

LONGHAM PARISH COUNCIL

Minutes of a meeting of Longham Parish Council held at 7.30pm on Monday 18th May 2020.

Under the Coronavirus Act, the Secretary of State has published meetings regulations which remove the requirement to hold annual meetings and allow virtual meetings up to 7 May 2021. These are contained in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Accordingly, there will be no Annual Meeting in 2020 and this meeting was held virtually via Zoom.

Present:

Cllr Sue Douglas

Cllr Phil Collins

Cllr Donna McLeod

District Cllr Roger Atterwill

County Cllr Mark Kiddle-Morris

Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr's Dye, Kerry and Roddy McLeod, however, the meeting remained quorate with three members in attendance.

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 20th January 2020 and 30th March 2020.

Cllr Collins proposed that both sets of minutes be accepted as a true record of the meetings. This was seconded by Cllr McLeod and agreed by Council. The Chairman will sign the minutes in due course.

4. To consider approval of an addendum to Standing Orders.

Cllr Collins proposed approval of the addendum to Standing Orders which related to the new regulations in respect of council meetings, this was seconded by Cllr McLeod and agreed by Council.

5. Meeting open for public participation.

Members of the public had been invited to attend the virtual meeting but there were none in attendance.

6. To receive County and District Councillors reports.

D/Cllr Atterwill and C/Cllr Kiddle-Morris had both submitted written reports to Council and these are attached to the minutes.

In addition, C/Cllr Kiddle-Morris reported that design works had commenced in respect of the pull-in on Hoe Road and the Chairman thanked the C/Cllr for his contribution towards the cost of the works.

D/Cllr Atterwill reported that planning matters are being decided by planning officers where delegation is suitable, in order to keep the planning process moving.

7. To receive a report regarding matters progressed during period where authority was delegated to Clerk (in consultation with Council members).

The following matters had been progressed, in consultation with Council members, during the period where authority had been delegated to the Clerk.

a) The Clay Pit – Easement

Council members approved further correspondence regarding access to the Clay Pit. The original entrance, which had been used for many years, had been blocked by the neighbours and it was hoped this could be reinstated. The Council solicitors will be contacting the neighbours and the Land Registry regarding this matter.

b) The Clay Pit – Pull-In

The match funding grant application for a pull in at the Clay Pit had been approved by Norfolk County Council who advised the following:

- Total Scheme costs: £1,500
- Parish Contribution: £750
- County Council Contribution: £750

However, C/Cllr Mark Kiddle-Morris kindly agreed to contribute £500 from his personal Council budget to help fund the project, thereby reducing the cost to Longham to £250. Accordingly, Council members approved the parish contribution of £250 and the scheme is going ahead.

Council also approved the use of part of the Clay-Pit land for the pull-in although most of it will be on Highways land.

c) Council Insurance

A review had taken place as the policy was due for renewal, the final year of a three-year deal. The insurance cover remained adequate and appropriate and Council approved renewal at a cost of £307.76.

d) Parish Council Website

The current website used by the Parish Council did not meet accessibility regulations and Council had until September 2020 to ensure they met the regulations. Council approved a new

website, with a set up charge of £90 and an annual fee of approx. £100, together with an additional six hours pay for the Clerk to build the site. The new website is now live – www.longhampc.info.

8. To discuss any planning applications received after the agenda has been published.

No planning applications had been received.

9. To consider any new Highway issues.

Council noted that potholes continued to be repaired. There were no other issues reported.

10. To consider any urgent matters relating to Council assets.

There were no urgent matters raised.

11. To receive an update regarding the Community Car Scheme.

The Chairman reported that sadly the current volunteer had decided to give up after 30 years in the role. Council, although disappointed that this was the case, agreed that it was understandable and were extremely grateful for the many years of service. The service had been well-used and essential in the village. A letter of thanks will be sent to the volunteer and the role advertised in the local newsletter.

12. Finance and Governance

a) To receive a financial report for the years ending 31st March 2020 and 31st March 2021.

Council noted the two reports and there were no issues raised.

b) To review the Risk Assessment & Management Policy.

Cllr McLeod proposed approval of the updated policy, this was seconded by Cllr Collins and agreed by Council.

c) To receive the internal auditors report and consider any recommendations.

Council noted the recommendation regarding the Risk Assessment & Management Policy had been dealt with at item 12.b). That being the case, Cllr Collins proposed acceptance of the internal auditors report, this was seconded by Cllr McLeod and agreed by Council.

d) To approve the annual governance statement in the 2019-20 Annual Return.

Cllr Douglas proposed approval of the annual governance statement, this was seconded by Cllr Collins and agreed by Council.

e) To approve the Statement of Accounts in the 2019-20 Annual Return.

Cllr Douglas proposed approval of the statement of accounts, this was seconded by Cllr Collins and agreed by Council.

f) To approve the certification of exemption from a limited assurance review under Section of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr Douglas proposed approval of the certification of exemption from a limited assurance review, this was seconded by Cllr Collins and agreed by Council.

g) To consider approval of Zoom membership at a maximum monthly cost of £6.00.

Cllr Douglas proposed approval of shared membership of Zoom at a monthly cost of £2.40, this was seconded by Cllr Collins and agreed by Council.

h) To authorise financial payments as set out below:

Cllr Douglas proposed approval of the following payments, this was seconded by Cllr Collins and agreed by Council.

Payments made during period of delegation of authority to Clerk:

- Clerk – Salary/Allowance/Expenses (Feb/Mar) £301.94
- Clerk (PAYE refund) £3.60
- Play Area Safety Chains £421.67
- Notice for Play Area £84.00
- Mole Removal from Playing Field £282.00
- Insurance Renewal £307.76
- Norfolk County Council (pull-in) £250.00

May Payments:

- Clerk – Salary/Allowance (Apr/May) £320.10
(includes previously approved incremental increase & additional website hours x 6)
- HMRC £13.40
- Website Fee (reimburse Clerk) £86.40
- Website Support £90.00
- Internal Auditor £13.00
- Community Car Scheme £43.63
- NALC Subscription £99.77

13. To receive any new items for the next agenda.

Council agreed to include the co-option of a new member on the next agenda.

14. To note the date of the next meeting which will be held on Monday 20th July 2020 at 7.30pm.

Council noted the date of the next meeting and the meeting closed at 7.50pm.

Signed:

Date:

DISTRICT COUNCILLOR'S REPORT MAY 2020

COVID-19

I don't have much to add to the regular updates you have been receiving from the Leader, Sam Chapman-Allen other than to say that I hope that your local businesses have successfully applied for the COVID-19 Business rates grant. Qualifying businesses have been able to access between £10K-£25k. Did Longham Village Hall qualify and apply?

PLANNING

The Planning Committee has not met since March and so far no date has been set for its return albeit in a virtual Zoom format. The Chairman's panel is meeting regularly via Zoom and the overwhelming number of planning applications are being delegated to officers to make a decision. The Local Plan has been discussed at a Zoom Local Plan working Group meeting and this will be discussed further at a future Cabinet meeting with a view to conducting a full review of the recently adopted plan.

COUNTY COUNCILLOR'S REPORT MAY 2020

Response to Coronavirus:

Throughout the crisis the County Council has been working closely and effectively with District, Borough and the City Council, the NHS, Police and other public sector partners. Examples of the ways that the Council has supported people during the pandemic are:

- Procuring PPE to supply all the Councils frontline staff and care homes.
- Identifying and visiting the most vulnerable children and adults.
- Supporting schools that have remained open for vulnerable children and the children of key workers.
- Supporting the implementation of the new free school meals scheme.
- Setting up accommodation to enable the NHS to discharge patients safely.
- Offering digital support from libraries, museums and the adult learning service to support home schooling and enable people to stay safe.
- Creating a skills bank so staff can be redeployed to assist with the distribution of food and PPE.

Looking to the future the Council is working with the New Anglia Local Enterprise Partnership and all partners to devise the best strategy to recover from the economic shock brought about by the crisis.

The Council has been allocated an additional £43.6m government funding so far but has predicted a £19m shortfall in this year's budget due to lost savings, additional costs and loss of income.

An insight into the work being carried out by NCC is listed in Appendix A of the Cabinet Agenda for the meeting held on the 11th May.

Boundary Commission Review:

The Boundary Commission have decided that they cannot finish the statutory consultations on their review of Norfolk County Council division boundaries in time for any recommendations to be

implemented prior to the May 2021 County Council elections. Therefore, the May 2021 election will be contested on the existing division boundaries.

Highways:

The reduction in traffic volumes by 80% has presented an ideal opportunity to carry out resurfacing and surface dressing work with minimum disruption. Social distancing rules are having some effect on the logistics of carrying out any operation, but work continues on urgent highway work including potholes and defects should still be reported in the usual way.
