

FRAMINGHAM EARL VIRTUAL ANNUAL PARISH COUNCIL MEETING

Minutes of the Virtual Annual Parish Council meeting held on
Tuesday 19th May 2020 at 7.30pm

Present:

Cllr Paul Venn – presiding (PV), Cllr Louise Bishop (LB), Cllr Libby Cook (LC), Cllr David Crawford (DC), Cllr Dave Todd (DT), Cllr Jane Walker (JW), Cllr David Wines (DW), County Cllr Vic Thomson (VT), District Cllr Trevor Spruce (TS), District Cllr John Overton (JO) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Sandra Cornell – Tree Warden (SC) and Lynn Thomas – Tree Warden (LT).

Members of the Public:

None.

2020/001 To nominate and elect the Chairman of the Parish Council

Cllr Venn was proposed for the position of Chairman by Cllr Walker, and this was seconded by Cllr Wines. All other Councillors supported the proposal. Cllr Venn accepted position of Chairman on provision it would be reviewed in 6 months' time. Declaration of Acceptance of Office completed, to be returned to Parish Clerk – **PV**.

2020/002 To nominate and elect the Vice-Chairman of the Parish Council

Cllr Todd was proposed for the position of Vice-Chairman by Cllr Bishop, and this was seconded by Cllr Walker. All of the other Councillors supported the proposal. Cllr Todd accepted position of Vice-Chairman on provision it would be reviewed in 6 months' time

2020/003 To record attendance and apologies for absence

Apologies received from Tree Wardens, Sandra Cornell and Lynn Thomas.

2020/004 To approve a time limit for the meeting

All agreed to aim for time limit of 60 minutes.

2020/005 To receive declarations of interest

None.

2020/006 To agree minutes of meeting held 3rd March 2020

The minutes of the meeting held 3rd March 2020 were unanimously approved as correct, with no factual inaccuracies. Minutes to be signed by Chairman at the next available meeting of the Parish Council (PC) in person.

2020/007 Matters arising from the minutes of the meeting held 24th February 2020

Parking problems at One Stop Shop/Post Office and surrounding area

All agreed in light of Covid-19 situation item to be deferred until social distancing measures are no longer in place.

2020/008 Adjournment for public participation

None.

2020/009 County/District Council report(s)

County Cllr Thomson provided brief report to meeting, key points summarised below;

- Busy year with 2 x elections, local and national
- Pandemic has affected everyone
- Boundary Commission review postponed till 2025
- Interested in business and effect of Covid-19, survey
- Some recycling centres have re-opened, this does not include Bergh Apton
- Highways undertaken works to roads, potholes and resurfacing. The resurfacing work outside Framingham High School still scheduled, however may not take place
- Young carers campaign launched 18/05/20 “Heroes at Home”
- Lots of new legislation, Covid-19

District Cllr Spruce advised of postcard that has been delivered to Poringland residents, detailing sources of help and advised that grant can be secured to cover costs and distribution. If of interest Poringland Parish Clerk would be able to provide further details.

District Cllr Overton provided brief report to meeting, key points summarised below;

- Exceptionally busy period at South Norfolk Council (SNC)
- Senior staff from leisure centres have been deployed to other areas
- Provided £33 million to support local businesses, grants mostly of £10,000 issued
- Community Hubs taking average 500 calls per day
- Helped people who are struggling financially
- Business rate holidays
- Identified all vulnerable people in SNC through lists provided by doctors surgeries and NHS
- Gladmans development was rejected, however they may appeal
- Development of 14 flats on corner near Budgens was refused.

2020/010 Councillor vacancy

Cllr Walker proposed co-option of Libby Cook onto PC, seconded Cllr Venn, unanimously agreed. Declaration of Acceptance of Office completed by Cllr Cook and to be submitted to Parish Clerk – **LC**.

2020/011 Representatives and responsibilities

Chair advised meeting that Sandra Cornell and Lynn Thomas had kindly agreed to remain in position as Tree Wardens. Cllr Crawford agreed to remain in position as Footpath Warden.

2020/012 Finance matters

Finance and admin report

Finance and admin report with financial summaries unanimously approved.

Financial statement as at 31st March 2020

Noted and agreed.

Annual Internal Audit Report

Annual Governance and Accountability Return (AGAR), Annual Internal Audit Report 2019/20 received and noted. Parish Clerk proposed engagement of A.Barnes services for internal audit financial year ending 31st March 2021, unanimously agreed.

AGAR – Section 1 Annual Governance Statement 2019/20

Statement approved and signed by Chairman and Parish Clerk.

AGAR – Section 2 – Accounting Statements 2019/20

Statements approved and signed by Chairman.

Certificate of Exemption – AGAR 2019/20 Part 2

Approved and signed by Parish Clerk and Chairman.

Expenditure previously approved, as per Finance and admin report to be noted

Following items of expenditure as previously approved, formally noted;

- Internal auditor @ £66
- S.W.Contractors (repairs to fence) @ £320 + vat
- Parish Clerk pay and expenses, April, including additional hours @ £447.30
- NPTS, subscription @ £94.31
- Cllr Todd reimbursement, Land Registry title documents @ £12
- Parish Clerk training @ £6

Insurance renewal

Parish Clerk referred to Finance and Admin report and internal auditor's recommendation to increase personal accident weekly amount. Cllr Todd proposed insurance renewal with Zurich based on personal accident cover @ £300 per week and 3 year LTA (Long Term Agreement) @ £320.59, unanimously agreed. Parish Clerk to notify insurance provider accordingly – YW.

Parish Clerk, proposed discretionary spending limit

Cllr Todd proposed discretionary spending limit for Parish Clerk of £30, seconded Cllr Walker, unanimously agreed. Unanimously agreed for Parish Clerk to update wording of Standing Orders and Financial Regulations as proposed in Finance and Admin Report – YW.

2020/013 Decisions to be formally noted

Following decisions as previously approved, formally noted;

- Parish Clerk pay for additional 14.5 hours (period March/April) @ £198.36
- Approval of website accessibility statement
- Parish Clerk subsistence allowance, for year 2020/21, unless otherwise notified will be reduced from £13.50 per month to £6.50 per month
- Scheme of Delegation, approved and adopted
- Updated Standing Orders, to include additions/amendments re virtual meetings, as previously circulated 27/04/20
- Repairs to fence (car park opposite Methodist Church) @ £320 + vat. All agreed for gap to be left at present moment in time and to review at a later date if required
- Parish Clerk NPTS word training @ £6 per PC
- Agreed to co-opt Lizzy Cooke onto PC at May meeting

2020/014 Governance

Updated temporary replacement to existing Standing Orders (virtual meetings)

As previously unanimously agreed, minute reference 2020/013, noted.

Update to Standing Orders and Financial Regulations, Parish Clerk discretionary spending amount

As per minute reference 2020/012, noted.

Amendment to Financial Regulations, authority to spend

Parish Clerk referred to Finance and Admin report, unanimously agreed to increase section 4, authority to spend, of the Financial Regulations to £500, to reflect the amount stated in the Standing Orders – YW.

2020/015 Planning

Applications received to date

None

Decision notices received to date

2020/0603, 27 Bligh Close, porch extension – Approval with Conditions

2020/0598, 24 Long Road, pitched roof single storey rear extension and storm porch to front – Approval with Conditions.

2020/016 Environmental matters

Tree Warden update

Chair referred to previously circulated emails with regards to the black walnut tree, Pigot Lane. Chair advised tree now has growth at the end of most branches. District Cllr Spruce suggested leaving tree for time being and possibly in winter months could look into removal of any dead wood.

Footpath Warden report

Cllr Crawford advised of a number of defective signage, however in light of current Covid-19 situation no further action to be taken at present moment and any required action to be deferred to an appropriate time – DW.

The Dell, ownership, tree surveys update

Chair advised that he and Cllr Todd had investigated ownership of land. There are two areas of unregistered land, first from the path as you enter Long Road, going along the railing section at higher level, and following to the dog bin at Pigot Lane, with the exception of a 2m strip around the outside and the second area the car park opposite the Methodist church. Believe that both areas of unregistered land may be Parish Council land. All agreed PC to continue acting on basis that these 2 areas are parish land, but not to register ownership with HM Land Registry. All agreed for a tree survey to be undertaken on these 2 areas of land in autumn months, to be deferred to later meeting – YW. All agreed for Parish Clerk to contact Tree Wardens confirming that regular checks of these areas of land are undertaken and request that these checks are formally recorded to include date and any relevant findings. In addition request that on next check that Tree Wardens identify anything other than trees that they perceive might cause a problem – YW/LT/SC.

2020/017 Parking, One Stop Shop, Post Office and surrounding area

As per minute reference 2020/007.

2020/018 Allotments

Parish Clerk referred to Finance and Admin Report. Advert placed in 5+ in February. To date only 4 expressions of interest received. Unanimously agreed due to low expression of interest, no suitable land immediately available and level of costs no further action to be taken on this matter at present time. Parish Clerk to notify interested parties accordingly – YW.

2020/019 Operation London Bridge

All agreed in principle, subject to St. Andrews Church approval for loose pages to be located in church over 2 day period with Councillor rota in place if required. Parish Clerk to contact Church to request their approval in principle – YW.

2020/020 Correspondence and consultations

Village Fete 2020

Parish Clerk advised due to Covid-19 fete had been cancelled.

Parishioner request, dog bin (Walnut Tree Drive)

All agreed item in light of current Covid-19 situation no further action to be taken at present moment and any required action to be deferred to an appropriate time when PC can look at feasibility of additional bin and sites. Issue raised of dog excrement being placed in standard bin. Parish Clerk asked District Cllr Overton if South Norfolk Council (SNC) could provide any stickers that clearly state type of waste to be placed in bin, not dog excrement, District Cllr Overton to investigate and report back – JO.

Norfolk County Council (NCC), voluntary support email

All agreed no voluntary meal preparation for vulnerable people being operated at present within parish.

NCC, Loddon Circular cycle route comments

Unanimously agreed in favour of proposal with comment “where possible for signage to be combined with other existing signage”, Parish Clerk to respond accordingly – YW.

Marie Curie donation request

All agreed not in a position to donate at present moment in time and when considering donations PC’s focus would be local charities.

2020/021 Date of next virtual Parish Council meeting

All agreed to meeting date as previously agreed of 7th July 2020 at 7.30pm.

2020/022 Chairman’s urgent business

Cllr Cook thanked Cllr Todd for his support and guidance with regards to virtual meetings.

Meeting closed 8.40pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 19/05/20.