

Foulden 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)

2nd November 2020 at 7:00 pm

Present: Councillors Stephen Parker (chair); Jayne Winterbone; Stephen (Billy) Pye; Neil West; Richard Cooper and Marianne Christian
Claire Prentice (Parish Clerk)

In attendance: Unknown, min. 1 parishioner

1. Chairman's opening remarks

The chair thanked Cllr Winterbone for chairing the last meeting and welcomed everyone.

2. To receive apologies and approve absences

Apologies received from Cllr Fabian Eagle and Cllr Mike Nairn

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

None

4. Public Participation. (max. 15 minutes)

None

5. To receive communications as the person presiding wishes to lay before the Council.

None

6. To receive reports from

a) Cllr Fabien Eagle

None

b) Cllr Mike Nairn

None

c) Parish Clerk

Published separately

d) Village Hall Manager

Not much to report. The cleaner is still working as normal. Cllr Pye is regularly checking the hall and cctv. The cut trees still need clearing.

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

Cllr West regarding SAM2 published separately

Cllr West regarding highways near the Woodyard published separately

Cllr West reported that the recreation ground gate was locked on 1st November 2020

7. To approve minutes of the meeting of council held on 14th Sept. 2020

Approved

Proposed: Cllr West

Seconded: Cllr Cooper

8. To confirm the following decisions made out of a council meeting, as per decision policy.

Insurance company to carry out all works relating to subsidence on the village hall with the council paying them the £1000 excess.

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

Against: None

Abstaining: None

No response: None

In line with decision policy

The position should be advertised as soon as possible via tweets, notice board, website etc?

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

Against: None

Abstaining: None

No response: None

In line with decision policy.

If the councillor position should be advertised with previously used advert?

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

Against: None

Abstaining: None

No response: None

In line with decision policy.

Replacement wooden slats to bridge of playground equipment at a cost not to exceed £250

Approved by Clerk, C.Prentice

In line with decision policy and adopted financial regulations

- **Confirmed**

9. Councillor Vacancy, to discuss and decide on any action to be taken

- **No further action to be taken at this time**

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

a) Reopening of village hall

- **Risk assessment**
- **Regular users**
- **To be addressed at next meeting as hall cannot open due to lock down commencing on 4th Nov.**

b) Parish Partnership Grant and village hall car park

- **To address at next meeting with the view of forming a working party towards springtime.**

c) Lottery renewal licence

- **Not to be renewed**

d) Broken down vehicle

- **Cllr Pye to speak informally to neighbour, who is believed to be visited by car owner.**

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

a) CCTV

- **Clerk to contact installers of VH CCTV to see if the capability of one or two more cameras can be installed, siting them at the rec. ground and at what cost.**

b) Covered seating

Parish clerk queried whether a charity can fund another charity. In this case the FHS funding the rec. ground.

- **Cllr Pye to obtain prices for shelters with an aim for a maximum cost of £5000.**

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c) Annual report

- Cllr Pye and Cllr Cooper currently working through issues in report with the belief that costs will be under £250. (The higher risk of wooden slats already approved – see decisions). Cllr Pye and Cllr Cooper to update on progress at next meeting.

d) Low tree boughs

- Cllr Cooper to contact CP Tree Services regarding price to conduct a tree survey for both the trees on the recreation ground and the village hall.

12. Bench donation (Cllr Pye)

- Cllr West to contact highways engineer to gain permission to site a ‘parishioner donated’ bench near village sign.

13. Grounds Maintenance Contract – to discuss and decide on quotes

- Countrywide appointed 12 month contract. Clerk to inform them and copy in Cllr Pye as key holder for rec ground gate.

Proposed: Cllr West
Seconded: Cllr Winterbone

14. Budget and precept to discuss

- Allocation of streetlights to remain in budget, allowance to be added for VHM, precept to remain at £8400

15. Norfolk ALC Co-operative to nominate member to represent council

- Cllr Christian appointed.

16. Councillors responsibilities, to review and approve

Councillors	Responsibilities delegated by council	Date last approved by council
Cllr Parker	Chairman	11.05.20
	VH, PC, RG and HS signatory	11.11.19
Cllr Winterbone	Vice chairman	11.05.20
	War Memorial	11.11.19
	Defibrillator	11.11.19
	VH, PC and RG signatory	11.11.19
Cllr S. Pye	Village Hall	11.11.19
	General Repairs	11.11.19
	Recreation Ground	07.01.20
	VH, PC and RG signatory	11.11.19
Cllr Cooper	Sewerage/ drainage	11.11.19
	Recreation Ground	11.11.19
Cllr West	Finance Control	11.11.19
	Streetlights	11.11.19
	SAM2	11.11.19
	Highways	11.11.19
	RG Annual Gate Closure (1 st Nov.)	09.09.19 (11.11.19)
Cllr Christian	Highways Surveyors Account	11.11.19
	HS signatory	11.11.19
	HS Land	11.11.19
	Footpaths and pavements	11.11.19
	Emergency contact for clerk cover	11.05.20

- To add member representative of Norfolk ALC to Cllr Christians responsibilities. No other amendments.

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17. Dates for 2021 meetings, to discuss and decide

- 11th Jan., 8th March, 10th May, 5th July, 13th Sept., 8th Nov. approved.

18. Parish Plan, to discuss and decide on any action to be taken

- Cllr West to contact signpost with request to parishioners for their input.
- Clerk to compile notes and liaise with Cllr West, to form leaflet and present further information in January meeting.
- Cllr Christian to kindly leaflet drop.

19. Website accessibility, to review.

- Clerk to address areas raised in basic test. Presenting updates at each council meeting until completed, along with timesheet for addition hours worked in relation to website accessibility.

20. Policies and procedures, to consider, review and adopt accordingly

Asset register 2021

- Approved

Data schedule

- Approved

Grant policy

- Approved pending limit on FPC run organisations if appropriate. To be circulated to councillors once amended. Then promoted via Foulde n Tweets and usual outlets.

21. To consider planning applications.

3PL/2020/1109/HOU

- No objections

22. Finance: -

a) Agree financial statements and bank reconciliation

- Approved

Proposed: Cllr West

Seconded: Cllr Cooper

b) Payments since last meeting

Foulde n Parish Council

Date	Payee	Cheque No.	Amount	Signatories	Approval
	Cancelled	101132			Approved
15.10.20	Clerk salary + expenses	101133	346.67	S.Parker J.Winterbone	Approved
15.10.20	Westcotec – SAM2	101134	4113.60	S.Parker J.Winterbone	Approved
15.10.20	Grounds maintenance	101135	117.60	S.Parker J.Winterbone	Approved
15.10.20	Clerk reimbursed – poppy wreath	101136	25.00	S.Parker J.Winterbone	Approved
		Total	4602.87		

Foulde n Village Hall

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Date	Payee	Cheque No.	Amount	Signatories	Approval
15.10.20	Crawford - subsidence	100210	1000.00	S.Parker J.Winterbone	Approved
15.10.20	Cleaner	100211	66.00	S.Parker J.Winterbone	Approved
		Total	1066.00		

- **Approved**

Proposed: Cllr West
Seconded: Cllr Cooper

- 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
02.11.20	Clerk salary + expenses	101137	458.02	S.Parker J.Winterbone	Approved
02.11.20	Padlocks for SAM2	101138	21.98	S.Parker J.Winterbone	Approved

Foulden Village Hall

Date	Payee	Cheque No.	Amount	Signatories	Approval
02.11.20	Cleaner	100212	66.00	S.Parker J.Winterbone	Approved
02.11.20	Cleaning materials	100213	46.50	S.Parker J.Winterbone	Approved

- **Approved**

Proposed: Cllr Winterbone
Seconded: Cllr Pye

23. To decide by resolution to exclude public from agenda item 24 and or 25.

“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 24 and 25”

Proposed: Cllr Winterbone
Seconded: Cllr Christian

Meeting closed to public at 8.30pm.

24. Village Hall Manager

- **Cllr Pye to be Village Hall Manager as a volunteer.**

Proposed: Cllr Cooper
Seconded: Cllr Winterbone

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For: Cllr Parker, Cllr Christian, Cllr Cooper and Cllr Winterbone

Against: None

Abstaining: Cllr West

- **Cllr Cooper to have sole responsibility for rec. ground.**

Proposed: Cllr Christian

Seconded: Cllr West

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

Against: None

Abstaining: None

- **Clerk to amend responsibility list.**

25. Parish Clerk Contract to review and approve

- a) Payscale
- b) Home expenses
- c) Travel expenses
- d) Other (as councillors feel relevant)

- **Pay agreed at set scp to allow for automatic annual increase, home expenses set at pro-rata of government suggested amount, holiday aligned with government recommendation (same as previous contract), clerk is currently covered by council's insurance.**
- **Pending amendments, contract to be offered to clerk.**

Proposed: Cllr Winterbone

Seconded: Cllr Christian

For: Cllr Parker, Cllr West, Cllr Christian, Cllr Cooper and Cllr Winterbone

Against: None

Abstaining: Cllr Pye

No public to admit

Meeting Closed at: 8.50 pm

Date of Next Meeting: Monday 11th January 2021

Signed

Date