

NORDELPH PARISH COUNCIL

Draft Minutes of a *virtual* meeting of Nordelph Parish Council, Wednesday 16th December 2020 via Zoom at 6.30pm

Committee Members: Councillor Gott, Councillor Balls, Councillor Dawson, Councillor Lansdell-Hill, Councillor Gray, Councillor S Waters, Councillor C Waters, Councillor Russell-Smith

Those Attending: Councillor S Waters, Councillor C Waters, Councillor Gott, Councillor Gray, Councillor Dawson, Borough Councillor Spikings, Borough Councillor Rose and County Councillor Humphrey

Public: 0

Apologies: Councillor Balls, Councillor Russell-Smith

MINUTES

1. Welcome

The Chairman welcomed everyone to the meeting.

2. Apologies

Apologies were given as listed above and approved.

3. Declarations of Pecuniary Interests & requests for dispensations

No declarations of pecuniary interests were given for any item on the agenda and no dispensations were required.

4 Public Forum

There was no need to suspend the meeting to hold a Public Forum¹.

6. To approve the minutes from the last meeting

It was resolved to accept the Minutes of the last meeting (2nd November 2020) as a true record. These will be signed at a later stage.

7. Matters arising from the Minutes of the last meeting

It was noted that the minor repairs required to the door of the telephone kiosk along the High Street will be carried out early in the New Year.

8. Finance

a) It was resolved to approve the outstanding payments since last meeting as listed below. Councillor Gray and Councillor Dawson to authorize on the Unity Trust Bank website after the meeting.

Nordelph Parish Council					
Payments for authorisation since the last meeting					
Payee	Net	VAT	TOTAL	CHQ NO.	SUPPLIER/SERVICE
Kate Bennett	253.76	0.00	253.76	dd	Monthly salary
sse	10.02	0.49	10.51	dd	Energy charges for October 2020
sse	9.72	0.47	10.19	dd	Energy charges for November 2020
British Telecom	52.99	10.59	63.58	dd	Broadband and phone services for November 2020
Eastern Frames	175.00	0.00	175.00	EP	Deposit for replacement window at village hall (already paid)
Kate Bennett, expenses	£41.45	£0.15	£41.60	EP	Mobile, mileage, internet, postage, photocopying, stationery etc.
Emneth Parish Council	£30.00	£0.00	£30.00	EP	50% share of garden allotment training with NALC (2 sessions)
Emneth Design	£30.00	£0.00	£30.00	EP	Website update service charges
Holly Landscapes	£1,926.61	£385.32	£2,311.93	EP	Annual churchyard maintenance fee plus spraying to the VH car park
	£2,529.55	£397.02	£2,926.57		

b) There has been £0.00 income since last meeting.

c) The tax base figure for 2021/22 was noted at 139.7 and the Council Tax Support Grant from the Borough Council of King's Lynn and West Norfolk at £70.00.

d) 2021/22 Budget figures had been prepared by the Clerk and were considered and approved. A discussion ensued regarding the ongoing increase in costs for services for the parish and whether an increase in the precept from £6,500.00 per annum to £7,500.00 would be prudent; this increase in precept would equate to an average Band D council tax charge increase of 72p per month next financial year. It was resolved to increase the precept for 2021/22 to £7500.00 to cover the cost of grass cutting in the cemetery/churchyard, tree maintenance in the parish, village hall repairs, street lighting in the parish, dog waste bin emptying, highways costs², street furniture³ etc.

¹ The Public Forum is fifteen minutes only.

² Speed Awareness Message sign

³ Picnic Bench at the Staithe, telephone kiosk at High Street, maintenance of war memorial

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It was resolved to recharge the annual proportion of the parish council insurance relating to cover for the Village Hall back to the Village Hall Committee; Clerk to raise an invoice. This should also include charges from British Telecom for the phone line and broadband at the village hall; Clerk to diarise for discussion at the next meeting.

It was noted that if the parish council continues to pay for the insurance for the Village Hall this would need to come from the parish council's reserves as there is no room within the annual budget to continue to pay for this. It is now clear following receipt of a copy of the *trust deed* between the Parish Council and the Village Hall Committee dated 1992 that the Village Hall Committee is responsible for all costs relating to the village hall and that whilst the parish council would always look to try to support the Committee it could no longer be a strategy to keep paying for things when the parish council has received no detailed financial information for at least the last six years from the Village Hall Committee; it is stipulated in the *trust deed* that this information must be provided on an annual basis to the parish council.

Councillor Gott expressed her concerns about the lack of information provided from the Chairman of the Village Hall Committee despite countless offers of help from the parish council. It was resolved to request an Extraordinary Meeting of the Village Hall Committee as this situation could no longer be allowed to continue. Councillor Gott will suggest at the Village Hall Meeting that the current Chairman stand down to let the Village Hall Committee elect a new Chair.

Coming out of the current coronavirus pandemic, a clear path of actions will be required from the Village Hall Committee to ensure their financial position is always transparent and clear and working efficiently. Councillor Gott was highly concerned that all financial information relating to the village hall finances had not yet been passed to the incoming Treasurer voted in at their Annual General Meeting on 12th August 2020 and that new signatories had not yet been amended either.

9. Village Hall matters

- a) Community Garden; it was noted that 1,000+ bulbs have now been planted. The garden is roughly one third complete; awaiting a builder to provide further help. On-going.
- b) It was noted that an up to date Income and Expenditure report and current balance sheet from the Village Hall Committee is still outstanding. Members resolved to request that the Village Hall Committee convene an Emergency Extraordinary Meeting via Zoom one evening next week before Christmas to a) officially document the relationship between the Village Hall Committee and the Parish Council⁴, b) confirm the designated roles on the Village Hall Committee namely the Treasurer and c) to provide updated audited account information to enable the new Treasurer to take over swiftly. Clerk to action.
- c) It was noted that a deposit of £175.00 has been paid to Eastern Frames in part payment for the replacement window to the front of the village hall; due to be fitted early January.
- d) Quotes⁵ for carrying out the damp work to the village hall to be discussed at the next meeting.
- e) It was resolved to instruct *South Lincs Consulting* to carry out a structural survey of the village hall⁶ as the void beneath the corner at the rear of the village hall is cause for concern.

10. To discuss Cemetery issues

It was resolved to instruct *Doctor Tree*⁷ to carry out a tree survey at the cemetery.

11. Planning; no report.

12. To discuss Norfolk County Council issues

- County Councillor Humphrey reported that he had been in touch with David Mills to try and progress the costings for the installation of a bridge or culvert at the Bedford Bank to complete footpath 7. Any

⁴ The Parish Council are Custodian Trustees to the Village Hall

⁵ Councillor Russell-Smith

⁶ £470.00 + VAT

⁷ £450.00 + VAT

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culvert/bridge would have to be installed on the *official path* at an approximate cost of £3,000.00 (the path needs redirecting to its correct route). The footpath currently meanders across two fields which follows a drove and field boundary from the 1950's but these have since changed and the footpath needs to be rerouted along the correct path before Norfolk County Council can legally protect or maintain it. Any culvert/bridge would need to be placed at the legal alignment. In order to progress this, a meeting between David Mills⁸, the parish council and the land owners needs to be organised but the current pandemic has held this up with some parties shielding/isolating from the virus. On-going.

- County Councillor Humphrey agreed to chase up costings for the removing or up-righting or up-righting and repairing of the railings within the conservation area along the riverbank.
- It was noted that a complaint had been received from a local taxi driver regarding the correct settings on the SAM2 camera along Silt Road; this is being investigated.
- Following a complaint from a member of the public, Norfolk County Council has written to the owner of the hedge on the corner along the A1122 when entering the village from Wisbech which is causing a safety hazard to road users.

13. To receive a report from the Borough Council

- Vulnerable people within the Borough as a result of the current coronavirus pandemic are invited to dial in to 01553 616 200 for help and support during these difficult times.
- Meetings continue virtually via Zoom.
- Regular updates on the coronavirus pandemic are circulated as they become available.
- Vaccines for West Norfolk residents are coming soon.

14. To receive a report from County Council;

- The budget consultation is now over and will be finalised in February.
- Regular updates on the coronavirus pandemic are circulated as they become available.

15. Agenda items for the next meeting

- To receive a copy of the Village Hall's end of year accounts
- To discuss finding a contractor to carry out the findings of the damp report for the village hall
- To further discuss the *removing or up-righting or up-righting and repairing* of the railings along the riverbank
- Footpath 7, Birchfield Road (bridge over to the Bedford Bank)
- To note progress with the tree survey for the cemetery
- To note any progress with the provision of a new picnic bench for the Staithe and repairs to the front door of the telephone kiosk along the High Street
- To provide a report on any progress made with the provision of some garden allotments for the parish
- To note any progress with the provision of some play equipment for the village
- To resolve to recharge British Telecom fees for phone line and internet back to the Village Hall Committee
- New Agenda Item – Village Matters
- Painting of village hall; £1570.00 + VAT
- Fencer to be contracted to repair fence at the playing field and behind the village hall

There being no further business, the meeting closed at 8.30pm.

The next meeting will be on Monday 1st February 2021 via Zoom at 6.30pm.

⁸ Public Rights of Way Norfolk County Council

NORDELPH PARISH COUNCIL

Signed..... Date

DRAFT