

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)

11th January 2021 at 7:00 pm

Present: Councillors Richard Cooper; Stephen Parker (chair); Stephen (Billy) Pye; Neil West;
Claire Prentice (Parish Clerk)
Cllr Eagle (NCC); Cllr Nairn (Breckland)

In attendance: Unknown, min. 6 parishioners

1. Chairman's opening remarks

The chair welcomed everyone and wished everyone a Happy New Year

2. To receive apologies and approve absences

Apologies received from Cllr Christian and Cllr Winterbone.

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

None

4. Public Participation. (max. 15 minutes)

Parishioner wished to make the council aware that he was recently informed that any road with even a single streetlight has a maximum speed limit of 30mph.

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

None

6. To receive reports from

a) Cllr Fabien Eagle

Wished everyone a Happy New Year and hoped that we will all be in a better situation at the end of this year than we were in the last.

NCC tax proposal is a 1.99% increase on general council tax and 2.00% on social care precept which will give us receipts of around £16 million. Unfortunately, we are still under colossal pressures we were under about an £8 million shortfall from the government for what we had spent on Covid items. We have not been able to implement savings we had hoped, like in previous years. It is a situation nearly every other county council across the country is in.

With health care, at the moment I think nearly thirty thousand people have been vaccinated in the Norfolk and Waveney area. In case anyone was not aware the priority should be (and is up to the gp's and Norfolk health care trust) care homes and care support workers for adults/ those over 18, then going out to the wider community, NHS staff, care staff in the wider communities, then the over 80's and will keep working its way down. In England, some people in their area are getting support as it is starting to be rolled out, but may not be as fast as people would like. There are now 30 thousand more people who have been vaccinated, than what we started off with a month ago. There are now three licenced vaccinations so hopefully more centres opening. Swaffham is believed to open this week, so we are moving forward.

Cllr Nairn informed everyone that there is a Covid government website (<https://coronavirus.data.gov.uk/>) which gives the day to day details and the figures are changing daily. This was in response to Cllr Parkers question regarding covid and hospitals. Cllr Nairn will send the link

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for the site to the clerk. It allows you to enter your postcode and it will tell you where you are at the moment. At the moment at the QE hospital it is not at full capacity, but it is not far off. As well as the vaccination centre Cllr Eagle mentioned in Swaffham (Manor Farm Medical Centre), there is also a vaccination centre at the healthy living centre in Thetford. The centres are coming in and hopefully maybe by the end of next week people will find all the centres will have this capacity. Cllr Nairn asked the Council to re-iterate to all parishioners 'Wait for the letter'. When they get the letter, then they can go forward with it. At the moment centres are being swamped by requests of when can I come? etc. etc. The NHS will send out letters to everybody. It is highly important that you wait for the letter. Cllr Nairn gave an example where 3000 vaccinations had to be binned at a cost of £30 per dose.

Cllr Eagle also requested alongside Cllr Nairn's that if you are offered the vaccination please accept it and have it and if you are of a mind you don't take it then please say so, don't be a 'no show'. What started as an urban myth, but has been found out is the vaccines are worthless at the end of the day and have to be thrown away if not used. In Norfolk there has been a fantastic uptake in what has been offered. In other parts of the country where people have been in the surgery they have been offered the vaccine rather than waste them. So the message if you are offered it, then take it.

Cllr Cooper made everyone aware that Campingland opened up for vaccinations today.

In regard to highways the use of slow down signs were offered. They are temporary signs designed to be moved around the parish and raise awareness.

- Cllr West to take responsibility for the signs and clerk to e-mail Cllr Eagle with contact details.

Cllr Eagle gave his apologies and left the meeting after his report.

b) Cllr Mike Nairn

Informed the council he did not have a lot to report and this was mainly due to the leader briefings that are going out almost daily. He hopes that the clerk has been circulating these to councillors as it is tremendously important that these filter down.

The main thing he wished to hit on was...Please, please, please, please follow regulations. He was out in the forest the day before and amazingly there were 30-40 enduro motor cyclists. If he can not fly recreationally why should they ride? It is important that we stick to the message stay at home. It really, really is coming down to that. It is uncomfortable he knows, but we should stick on track. Best get the vaccinations out of the way, looking at most of us we should be getting those in the next 2-3 months. Three weeks down the line it will be a lot easier. As much as I would like to say we meet face to face next week, I think realistically that is unlikely to happen before mid-summer.

Cllr Nairn requested that the message is passed on to all parishioners and emphasised. It is crucially important.

- Clerk to put a notice on the minutes and push Cllr Nairn's message through.

The other topic Cllr Nairn wished to mention was planning. The white paper has virtually been thrown out. No-one was actually happy that it was giving developers a free hand. So they are moving the emphasis out of rural areas and into brown field sites in the main urban areas.

Cllr West mentioned that he realises that information is changing rapidly, however could it be fed back regarding the leadership briefing e-mails that these are sometimes 2-3 days out of date.

Cllr Nairn gave his apologies and left the meeting after his report.

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Covid-19 Notice and request

Please follow government guidance and stay at home.

In regard to vaccinations: -

Wait for your letter (the NHS will send one to everyone)

Only act once you have your letter.

Take the vaccination when offered

If you do not wish for the vaccine, let them know so it is not wasted. (Don't be a 'no show')

Once again, please follow government guidance and stay at home.

c) Parish Clerk

Published separately

d) Village Hall Manager

None

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

Clerk reported on behalf of Cllr Christian that she is now enrolled as a representative of FPC with Norfolk ALC, and to date she has only received a welcome e-mail. Also in regards to leaflet distribution still will be withdrawing her offer until she receives her Covid vaccination.

7. To approve minutes of the meeting of council held on 2nd November 2020

Approved

Proposed: Cllr West
Seconded: Cllr Cooper

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8. To confirm the following decisions made out of a council meeting, as per decision policy and decide on any outstanding decision requests if required.

To order a box of 100 visors at a cost of £25¹ (which is for delivery)?

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

Against: None

Abstaining: None

No response: None

Ordered in line with decision policy

In the first instance the parochial charity and church charity should be contacted to see if they are aware of anyone who may require a visor, once distributed a tweet, website post etc should go out for further requests. If there is still a substantial amount (50+?) other parishes such as gooderstone/Northwold should be contacted?

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

Against: None

Abstaining: None

No response: Cllr Cooper

No action taken, in line with decision policy

- *Clerk to action*

Proposed: Cllr Cooper

Seconded: Cllr Pye

Circulate avian flu information via Foulden Tweets, www.Fouldennorfolk.org and the Signpost?

For: Cllr Christian, Cllr Winterbone and Cllr Cooper

Against: None

Abstaining: None

No response: Cllr Parker, Cllr Pye and Cllr West,

No action taken, in line with decision policy

- *Clerk to action*

Proposed: Cllr West

Seconded: Cllr Cooper

Amend the frequency of the grant awarding policy from twice a year to every meeting?

For: Cllr West

Against: Cllr Christian

Abstaining: None

No response: Cllr Parker, Cllr Pye and Cllr Cooper

Cllr Winterbone suggested quarterly awards.

No action taken, in line with decision policy

- *To be a standing agenda item for the duration of 2021*

Proposed: Cllr West

Seconded: Cllr Cooper

¹ There was no delivery charge at time of ordering.

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

One parishioner expressed an interest but is unable to apply until he addresses other issues.

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

a) Subsidence – update (Cllr Pye)

Work commences on Friday 15th January 2021. Cllr Pye will be on site at 8.00am to meet the contractors. Tomorrow he will take down the curtains with the cleaner. He also expressed concern regarding the stored bowls items (Cllr West will remove from site). Cllr Pye is currently unaware of the timescale until he speaks to them on Friday. In regards to the mess which will be created the cleaner will need to do additional hours.

b) Reopening of village hall (Cllr Winterbone)

- Risk assessment
- Regular users

- To be put on next agenda

c) Village hall car park

- To be put on next agenda.
- Cllr Pye and Cllr Winterbone to be noted for the agenda item.

d) Broken down vehicle (update) (Cllr Pye)

This has been repaired and removed with no outstanding issues.

e) Electricity provider (Clerk)

- Accept cheapest quote, fixed for a duration of 1 year

Proposed: Cllr West

Seconded: Cllr Pye

11. Recreation ground, to discuss and decide on the following:-

a) Covered seating – update (Cllr Pye)

- Cllr Pye and Cllr Cooper to decide where it should be sited on the rec. ground
- Cllr Pye to firm up quotes and circulate.
- Provided it is around the previously mentioned £5000 budget then the council will move forward with it.

b) Annual report – update (Cllr Cooper)

All the items that needed to be done for the annual equipment report have been addressed by himself and Cllr Pye over a couple of days. There are however a few covid notices that need replacing.

- Cllr Cooper to address signs and contact Cllr Parker if printing or laminating is required.

c) Tree survey – update (Cllr Cooper)

He is still waiting for someone to get back to him. The survey will be free of charge and it will be for the council to decide whether or not to get the work done.

- Cllr Cooper to chase

12. Bench donation

a) Highways – update (Cllr West)

Cllr West confirmed that permission has been given by highways. Cllr Pye informed the council he would aim to install it in the spring on a dry day. Cllr West offered use of concrete mixer and generator if required by councillor Pye

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- Cllr Pye to site bench on concrete pad 6ft x 4ft and 4in deep at an approx.cost of £100

Proposed: Cllr West
Seconded: Cllr Cooper

b) Maintenance (Clerk)

- Clerk to write to confirm it is a gift and will become the property of Foulden Parish Council.

13. Parish Plan update, to discuss and decide on any action to be taken (Cllr West/ Clerk)

- Timing of distribution to go on the next agenda

14. Budget and precept to finalise (Clerk)

- Precept agreed as £8400

Proposed: Cllr West
Seconded: Cllr Pye

15. Internal auditor, to discuss and appoint (Cllr Parker)

- Cllr Parker to contact a Parishioner in the first instance regarding the internal audit. Failing that, previous auditor to be appointed at the discussed rate.

Proposed: Cllr West
Seconded: Cllr Cooper

16. Census 2021, to discuss and decide on any action to be taken (Cllr Parker)

- No action to be taken, revisit if needs be.

17. County Broadband, to discuss and decide on any action to be taken (Clerk)

- No action to be taken

18. Signpost contribution, to discuss and decide on any action to be taken (Clerk)

- Approved

Proposed: Cllr West
Seconded: Cllr Cooper

19. Removal of contact form from website (Clerk)

- Approved

Proposed: Cllr Cooper
Seconded: Cllr West

20. NALC wellbeing initiative, to discuss and action as required (Cllr West/ Cllr Christian)

- No action taken

21. FHS account, to discuss and decide on any action to be taken (Cllr Christian/ Clerk)

a) Payment and interest

- No action to be taken at this time

b) Moving account to a different bank/ local branch

- Clerk to contact Barclays to see if a charity account can be opened.

22. Policies and procedures, to consider, review and adopt accordingly, as well as set next review dates.

Grievance

Disciplinary

- Clerk to reword where it states staffing committee and re-circulate.

Health and Safety

Website and Social Media

- Pending amendments all policies approved.

Proposed: Cllr West

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Seconded: Cllr Pye

23. To consider planning applications.

None

24. Finance: -

a) Agree financial statements and bank reconciliation

Agreed and signed

b) Payments since last meeting

Foulde n Parish Council

Date	Payee	Cheque No.	Amount	Signatories	Approval
10.12.20	Clerk salary + expenses	101139	466.05	S.Parker J.Winterbone	Approved
07.12.20	Grounds Maintenance	101140	72.00	S.Parker J.Winterbone	Approved
10.12.20	NALC - Training	101141	90.00	S.Parker J.Winterbone	Approved

Proposed: Cllr West

Seconded: Cllr Pye

Foulde n Village Hall

Date	Payee	Cheque No.	Amount	Signatories	Approval
10.12.20	Cleaning	100214	49.50	S.Parker J.Winterbone	Approved
11.12.20	Fire safety check	100215	68.40	S.Parker J.Winterbone	Approved

Proposed: Cllr West

Seconded: Cllr Pye

Foulde n Recreation Ground

Date	Payee	Cheque No.	Amount	Signatories	Approval
10.12.20	Maintenance	100013	56.34	S.Parker J.Winterbone	Approved

Proposed: Cllr West

Seconded: Cllr Parker

c) Outstanding payments

Foulde n 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
11.01.21	Clerk salary + expenses	101143	407.25	TBC	Approved

Proposed: Cllr West

Seconded: Cllr Pye

Foulde n Village Hall

Date	Payee	Cheque No.	Amount	Signatories	Approval
11.01.21	Cleaner	100216	82.50	TBC	Approved

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Proposed: Cllr West
Seconded: Cllr Cooper

25. Payroll, to discuss and decide on the provision of Payroll for tax year 2021-22 onward

- To appoint the cheapest external payroll provided for the new tax year.

Proposed: Cllr West
Seconded: Cllr Pye

26. To decide by resolution to exclude public from agenda item 27 and/or 28 and/or 29

“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”

All councillors voted yes.

Meeting closed to public at 8.30pm.

27. Recreation ground CCTV – update (Clerk)

- No action to be taken at this time. To revisit at a later date if needs be.

28. Parish Clerk Contract (request for timely solution regarding clause 6 of contract – written consent for other employment). To discuss and action

- Council delegated authority to the chair to give consent for other employment between meetings.

Proposed: Cllr West
Seconded: Cllr Cooper

All councillors voted yes.

29. Village Hall Cleaner

a) Requirements during subsidence work

- To continue payment as normal and the cleaner to work those hours in addition to the normal hours once the subsidence work is finished.

Proposed: Cllr West
Seconded: Cllr Cooper

- Cllr Pye to speak informally to cleaner and feedback any issues tomorrow.
- Clerk to write to inform cleaner of their decision.

b) Pay rate (Cllr Pye)

- No action taken

No public to admit

Meeting Closed at: 8.52 pm

Date of Next Meeting: Monday 8th March 2021

Signed

Date