: Cllr Cooper

Pest controller to be appointed to address beetle issue in village hall at a cost of £90

For: Cllr Parker, C. Prentice (clerk)

(decision made in line with councils adopted financial regulations and emergency spend procedure)

The council should reopen the recreation ground?

For: Cllr Parker, Cllr R Pye, Cllr S Pye, Cllr West, Cllr Christian and Cllr Winterbone

Against: None

Abstaining: None

No response: Cllr Cooper

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To purchase 5 cubic metres of woodchip at a cost of £174+ VAT with an additional approx. cost of £50+VAT for delivery for the recreation ground which will allow the equipment area to be usable and the equipment to be opened asap to be used by the public?

For: Cllr Parker, Cllr R Pye, Cllr S Pye, Cllr West, Cllr Christian and Cllr Winterbone

Against: None

Abstaining: None

No response: Cllr Cooper

(decision could have been made as emergency, as it came to light there were 2 trip hazards)

Two Covid signs for the recreation ground at a cost of £143+ VAT?

For: Cllr Parker and Cllr Christian*

(decision made in line with councils adopted financial regulations and emergency spend procedure)

(*Cllr Christian delegated authority for emergency expenditure in clerk's absence, agreed on 11th May 2020 agenda item 23)

9. Village Hall, to discuss and decide on the following: -

a. Reopening of village hall

- **Decision on re-opening to be made (even out of meeting) once risk assessments, schedule of works and regular users have been contacted**

Proposed: Cllr West
Seconded: Cllr Pye

- **Cllr Pye to update on schedule of works for subsidence**

b. Risk assessment

- **Cllr Winterbone to compile risk assessment**

Proposed: Cllr West
Seconded: Cllr Pye

c. Regular users

- **To be contacted to see if they wish to return**

d. Window cleaner

- **No change**

e. Cleaner

- **No change**

f. Parish Partnership Grant and village hall car park

- **No one to take this forward at this time**

10. Recreation ground, to discuss and decide on the following:- (Cllr Pye)

a. CCTV

- **Cllr Parker to look at cost of solar powered cctv and update council at next meeting**

b. Covered seating

- **Cllr Pye to provide costs for both a timber shelter and a vandal proof metal shelter.**

c. Grass verge cutting

- **Issue is with ditch and verge along the hedge of the village hall. When obtaining new grounds maintenance quotes this should be included.**
- **Cllr Cooper to make enquiries as to why this is not cut.**

d. Annual delivery of woodchip

- **Top up (2.5 cubic metres) to be ordered each year and accounted for in budget**

Proposed: Cllr Pye

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Seconded: Cllr Cooper

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

11. AGAR to decide and complete

- **Approved**

Proposed: Cllr West

Seconded: Cllr Cooper

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

12. To discuss the Wellbeing initiative as brought forward from previous meeting

- **Clerk to request a special meeting for everyone (preferably evening) with details to be tweeted, put on website and posters.**

13. SAM2 Memorandum of understanding, to approve.

- **Approved pending amendment to locations. Outside flats to read 'outside no. 40' and the white Hart Street towards Oxborough to include 'outside Woodcroft'.**

Proposed: Cllr Pye

Seconded: Cllr Cooper

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

- Cllr West has written to the residents of Wood Croft regarding the councils' intentions, no response has been received.

14. Traffic management near village sign, to receive updates (Cllr West)

see Councillors report

15. Church trees, to discuss and decide on any action to be taken (Cllr Winterbone)

Cllr Winterbone reported that the trees in the top end of the church yard, furthest away from the road. There was a row of trees cut down a couple of years ago which were over looking the parishioners land on the left side as you look at the church from School Road. Cllr Winterbone's land borders the right side of the church yard and she has over the years removed a number of dangerous and rotten boughs that hang over in to her garden and there are some more trees that hang over the property which is the Hythe Road Farmhouse. She has been concerned about the state of some of these trees, some of them are badly rotten. During the rain from a couple of weeks ago, a very large bough came down (close to half a tree) and it has taken out part of another tree as well. Although it is not expected for the council to do anything at this time, she has contacted the diocese and is waiting a response. Making them aware that the trees are dangerous and perhaps need a tree surgeon to look at them. At this time it is just to raise the councils awareness of this issue and Cllr Winterbone will report back as and when she receives further information.

Cllr Cooper raised the question of tree preservation orders and to Cllr Winterbone's knowledge there are none.

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16. Remembrance wreath, to discuss and decide on:-

- a. Purchase of and donation amount
 - £25 donation approved

Proposed: Cllr West
Seconded: Cllr Cooper

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

- b. Who will present it on the 11th November
 - Cllr Winterbone to present the wreath this year.

17. Policies and procedures, to consider, review and adopt accordingly Asset of community value

- Adopted

Proposed: Cllr Pye
Seconded: Cllr Cooper

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

Website accessibility policy

- Adopted

Proposed: Cllr Pye
Seconded: Cllr West

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

Website accessibility roadmap/ action plan

- Clerk to conduct a basic audit
- First six points to be addressed for next meeting

Proposed: Cllr West
Seconded: Cllr Pye

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

Decision policy

- Adopted, pending amendment to section 4 to read 'where an extraordinary meeting is not called under the procedure set out by the approved standing orders'

Proposed: Cllr West
Seconded: Cllr Cooper

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For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

Financial Risk

- **Adopted**

Proposed: Cllr West

Seconded: Cllr Pye

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

Training policy

- **Adopted, budget set at £160 for clerk and £120 per councillor**

Proposed: Cllr West

Seconded: Cllr Cooper

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

File retention

- **Adopted**

Proposed: Cllr West

Seconded: Cllr Pye

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

Financial Regulations

- **No Change**
- **12 month review date set for all policies approved in this item.**

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

18. To consider planning applications.

3PL/2020/0842/F - White Hart Inn (change of use)

Mike Nairn is wholly supportive of the White Hart as a community resource and he has entered his objections to the existing planning application

- **Council to respond to Breckland Council in objection on 3 grounds 1. The premises have not been marketed at a price which reflects its use as a pub. More of a price which reflects its use as a residential property. 2. Since the last planning application (3PL/2020/0225/F) was refused there has been significant interest from villagers who want to retain the property as a public house. The community action group had the property registered as an asset of community value. This would**

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clearly indicate (contrary to the applicant's suggestion that there is no interest from the village) that there is significant interest.3. The applicant claims it is unviable as a public house, however there is a very good statement from the previous publican that suggests that that is just not the case. It is viable, they were trading very well to a point where it was profitable, and it is viable as a public house

Proposed: Cllr West
Seconded: Cllr Pye

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West
Against: None
Abstaining: None

19. Finance: -

a. Agree financial statements and bank reconciliation Approved

Proposed: Cllr West
Seconded: Cllr Cooper

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West
Against: None
Abstaining: None

b. Payments since last meeting

Foulden Parish Council

Date	Payee	Cheque No.	Amount	Signatories	Approval
27.07.20	Website hosting	101123	75.00	S.Parker J.Winterbone	Approved
27.07.20	Grounds maintenance (reimbursed clerk)	101124	36.60	S.Parker J.Winterbone	Approved
27.07.20	Notice board materials (reimbursed councillor)	101125	9.50	S.Parker J.Winterbone	Approved
19.08.20	Clerk salary + expenses	101126	346.67	S.Parker J.Winterbone	Approved
19.08.20	Grounds maintenance	101127	216.00	S.Parker J.Winterbone	Approved
19.08.20	Street light maintenance	101128	91.20	S.Parker J.Winterbone	Approved
		Total	774.97		

Foulden Village Hall

Date	Payee	Cheque No.	Amount	Signatories	Approval
27.07.20	Heater service	100202	145.46	S.Parker J.Winterbone	Approved
27.07.20	Insurance amendment to FPC	100203	392.68	S.Parker J.Winterbone	Approved
27.07.20	Returned deposit	100204	40.00	S.Parker J.Winterbone	Approved

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22.07.20	Pest control	100205	90.00	S.Parker J.Winterbone	Approved
19.08.20	PAT testing	100206	77.99	S.Parker J.Winterbone	Approved
19.08.20	Cleaner	100207	66.00	S.Parker J.Winterbone	Approved
		Total	812.13		

Recreation Ground

Date	Payee	Cheque No.	Amount	Signatories	Approval
27.07.20	Woodchip (reimbursed clerk)	100010	216.00	S.Parker J.Winterbone	See decisions Approved
	Signs	100060	171.00	S.Parker S.Pye	See decisions Approved
		Total	387.00		

Proposed: Cllr West

Seconded: Cllr Pye

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

c. Outstanding payments

Foulden Parish Council

Date	Payee	Cheque No.	Amount	Signatories	Approval
May 20	CGM Group		144.00		In dispute
June 20	CGM Group		144.00		In dispute
14.09.20	CGM Group	101129	36.60	S.Pye J.Winterbone	Approved
14.09.20	Ladywell accountancy	101130	75.00	S.Pye J.Winterbone	Approved
14.09.20	CGM Group	101131	72.00	S.Pye J.Winterbone	Approved

Foulden Village Hall

Date	Payee	Cheque No.	Amount	Signatories	Approval
Aug 20	UK Alarms		72.00		cancelled
14.09.20	Window cleaner	100208	32.00	S.Pye J.Winterbone	Approved
14.09.20	Cleaner	100209	66.00	S.Pye J.Winterbone	Approved

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Recreation Ground

Date	Payee	Cheque No.	Amount	Signatories	Approval
14.09.20	Fields in trust	100011	90.00	S.Pye J.Winterbone	Approved

Proposed: Cllr Pye
Seconded: Cllr Cooper

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

d. Council and village hall reserves

- **Community grant fund set at £2900 (approx. figure based on the S137 power – currently for 20/21 £8.23 per person x 354 registered electors)**

Proposed: Cllr West
Seconded: Cllr Cooper

For: Cllr Winterbone, Cllr Cooper and Cllr West

Against: None

Abstaining: Cllr Pye

e. VAT for 2019/2020

- **Additional claim for £87.37 picked up during audit, not approved as it would be inappropriate.**

Proposed: Cllr Cooper
Seconded: Cllr West

For: Cllr Pye, Cllr West, Cllr Cooper and Cllr Winterbone

Against: None

Abstaining: None

20. To decide by resolution to exclude public from agenda item 21 and or 22.

“Persuant to section 1 (2) of the Public Bodies (Admission to meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 21 and 22”

Proposed: Cllr West
Seconded: Cllr Pye

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West

Against: None

Abstaining: None

Public left at 8.57pm. All councillors and the clerk confirmed they were alone.

21. Village Hall Manager

- **Cllr Pye to undertake voluntary role as village hall manager.**

Proposed: Cllr Cooper
Seconded: Cllr Winterbone

For: Cllr Winterbone, Cllr Cooper

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Against: None
Abstaining: Cllr West

- **Village hall manager decision to go to next meeting.**
- **Cllr Pye to be acting Village Hall Manager until next meeting**

Proposed: Cllr West
Seconded: Cllr Cooper

For: Cllr Winterbone, Cllr Cooper and Cllr West
Against: None
Abstaining: None

22. Parish Clerk Letter

- **To discuss and review clerks' contract at the next meeting addressing payscale, home expenses, travel expenses and any points councillors feel should be more specific.**

Proposed: Cllr PWest
Seconded: Cllr Cooper

For: Cllr Winterbone, Cllr Pye, Cllr Cooper and Cllr West
Against: None
Abstaining: None

No public to admit
Meeting Closed at: 9.26 pm
Date of Next Meeting: Monday 2nd November 2020

Signed

Date