

# NORDELPH PARISH COUNCIL

**Draft Minutes of a virtual meeting of Nordelph Parish Council, Wednesday 3<sup>rd</sup> June 2020 via Zoom at 6.30pm**

**Committee Members:** Councillor Gott, Councillor Stannard, Councillor Balls, Councillor Dawson, Councillor Lansdell-Hill, Councillor Gray, Councillor S Waters, Councillor C Waters

**Those Attending:** Councillor Gott, Councillor Dawson, Councillor Lansdell-Hill, Councillor Gray, Borough Councillor Spikings, Borough Councillor Rose

**Public:** 0

**Apologies:** Councillor Balls, Councillor S Waters, Councillor C Waters, Councillor Stannard, County Councillor Humphrey

## 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 made 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 Forum<sup>1</sup>.

### 5. To confirm & sign the minutes from the last meeting

It was resolved to accept and sign the Minutes of the last meeting (2<sup>nd</sup> March 2020) as a true record.

### 6. Matters arising from the Minutes of the last meeting

There were no matters arising from these Minutes.

### 7. End of Year Accounts

a) It was resolved to declare the parish council as *exempt* from the requirement for a *limited assurance review* as annual income and expenditure is less than £25,000.00.

b) It was noted that the annual internal audit was carried out on 18<sup>th</sup> May 2020.

c) It was resolved with all in favour to approve *Section 1 of the Annual Governance and Accountability Return*.

d) It was resolved with all in favour to approve *Section 2 of the Annual Governance and Accountability Return* detailing the end of year figures as prepared by the Clerk.

### 8. Finance

a) It was resolved to approve the outstanding payments since last meeting.

Nordelph Parish Council						
Payments for authorisation since last meeting						
Payee	Net	VAT	TOTAL	CHQ NO.	SUPPLIER/SERVICE	
HMRC	55.60	0.00	55.60	100674	PAYE for April (already paid)	
Clerk's expenses	36.82	1.30	38.12	100675	Mobile, broadband, mileage, postage, stationery etc.	
Emneth Design	150.00	0.00	150.00	100676	Website update service to include 5 hours of updating the website to comply with latest legislation	
Came and Company	1,653.53	0.00	1,653.53	100677	Annual parish council insurance renewal premium	
Emma Bateman	55.00	0.00	55.00	100678	Annual internal audit review fee	
HMRC	48.00	0.00	48.00	100679	PAYE for May	
British Telecom	105.96	21.20	127.16	dd	Phone and internet services for April and May 2020	
sse	9.87	0.48	10.35	dd	Energy for footway lighting April 2020	
Clerk Salary for May	239.36	0.00	239.36	dd	Monthly salary	
	<b>2,354.14</b>	<b>22.98</b>	<b>2,127.41</b>			

b) It was noted that the annual VAT return had been completed and the refund of £614.58 received into the parish council's bank account from HM Revenue and Customs.

### 9. Village Hall matters

It was resolved with all in favour to accept a quote of £1420.00 for the painting of the outside of the back of the village hall. Clerk to action.

### 10. Planning

• **Planning application 20/00266/F**, construction of a log cabin at Ophelia, Outwell Road, Nordelph; approved by the parish council.

• **Planning application 20/00114/F**, retention of one storage container for agricultural use at Chapelfield, Silt Road, Nordelph. Approved by the parish council and the Borough Council.

<sup>1</sup> The Public Forum is fifteen minutes only.

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**11. To receive a report from the Borough Council**

It was reported that £1.5m of grant money is still available to businesses that have been affected by Covid-19. Please follow this link for further information;

[https://www.west-norfolk.gov.uk/info/20148/business\\_rates\\_and\\_bid/819/business\\_help\\_due\\_to\\_coronavirus\\_covid-19](https://www.west-norfolk.gov.uk/info/20148/business_rates_and_bid/819/business_help_due_to_coronavirus_covid-19)

**12. To receive a report from County Council; no report.**

**13. Agenda items for the next meeting**

- To consider the village hall's current financial accounts (Councillor S Waters)
- Footpath 7, Birchfield Road (bridge over to the Bedford Bank); to arrange a site visit when the current pandemic permits to do so
- To review the council's *operational risk assessment*
- To consider a review for the Clerk

There being no further business, the meeting closed at 6.50pm.

The next meeting will be on Monday 3<sup>rd</sup> August 2020 via Zoom at 6.30pm.  
Any members of the public wishing to attend can contact the Clerk for the details.

Signed..... Date .....