

Claxton Parish Council

Minutes of Parish Council Meeting held on Wednesday 8 July 2020 at 7.30pm virtually via Zoom

Parish Councillors (5) present	Pat Clare, David Hamblin, Jason Cantrill, Sarah Kennedy, Mike Balmer
County Councillor	0
District Councillor	Vic Thomson
Also in attendance	Carla Petersen (Clerk)
Members of the public	1

20.83 To receive and approve apologies for absence

None.

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

None.

20.85 To approve minutes of Annual Parish Council meeting held on 13 May 2020

Minutes were approved.

20.86 Adjournment for Public Participation (15 minutes allowed for)

The parishioner raised concerns about the oak tree at the Village Hall. There are two or three good sized lower branches protruding over into his property. The tree is in need of cutting, the main section of the tree requires thinning out and the top section reduced in height as currently it is interfering with telephone lines. The parishioner left at 19.51. See 20.90 for council decision.

20.87 Reports from:

- **Parish Clerk:** Submitted to PKF Littlejohn the Annual Governance Accountability Return for 2019/20. Uploaded the year end financial documents onto the website. Displayed the Notice of Public Rights. Attended a few virtual clerk networking sessions. Attended website training which covered website accessibility requirements that come into force on 23 September 2020. Held a virtual Zoom meeting with Cllr Balmer to discuss website accessibility. Booked to attend virtual SLCC Annual General Meeting on Wednesday 22 July 2020. Update provided on difficulties with Barclays Bank should any amendments be required to the bank account. 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 May – June, Community Action Norfolk's newsletters and coronavirus updates and information.
- **County Councillor Barry Stone:** Report is available on the parish website.
- **District Councillor Vic Thomson:** Reports and Test and Trace information are available on the parish website and include lists of reliable information sources. Reported that the Help Hub is working well and their calls are lessening however they are taking more calls around depression and financial difficulties. There will be no cuts in services at South Norfolk Council. Working on economic recovery. Hand sanitiser stickers are available. Left at 20.00.

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

The Village Hall will start to hold two events per week as of tomorrow. The first events to restart will be the Games Night and Social Club. It will be their responsibility to ensure that all coronavirus recommendations are met. These events will run for a month after which a review will then be carried out. Subject to these events being successful then others will be reintroduced. A sanitiser station will be available at the Village Hall. Clerk to source hand sanitiser stickers.

20.89 To discuss website accessibility requirements. Agree upon a course of action.

Public Sector Bodies are required to comply with the website accessibility regulations and existing websites must be compliant before 23 September 2020. It is important that everyone can easily access information provided by local councils online, including those with disabilities. Cllr Balmer and the Clerk have been assessing the necessary alterations to make the current website compliant. The website is currently provided through Norfolk ALC. The only template that meets the new regulations is an older version which is definitely not as modern or slick as the one Claxton had happily been using for many years. It was agreed the Clerk should research other options of website providers who will need to be familiar with local council accessibility requirements.

20.90 To discuss the oak tree at the Village Hall. Agree upon a course of action.

Councillors unanimously agreed that the tree should have been reduced years ago and the current state of the tree is a potential hazard. All were all in favour of getting it tidied up. Clerk to source three quotes. Any logs left over, after the tree cutting, will be cut into sensible sizes and then be available for parishioners to help themselves.

20.91 To consider and adopt Draft Data Protection Policy dated July 2020

Resolved to adopt the Draft Data Protection Policy dated July 2020.

20.92 To consider and adopt Draft Data Breach Policy dated July 2020

Resolved to adopt the Draft Data Breach Policy dated July 2020.

20.93 Planning:

- **To receive new planning applications and make comment**
None.
- **To receive results and updates on outstanding applications**
None.

20.94 Highways:

- **To receive a report on outstanding highways issues:**
Reported that a temporary diversion sign at the staggered crossroads on the A146 near Green Lane/Hellington/Bergh Apton Road blocks the view of road users and needs to be lowered, raised or removed. Clerk to action.

20.95 Finance:

- **To receive the income and expenditure figures as at 08 July 2020** - It was noted.
- **To note the bank balance as at 08 July 2020** - £3162.63
- **To note receipts** – None
- **To note grants** - None
- **To approve payments.**

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

Payee	Value	Description
Claxton & Carleton St Peter Village Hall	£240.00	Contribution to high-speed broadband at Village Hall
Mr M Balmer	£10.48	Reimbursement for the LCAS certificate photo frame
Mrs C Petersen	£430.95	Salary & administrative expenses
Total	£681.43	

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

Cllr Balmer reported assisting the Chair of Langley with Hardley PC to relocate the SAM2 on 1 June 2020. The SAM2 is currently in Langley with Hardley and is due to return to Claxton on or before 1 September 2020.

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

None.

20.98 To confirm date of the next Parish Council Meeting as Wednesday 9 September 2020 @ 7.30 pm in Claxton Village Hall or via Zoom if social distancing is still recommended.

Confirmed.

The meeting closed at 20.51 pm.