

Claxton Parish Council

Minutes of Parish Council Meeting held on Wednesday 18 March 2020 in Claxton Village Hall at 7.30pm

Parish Councillors (4) present:

Councillors Pat Clare (Chair), Jason Cantrill, Mike Balmer, Sarah Kennedy

District Councillor: 0

County Councillor: 0

Also in attendance: Carla Petersen (Clerk)

Members of the public: 2

20.35	<p>To receive and approve apologies for absence</p> <p>Apologies received from Councillor David Hamblin due to following Government coronavirus guidance and avoiding meetings, County Councillor Barry Stone due to holiday and District Councillor due to holiday.</p>
20.36	<p>To receive any declarations of interest from Members & consider requests for dispensation.</p> <p>None were received.</p>
20.37	<p>To approve minutes of Parish Council meeting held on 15 January 2020</p> <p>Minutes were approved and signed.</p>
20.38	<p>Adjournment for Public Participation (15 Minutes allowed for)</p> <p>Members of the public reported on the following: -</p> <p>A parishioner reported about the oak tree on the land at the Village Hall. There are two branches, which are approximately 15 - 20 ft long, which are overhanging a neighbouring property. It was confirmed that the Parish Council are responsible for the land, will obtain quotes and make the oak tree safe.</p> <p>Revd Canon Nicholas J.H. Garrard introduced himself as the new rector. He had accepted the invitation to attend the meeting to see how the community was responding to coronavirus. The Parish Church would like to offer their support with ingredients of hope, kindness, prayer and service. Further details and the support available are on the parish website.</p> <p>Left at 8.05 pm.</p>
20.39	<p>Reports from:</p> <ul style="list-style-type: none"> • Parish Clerk – Submitted to SNC the completed Precept form, uploaded the approved budget figures for 2020/2021 onto the website, contacted Highways regarding existing and new issues, applied for VE Day funding grant, Langley with Hardley SAM2 volunteers have attended SAM2 training, updated asset register, researched potential outdoor play equipment suppliers, last week attended GDPR training arranged by another parish, will prepare Data Protection policies for consideration at the next meeting, agreed a date for dropping off the accounts to the Internal Auditor. <p>Clerk tabled a list of correspondence which had been emailed or circulated to Councillors or received prior to the meeting. Items included:</p> <ul style="list-style-type: none"> • Norfolk ALC Newsletters for Jan – Feb • Community Action Norfolk’s newsletters • Clerk & Councils Direct March 2020 <ul style="list-style-type: none"> • County Cllr Barry Stone – Not available • District Cllr Vic Thomson – Reports are available on the parish website.
20.40	<p>To receive an update on Local Council Awards Scheme.</p> <p>Chair confirmed that the Parish Council had been successful at achieving Local Council Awards Scheme Foundation level. A certificate will follow in due course.</p>
20.41	<p>To consider and adopt Draft Financial Regulations dated March 2020.</p> <p>Resolved to adopt the Draft Financial Regulations dated March 2020.</p>
20.42	<p>To confirm and agree the Internal Control Review carried out by Cllr Balmer in accordance</p>

	<p>with the Internal Control Policy.</p> <p>Cllr Balmer confirmed carrying out the Internal Control check on 10 March 2020. The checks had been randomised. The Internal Control Checklist was completed and signed.</p>
20.43	<p>To consider and agree Asset Register dated 9 March 2020.</p> <p>Resolved to agree the revised and updated Asset Register dated 9 March 2020.</p>
20.44	<p>To consider a donation to St Andrew's Church. Agree on a course of action.</p> <p>A request had been received for a grant towards maintaining the fabric of the Church and its environs. There was already £300 in the budget for this purpose and the request was approved. s137 grant.</p>
20.45	<p>To receive an update on the speaker at the Annual Parish meeting on 13 May 2020.</p> <p>Due to coronavirus it was agreed that the Annual Parish meeting should be cancelled.</p>
20.46	<p>To discuss VE Day 75th Anniversary celebrations on 8 May 2020. Agree on a course of action.</p> <p>Claxton PC had been successful at applying for £200 grant funding from South Norfolk Council for VE Day celebrations. Due to coronavirus it was agreed to post-pone the celebrations until November 2020. If an alternative event is not held the funding must be returned to SNC.</p>
20.47	<p>To receive an update on Claxton Corner. Agree on a course of action.</p> <p>Gary Overland and Peter Thompson had visited Claxton Corner a few days earlier to discuss visibility. Unfortunately Highways are unable to provide financial assistance towards removing trees and hedges. The PC discussed this matter and agreed that a line should not have been painted down the middle of the road as it implies that it is wide enough for 2 vehicles to pass. Clerk to contact Highways and advise that the PC do not want a line painted in the road as it causes greater problems. Whilst visiting Gary and Peter noticed 2 blocked gullies and a blocked offset, as well as fairly extensive surface damage likely caused at least in part by standing water there. The drainage issues will firstly be addressed and the surface dressing at a later date but this is resource dependent.</p>
20.48	<p>To receive an update on speeding Langley School traffic. Agree upon a course of action.</p> <p>Recent SAM2 data has been uploaded to the parish website. Due to coronavirus Langley School is now closed. Cllr Cantrill offered to email Langley School about the ongoing speeding Langley School traffic however due to the school being closed there may be a delay in a reply.</p>
20.49	<p>To consider appointing a Play Area Working Party. Agree on a course of action.</p> <p>Due to coronavirus it was agreed to post-pone appointment of a Play Area Working Party.</p>
20.50	<p>To consider the Draft Claxton Village Welcome Pack. Agree on a course of action.</p> <p>Cllr Balmer had prepared a Draft Village Welcome Pack and will continue to finalise the document.</p>
20.51	<p>To consider the Coronavirus Briefing for Parish Councils. Agree on a course of action.</p> <p>The Coronavirus Briefing was considered. Clerk had sourced on the NCC website postcards that could be delivered to households for those requiring help with shopping, collecting medications or for someone to talk to. It was agreed that the postcards would be delivered to selected households thought to be vulnerable in Claxton. A request for volunteers who would be prepared to help would be placed on the parish website. The parish website will be continually updated with the latest coronavirus information.</p>
20.52	<p>To consider Clerk attendance at networking session in Swainsthorpe on 27 March 2020. Agree on a course of action.</p> <p>Due to coronavirus the networking session has been cancelled.</p>
20.53	<p>To consider Community First Responder Funding Appeal. Agree on a course of action.</p> <p>A funding appeal had been received from Mr Graham Cowell who is a Community First Responder. Since receiving the funding request, he no longer shares the kit with the other Community First Responder. The PC confirmed that if the situation changed, they would still be supportive and be prepared to meet their share if a second Community First Responder came along.</p>
20.54	<p>To receive an update on the Litter Pick held on 17 March 2020.</p> <p>On 17 March 2020 a team of litter pickers spent a couple of hours picking up litter. A total of 11.5lbs was collected. Thanks were given to those who had given up their time to take part. The parish council will receive £20 from South Norfolk Council for this litter pick. Clerk to action.</p>
20.55	<p>Planning:</p>

DATE	SOURCE	APPLICATION NUMBER	LOCATION	PROPOSAL	APPLICATION TYPE	PARISH COUNCIL COMMENTS
APPLICATIONS						
16/03/2020	South Norfolk Council	2020/0392	35 Claxton Corner, Claxton, NR14 7HU	Erection of single storey front and rear extensions	Householder	Support the application
DECISIONS						
NONE						
RESULT						

20.56 Highways:

To receive a report on highways issues outstanding

- Gary Overland is looking into the HGV/Folly Lane issues.
- Drainage clearing around Peascod has been booked.
- Clearing the gully in Folly Lane has been re-booked.
- Kerbstones on the corner of the Warren and Mill Lane have been broken due to traffic having difficulties negotiating the corner. Suggested that the corner be cut to make it easier for vehicles. Clerk to action.
- Roof rack and tyre have been left on the grass verge at The Warren. Clerk to action.

20.57 Finance :

To note the bank balance as at 18 March 2020 - £2757.42

To note receipts – 1) South Norfolk Council – Litter Pick 2019 £20.00
2) South Norfolk Council – VE DAY grant £200.00
3) Norfolk ALC – CiLCA training grant £90.00

To note grants - St Andrew’s Church – Donation £300.00 – s137

To approve payments.

All expenditure approved. BACS payments noted.

Payee	Value	Description
C Petersen	£425.45	Clerk salary Jan 2020 & Feb 2020 & expenses
Claxton and Carleton St Peter Village Hall	£96.00	Hall hire charges 2019-20
Norfolk Association of Local Councils	£50.00	LCAS Foundation Level
St Andrew’s Church	£300.00	Donation – s137
Total	£871.45	

To receive Statement of Accounts for year to date.

Clerk circulated the report prior to the meeting and it was noted.

20.58 To receive updates from individual Council Members (for information only)

None

20.59 To receive any items for inclusion on the next agenda (for information only)

Data Protection Policies

20.60 To resolve to close the meeting to the public.

No members of the public present.

- **Confidential:** Due to Clerk study and work commitments she had been unable to take her holiday allowance. It was agreed in the circumstances that it could be carried over and should be used in the next year.

20.61 To confirm date and time of the next Parish Council Meeting.

Due to the coronavirus outbreak the date of the next meeting could not be confirmed. It was resolved that the Clerk should prepare a Scheme of Delegation which will allow the parish council to carry on its business without a meeting. Clerk will prepare a Scheme of Delegation and circulate to Councillors for their email approval. In the absence of foreseeable meetings payments will be made by BACS. Income and Expenditure figures will be uploaded onto the parish website at the normal meeting date.

The meeting closed at 9.20 pm.