

NORDELPH PARISH COUNCIL

Draft Minutes of a virtual meeting of Nordelph Parish Council, Monday 2nd November 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 Dawson, Councillor Russell-Smith, Councillor Lansdell-Hill, Borough Councillor Spikings, Borough Councillor Rose and County Councillor Humphrey

Public: 0

Apologies: Councillor Balls, Councillor Gott, Councillor Gray

MINUTES

1. Welcome

- Councillor Dawson was Chairman in Councillor Gott's absence and welcomed everyone to the meeting.
- It was resolved to appoint Councillor Cate Waters as Vice Chair for 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. To formally co-opt Bryony Russell-Smith onto the parish council

Councillor Bryony Russell-Smith was formally welcomed onto the parish council. She agreed to send her *Declaration of Acceptance of Office Form* and *Register of Pecuniary Interests* in the post to the Clerk.

5. 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 (16th September 2020) as a true record. These will be signed at a later stage.

7. Matters arising from the Minutes of the last meeting

There were no matters arising from these Minutes.

8. Finance

- 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
British Telecom	52.99	10.59	63.58	dd	October phone line and broadband
British Telecom	52.99	10.59	63.58	dd	September phone line and broadband
sse	9.87	0.48	10.35	dd	September energy charges
Kate Bennett - expenses	88.82	0.00	88.82	EP	Mileage, phone, postage, stationery, broadband etc.
Magpas	25.00	0.00	25.00	EP	Donation
Emneth Parish Council	82.90	0.00	82.90	EP	50% share of training for Clerk - Budget, Internal Audit & Cemeteries
	566.33	21.66	587.99		

- There has been £0.00 income since last meeting.

- 2021/22 Budget figures had been prepared by the Clerk and were considered. A discussion ensued regarding the ongoing increase in costs for services for the parish and salaries etc. 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 increasing by £6.91 per year (this is based on Nordelph's tax base last year at 144.7²). The annual parish council insurance for the village hall and other assets in the village along with the public liability and employer liability etc. is an annual cost of £1654.00 alone; this is over 25% of the annual precept and the Clerk's salary 47% of the annual precept.

Councillors agreed to make a resolution regarding the precept at the December meeting.

9. Village Hall matters

- Community Garden

- It was reported that some fencing is being erected from charitable donations.

¹ The Public Forum is fifteen minutes only.

² New tax base figures for 2021/22 will be available from the Borough Council in December 2020.

NORDELPH PARISH COUNCIL

- It was noted that the disabled access *cannot* be fitted to the right hand side of the garden as discussed at the last meeting; it needs to be on the left hand side. On-going.
 - The Village Hall Committee must keep the parish council updated with their progress and plans for the area.
- 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. In light of the increase in expenditure required on the Village Hall next year Borough Councillor Spikings and Councillor Russell-Smith agreed to pay a visit to the Village Hall Chairman to request these.
- c) The provision of some play equipment on parish council land behind the village hall has been requested by several residents over the years. It was resolved for Councillor Russell-Smith and Councillor Lansdell-Hill to take the lead on this and make some preliminary investigations; on going.
- d) It was resolved to approve expenditure of £350.00 + VAT to Eastern Frames for a replacement uPVC window at the front of the village hall. Clerk to action.
- e) The exterior of the back section of the village hall will be repainted white hopefully before Christmas.³ The parish council is waiting for the chosen contractor to become available.
- f) The Village Hall Committee to be asked to arrange for all the windows to be cleaned at the village hall.

10. To discuss Cemetery issues

It was noted that the Clerk has tried to obtain two further quotes for a survey at the cemetery but nothing has been forthcoming to date. It should be noted that the Council's Financial Regulations state that the Responsible Finance Officer will *endeavour* to obtain three quotes for works over £500.00 as this is not always possible if contractors don't respond to an enquiry or sometimes revoke a quote.

11. Planning; no report.

12. To discuss Norfolk County Council issues

- County Councillor Humphrey agreed to try and progress the costings for the installation of a bridge or culvert at the Bedford Bank to complete footpath 7 through the 2021/22 Parish Partnership Scheme⁴ when the project would be 50% funded by Norfolk County Council and 50% by the Parish; on going.
- Following a complaint from a member of the public the Clerk will report a hedge on the corner along the A1122 when entering the village from Wisbech 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.

14. To receive a report from County Council;

- The County Council is helping with the *national track and trace* service for the coronavirus pandemic.
- The County is heavily involved with Public Health and the current breakout of coronavirus at Cranswick Foods based at Watton with 140 employees testing positive.
- The budget is currently out for consultation.

15. To consider the parish council's operational risk assessment

A thorough review has taken place of all the parish council's assets. The only assets needing attention are the replacement of the picnic bench at the Staithe and minor maintenance works to the front door of the telephone kiosk at High Street. Clerk to action.

16. Agenda items for the next meeting

- To consider the village hall's current financial accounts
- To discuss finding a contractor to carry out the findings of the damp report for the village hall and to discuss any quotes received for a structural survey of the village hall
- To re-institute investigations into the *removing or up-righting or up-righting and repairing* of the railings along the riverbank

³ £1570.00 + VAT

⁴ Bids need to be submitted by 4th December 2020

NORDELPH PARISH COUNCIL

- Footpath 7, Birchfield Road (bridge over to the Bedford Bank); to submit a bid to the Norfolk County Council 2021/22 Parish Partnership Scheme
- To consider the budget figures for 2021/22 and resolve to set a precept for 2021/22
- To resolve to appoint a contractor to carry out a tree survey at 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

There being no further business, the meeting closed at 7.20pm.

The next meeting will be on Wednesday 16th December 2020 via Zoom at 6.30pm.

Signed..... Date