

Claxton Parish Council

Minutes of Annual Parish Council Meeting held on Wednesday 13 May 2020 at 7.30pm virtually via Zoom

Parish Councillors (5) present	Pat Clare, David Hamblin, Jason Cantrill, Sarah Kennedy, Mike Balmer
County Councillor	Barry Stone
District Councillor	Vic Thomson
Also in attendance	Carla Petersen (Clerk)
Members of the public	0

20.62 To elect Chair and sign Declaration of Acceptance of Office

Resolved that Cllr Pat Clare be elected as Chair. Proposed by Cllr Balmer and seconded by Cllr Cantrill. Declaration of Acceptance of Office form signed.

20.63 To elect Vice-Chair and sign Declaration of Acceptance of Office

Resolved that Cllr David Hamblin be elected as Vice-Chair. Proposed by Cllr Balmer and seconded by Cllr Cantrill. Declaration of Acceptance of Office form signed.

20.64 To receive and approve apologies for absence

None.

20.65 To receive any declarations of interest from Members & consider requests for dispensations

None.

20.66 To note insurance cover and agree the payment of the Insurance Premium

Resolved to continue with existing insurance provider and agree the payment of the Insurance Premium.

20.67 To agree banking arrangements for the year and to agree any changes to the nominated signatories

Resolved that no changes to banking arrangements were necessary and to continue with the existing bank signatories.

20.68 To consider the Internal Audit Report prepared by the Internal Auditor. Agree upon any course of action.

The Clerk had circulated, prior to the meeting, the very thorough Internal Audit Report prepared by Catherine Moore. It was noted that the PC met the criteria for ICO exemption. Clerk to forward details to Catherine Moore.

20.69 To note the Annual Internal Audit Report 2019/20

The Annual Internal Audit Report had been circulated to Councillors prior to the meeting. It was noted.

20.70 To consider and approve Section 1 (Annual Governance Statement 2019/20) of the Annual Return

Section 1 of the Annual Return had been circulated to Councillors prior to the meeting. Resolved to sign Section 1. Signed by Chairman and Clerk.

20.71 To consider and approve Section 2 (Accounting Statements 2019/20) of the Annual Return

Section 2 of the Annual Return had been circulated to Councillors prior to the meeting. Resolved to sign Section 2. Signed by Responsible Financial Officer and Chairman.

20.72 To consider and approve Certificate of Exemption (Annual Governance Statement 2019/20)

Resolved Claxton Parish Council was exempt from external audit for the year 2019/20 as its annual turn-over did not exceed £25,000 and Chair authorised to sign. Certificate of Exemption signed by the Responsible Financial Officer and the Chairman. Clerk to email documents to PKF Littlejohn.

20.73 To approve minutes of Parish Council meeting held on 18 March 2020

Amendment agreed at 20.51 “delivered to selected households thought to be vulnerable”. Proposed by Cllr Balmer and seconded by Cllr Hamblin.

20.74 Adjournment for Public Participation (15 minutes allowed for)

None.

20.75 Reports from:

- **Parish Clerk:** Prepared Scheme of Delegation and all councillors confirmed their agreement by email. Completed the end of year accounts and posted them to the Internal Auditor. Contacted Highways regarding existing issues and new issues. Attended a couple of Norfolk Parish Training & Support clerk virtual networking sessions. Emailed to HMRC the VAT reclaim. Finalised the year end payroll and prepared P60 End of Year Certificate. The cheque to St Andrews Church had been made out incorrectly so an alternative payment via BACS was arranged. Set up Zoom for PC meetings and arranged a practice session. Reviewed the Insurance Policy renewal schedule and ensured the policy figures corresponded to the agreed asset register. Attended training on making Word & PDF documents accessible. The clerk tabled a list of correspondence which had been emailed or circulated to Councillors or received prior to the meeting. Items included: Norfolk ALC newsletters March – April, Community Action Norfolk’s newsletters, Clerk & Councils Direct magazine May 2020 and coronavirus updates and information.
- **County Councillor Barry Stone:** Reported on virtual meetings being good, The Boundary Commission have delayed new boundaries until 2025, Highways have been very busy carrying out road repairs, and Parish Partnership bids are now open. Annual Report is available to read on the parish website. Councillors raised concerns about the A146 being closed by Green Lane and Hellington Corner due to a burst water pipe and the diversions not being well marked out. Another concern was mud coming off a farmer’s field onto the road on Folly Lane/Church Lane. Barry offered to contact Gary Overland about these issues.
- **District Councillor Vic Thomson:** Commented on how nice it was to see all of us. His report is available to read on the parish website. Reported that District Councils, volunteers and parishes have been at the heart of the coronavirus situation. The Help Hub is open 7 days a week and their calls are now lessening but the calls are now more complicated. Cllr Balmer reported that the Help Hub had been very useful for a Claxton resident. Leisure staff have been re-deployed to deliver medicines.

20.75 To discuss the coronavirus lockdown. Agree upon a course of action.

Benefits had been seen from the village leaflet drop and new contacts had been made whilst dropping off the leaflets. The traffic reduction through Claxton over the last 7 weeks has been remarkable. The roads are now getting busier going to Norwich. Information has been uploaded onto the parish website detailing virtual means of exercising and it is hoped that this information will spread to those not on the internet. Regular coronavirus updates are placed on the website.

20.77 Planning:

- **To receive new planning applications and make comment**
None.
- **To receive results and updates on outstanding applications**
South Norfolk Council. 2020/0392. 35 Claxton Corner, Claxton, NR14 7HU. Approval with conditions (17/04/20).

20.78 Highways:

- **To receive a report on outstanding highways issues:**

The third drain has now been cleared in Folly lane.

20.79 Finance:

- **To receive the income and expenditure figures as at 15 May 2020** - It was noted.
- **To note the bank balance as at 13 May 2020** - £4636.12
- **To note receipts –**
 - South Norfolk Council. Precept (first half) £2267.72
 - HMRC. VAT reclaim 2019.20 £236.07
- **To note grants** - None
- **To approve payments.**

All expenditure approved. Proposed by Cllr Balmer and seconded by the Chair.

Payee	Value	Description
Norfolk Association of Local Councils	£134.43	Subscription 2021/21 & website hosting 2020/21
Mrs C Moore	£47.05	Internal Audit 2019/20
Zurich Municipal	£171.59	Insurance 01/06/20 – 31/05/21
Loddon Garden & DIY	£425.00	Grass cutting half yearly payment
Claxton Parochial Church	£300.00	Donation (BACS payment to replace cheque made out incorrectly)
Mrs C Petersen	£395.42	Salary & administrative expenses
Total	£1473.49	

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

Cllr Balmer confirmed he would be able to continue relocating the SAM2 in Claxton if Langley with Hardley PC are unable to coordinate a redeployment at the end of May 2020.

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

None.

20.82 To confirm date of the next Parish Council Meeting as Wednesday 8 July 2020 @ 7.30 pm in Claxton Village Hall or via Zoom if social distancing is still recommended.

Confirmed.

The meeting closed at 20.28 pm.