

Claxton Parish Council

Minutes of Parish Council Meeting held on Wednesday 9 September 2020 at 7.30pm virtually via Zoom

Parish Councillors (4) present	Pat Clare, David Hamblin, Jason Cantrill, Mike Balmer
County Councillor	Barry Stone (arrived at 19.46) (left at 19.54)
District Councillor	Vic Thomson (left at 19.45)
Also in attendance	Carla Petersen (Clerk)
Members of the public	0

20.99 To receive and approve apologies for absence

Councillor Sarah Kennedy has unfortunately decided to resign from Claxton PC. Councillors gave thanks for her contributions whilst being on the council. South Norfolk Council Elections will be notified and the vacancy advertised.

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

Cllr Hamblin declared that he and his family know one of the people who have provided a quote for cutting the oak tree.

20.101 To approve minutes of Parish Council meeting held on 8 July 2020

Minutes were approved.

20.102 Adjournment for Public Participation (15 minutes allowed for)

None.

20.103 Reports from:

- **Parish Clerk:** Attended a few virtual clerk networking sessions. Attended virtual SLCC Annual General Meeting on Wednesday 22 July 2020 and joined break out room sessions on Internal Audit from an Internal Auditor and Website Accessibility Regulations. Sent off the completed form for the Adopter Payment for Mini Recycling 2020/21. Started to work on making the Claxton PC website meet accessibility requirements. 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 for July- August, Community Action Norfolk's newsletters and coronavirus updates and information.
- **County Councillor Barry Stone:** Report is available on the parish website. Reported that he is back from France and now in quarantine, will get back to sorting Hellington Corner and confirmed that a speed reduction is on the cards. Reported that marking out of the roundabout at Loddon has been started. Left at 19.54.
- **District Councillor Vic Thomson:** Report is available on the parish website. Provided an update from SNC about the Banham coronavirus outbreak – contact tracing/community connectors knocked on 67 doors to find all the contacts. Reported on hazardous waste days at Ketteringham (details on the parish website) and provided an update on the Planning White Paper. Left at 19.45.

20.104 To receive an update on website accessibility requirements. Agree upon a course of action.

The Clerk has been through every page of the Claxton PC website and prepared a report showing errors and alerts which require urgent attention in order to comply with the new website accessibility regulations which come into force on 23 September 2020. Cllr Balmer confirmed he would be happy to transfer "Village" items to a new separate website if it was with WordPress who he is already familiar with. The new "Village" website can be linked to the existing Claxton PC website and the PC website can be linked to the new "Village" website. The Clerk will

focus on ensuring that the PC part of the current website is compliant before 23 September 2020. Cllr Balmer offered to look into WordPress website options.

20.105 To consider quotes received for reducing/pruning the oak tree at the Village Hall. Agree upon a course of action.

The Clerk had sourced three quotes and these were circulated to Councillors before the meeting. Thanks, were given to Cllr Balmer for being present at each site visit. The PC did agree to appoint one of the three however this will be subject to clarification on a technical question and being provided with a copy of their liability insurance certificate. Clerk to action.

20.106 To receive an update on the SAM2 and its deployment back to Claxton. Agree upon a course of action.

The SAM2 arrived back in Claxton a few days later than expected. Claxton will now have use of the SAM2 for the next three months and it will be returned to Langley with Hardley on 3 December 2020. Cllr Balmer downloaded all the Langley with Hardley data and emailed it to Cllr Roger Stone in Langley with Hardley.

20.107 To consider arranging a Big South Norfolk Litter Pick. Agree on a course of action.

It was agreed that a socially distanced Big South Norfolk Litter Pick would be arranged. Cllr Balmer offered to arrange a date and co-ordinate volunteer support for this activity.

20.108 To consider subscription to Information Commissioners Office. Agree upon a course of action.

Subscription had been considered by Council in January 2020 (minutes reference 20.15) and it was confirmed that the Council did not meet the criteria to subscribe. The Clerk was concerned about this decision so brought it back to Council to reconsider. Cllr Balmer reported contacting Information Commissioners Office who had confirmed that every PC has to pay the subscription fee. A vote was taken and the majority were in favour of paying the subscription. The fee is £40 for the year or £35 if paid by direct debit. It was confirmed that the Clerk should set up a direct debit.

20.109 To consider Society of Local Council Clerks renewal subscription. Agree upon a course of action.

The previous year the Society of Local Council Clerks subscription had been divided equally between the Clerks two councils. This year the Clerk is now clerk to three parishes with one parish being larger than the other two. Discussions took place about how to share the costs and it was agreed that it should be 20/20/60 with the larger parish having the larger share. Clerk to action.

20.110 To confirm Clerk attendance at Virtual Society of Local Council Clerks National Conference.

Resolved that the Clerk should attend. The total cost for the weeks training is £25 (the training is heavily subsidised) and it was proposed that the above formula should be used to calculate each parishes cost. Clerk to action.

20.111 To confirm appointment of Internal Auditor for 2020/21. Agree upon a course of action.

Resolved to re-appoint Catherine Moore as Internal Auditor for 2020/21. Clerk to action.

20.112 To discuss the road condition of Church Lane from Appleacre towards Claxton Corner. Agree upon a course of action.

The Chair reported that on Church Lane there are holes on both sides of the road and also outside Burtons Farm water runs down and causes debris to be left on the road. It was agreed that County Cllr Barry Stone should be contacted. Clerk to action.

20.113 Planning:

- **To receive new planning applications and make comment**
None.
- **To receive results and updates on outstanding applications**
South Norfolk Council 2020/0892 – Permission granted (13/07/20)

20.114 Highways:

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

Two drains are blocked with silt at Peascod. Highway Rangers to be advised.

20.115 Finance:

- **To receive the income and expenditure figures as at 09 September 2020** - It was noted.
- **To note the bank balance as at 09 September 2020** - £2465.20
- **To note receipts** – None
- **To note grants** – None
- **To note the new pay scales to be implemented from 1 April 2020** – It was noted that the back dated pay would be included in the Clerk's next salary payment. The standing order will be updated to the revised monthly figure.
- **To approve payments.**

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

Payee	Value	Description
Mrs C Petersen	£411.42	Salary & administrative expenses
Total	£411.42	

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

Cllr Balmer reported that a parishioner had approached him about the run of blocks on the roadside at The Warren. The blocks used to have white stripey lines but over time these have become feint. Clerk to action.

Cllr Balmer enquired about the Village newsletter which had been put on hold due to the coronavirus. It was agreed that this could now go ahead and will be delivered to every household in Claxton.

Cllr Cantrill reported that the hedges by the Church require a trim. Clerk to action.

The Chair reported that she had been approached by the Chair of the Village Hall asking for permission to put up a marquee for a Macmillan event. It was agreed that it could go up but not for any length of time due to the time of year and the weather conditions. The Chair to action.

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

None.

20.118 To confirm date of the next Parish Council Meeting as Wednesday 11 November 2020 @ 7.30 pm in Claxton Village Hall or via Zoom if social distancing is still recommended.

Confirmed.

The meeting closed at 21.04 pm.