

# BEIGHTON WITH MOULTON ST MARY PARISH COUNCIL

Minutes of Meeting held on Tuesday 26<sup>th</sup> May 2020 on Zoom at 7.30 pm

Present: Joseph Wright (Chairman), Ivan Cator, Kathleen Ashcroft, Edgar Matthews, Allan Wright, Sophie Young, Jessica Jennings (Clerk)

Plus Grant Nurden, District Councillor and 1 member of the public.

## 1. Attendance

Apologies received and accepted from Brian Iles (County Councillor). Valerie Mack not present.

## 2. Declarations of Interest and Dispensations: None

## 3. Public Forum

3.1 Grant Nurden, District Councillor – reported that Broadland District Council held its first virtual Council meeting on 1<sup>st</sup> April to agree the establishment of an emergency committee to enable the normal decision making process to continue. This committee will take on the delegated roles of the main committees, i.e. Cabinet, Audit, Planning and Licensing. As yet, there has been no need for the Emergency committee to meet. All meetings that are being held are being held via Zoom.

The BDC Website continues to provide information to residents and businesses. The district has been divided into Hubs, with dedicated officer to assist. Debra Baillie-Murden is the officer in charge of our Hub. Residents should contact the Hub / Early Help Hub if they are in need of urgent assistance.

The introduction of charging for pre-application advice for the planning process has been deferred from 1<sup>st</sup> April 2020 to 1<sup>st</sup> April 2021. The Council has also ratified the decision to incur any additional expenses up to £100,000 to deal with the Covid-19 pandemic. Details to be reported on a monthly basis.

3.2 Village Hall – it was reported that the Village Hall has now had a new floor laid.

## 4. Minutes of Previous Meeting

The Minutes of the meeting held on 10<sup>th</sup> March 2020 were agreed to be a true and accurate account and it was resolved that the Chairman would sign them at a convenient date.

### 4.2 Clerk's Report

- Clerk reported an, as yet to be confirmed, mandatory 2.75% increase in salary which would equate to a yearly increase of £58.12 or £0.28p per hour. HMRC have increased the Home Working Allowance from £18 per month to £26 per month. Clerk explained that this was an entitlement but asked for the Council's approval – all approved.
- Clerk reported that, as she is not CiLCA qualified, the Council can no longer use the General Power of Competence and will need to resort to using S137, which is currently £8.32 per elector for 2020-21 which for Beighton would equate to £2,936.96.

- Highways are due to come out in the next few weeks and any issues to be reported to them. Clerk has checked with Matthew Youngman to ask for an update on the previous list of issues sent to them. He responded that all drainage issues have been booked to be sorted and they should be done. Any issues to be reported to Matthew or Diane Shulver.  
Clerk to visit each site and check and also to ask for confirmation on the gully on High Road which is blocked with concrete and forces all run-off of rainwater into the driveways of houses on the road.

## 5. Correspondence of Note

Clerk highlighted the e’mail that had been circulated regarding the Norfolk Electoral Review and the fact that the process has been paused due to Coronavirus. Draft recommendations will be considered at their June Meeting.

PC Kennedy has moved to a new role, with Steve Clarke becoming the interim contact until a replacement is found. Councillors asked that a Police representative (Steve Clarke/Replacement) be available to attend some of the Parish Council’s future meetings, as they have not attended for some time and feel it is important to have a Police presence and update at the meetings. Clerk to e’mail Police and arrange.

Publicity of Planning Applications – Government advice had been for no site visits or display of site notices during Lockdown. However, site visits will be made but only where essential. All notification letters to be sent out as normal.

## 6. Planning

Application No. 20200939  
The Old Chapel, 33A Chapel Road, Bighton, NR13 3LF  
Construction of Office / Store

Councillors discussed the application and have no objection. Clerk to respond to BDC.

## 7. Finance

7.1 The following payments were agreed:

Norfolk Pension Fund	April / May	£ 98.62 *
Jessica Jennings	April / May Wages	£ 314.44 *
HMRC	April / May	£ 70.40
Bighton PCC	Donation – Grass Cutting	£ 370.00
Moulton Church	Donation – Grass Cutting	£ 370.00
BHIB Ltd	Insurance Renewal	£ 242.49 *
Norfolk ALC	Subscription Renewal	£ 160.44 *
	Total:	£ 1,626.39

\* Denotes payments already paid online & cleared

\* Denotes payments paid online but pending clearance

Bank Balance as at 30<sup>th</sup> April £ 7,244.07

Outstanding Cheques / Online Payments *	£ 1,223.43
Projected Balance	£ 6,020.64
Business Account Balance	£ 13,584.43
<b>TOTAL FUNDS:</b>	<b>£ 19,605.07</b>

## 8. Items for Discussion

- 8.1 Accounts: Certificate of Exemption – Clerk confirmed exemption status, due to income and expenditure being below £25,000. Councillors approved for signature.
- 8.2 Accounts: Annual Governance Statement – Clerk went through the list of internal control points on the Annual Governance Statement and Councillors agreed that all controls had been met. Approved for signature.
- 8.3 Accounts: Accounting Statement – All Councillors agreed with the Accounting Statement and approved for signature.
- 8.4 Accounts: Financial Report – All Councillors agreed with the Annual Financial Report and approved it for signature.
- 8.5 Annual Review of Effectiveness of Internal Audit – Councillors had read this document in advance of the meeting. All agreed and approved for signature.
- 8.6 Annual Review of Effectiveness of Internal Control – Councillors had read this document in advance of the meeting. All agreed and approved for signature.
- 8.7 Annual Financial Risk Assessment – Councillors had read this document in advance of the meeting. Clerk pointed out that the only change was the loss of the General Power of Competence but that the use of S137 instead (which equates to £2,936.96) should not be of any hindrance to the Parish Council's aims. All agreed and approved for signature.
- 8.8 Duties of the Responsible Financial Officer – Councillors had read this document in advance of the meeting. All agreed and approved for signature.
- 8.9 Coronavirus - as yet, none of the volunteers who have put themselves forward to help any parishioners in need of help have been contacted, although they are all still willing to do so. BDC & SNC have contacted any vulnerable parishioners as identified from the NHS lists to check on their wellbeing and any that do need help are passed to the local Hub who will directly help them. However, the Lead Officer of the Hub that Beighton is part of has received very few calls which is assumed to be because of the strong community network already in place. Clerk to send the Hub Leader the list of local volunteers to be used as contacts as and when necessary.
- 8.10 CIL Money – Councillors discussed where to direct the £195 of CIL money that had originally been allocated to the Village Hall Committee for help with grass cutting expenses but which was rejected. Councillors were reminded that any spend of the money must have a link between what the money is used for and the pressures that the development it was received for is placing on the area. It was suggested that it could be spent on a new Dog-Bin on Daubers Road / Chapel Road. However, although the money would cover the cost of the bin, there would be ongoing costs for emptying it. Clerk to investigate actual amounts and report back to PC. Another suggestion put forward was to put it towards buying a scaffold tower for the Village Hall / Parish that would allow easier reach to high-up areas for painting etc. (The tower suggested would be 3-4 metres high and the approximate cost £600). The idea would be to lend (not hire) it out to villagers. Clerk to look at insurance implications and to confirm exactly who would own it – Village Hall or Parish Council. No decision was made on either suggestion and Councillors were encouraged to think about something that would be beneficial to the Community and Parish. Clerk to follow-up.

8.11 Donations List – Clerk asked Councillors if they had any preferences for which charities / bodies to make donations to. Councillors responded that it was done on an adhoc basis as and when requests for donations came through and decisions made as the PC felt appropriate. Clerk informed PC that the charity EACH (East Anglia Childrens Hospice) had sent a request. Councillors agreed to donate £75. Clerk to draw up cheque. It was also pointed out that the donation for the grass cutting at the Churches in Beighton and Moulton had previously been agreed to increase by £10 p.a. On discussion, it was decided to review the actual amount donated to the churches each year at the point at which the cheques would be drawn up. Clerk to note this for future reference.

**9. Items for Next Agenda:**

- CIL Money – Councillors to think about areas of spend for remaining CIL money (£1,197.08 to be spent by 2023 – includes the £195 mentioned in 8.10 above)

With no more business to discuss, the meeting was closed at 8.10 pm

**NEXT MEETING:** Tuesday 14<sup>th</sup> July 2020, 7.30 pm. (This has yet to be confirmed)

Signed:

..... J. Wright (Chairman) Date: .....