

Claxton Parish Council

**Minutes of Parish Council Meeting held on Wednesday 11 November 2020 at 7.30pm
virtually via Zoom**

(Subject to amendment until signed by the Chair at the next meeting)

Parish Councillors (4) present (5 after co-option)	Pat Clare, David Hamblin, Jason Cantrill, Mike Balmer Jos Harwood
County Councillor	Barry Stone (left at 19.39)
District Councillor	Vic Thomson (left at 19.49)
Also in attendance	Carla Petersen (Clerk)
Members of the public	1 and 1 applicant to be interviewed for the position of councillor

20.119 To receive and approve apologies for absence

None.

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

None.

20.121 To approve minutes of Parish Council meeting held on 9 September 2020

Minutes were approved.

20.122 Adjournment for Public Participation (15 minutes allowed for)

Revd Canon Nicholas Garrard gave thanks for uploading information onto the PC website. Currently not able to hold services. Eleven Says will again be in electronic format. Advent Calendar windows are going to be organised in both Claxton and Rockland St Mary. If there is anything the Church can do just get in touch. Thanked all for what they are doing for their community.
Left at 20.00.

20.123 To interview the one candidate for co-option of the vacant Parish Councillor position.

One application had been received for the councillor vacancy. Their details had been circulated to councillors before the meeting. There were no members of the public present so the Zoom waiting room was not needed. The applicant was given the opportunity to answer questions.

20.124 To follow the co-option procedure in accordance with Claxton PC Co-option Policy.

Resolved to co-opt Jocelyn Harwood and she was warmly welcomed onto Claxton Parish Council.

20.125 Signing of the Declaration of Acceptance of Office form.

The Declaration of Acceptance of Office form was signed.

20.126 To consider training requirements for a new councillor. Agree upon a course of action.

Resolved that the new councillor would be sent on training as soon as it is convenient for her. Clerk to source training provider options and forward to Cllr Harwood for her to consideration.

20.127 Reports from:

- **Parish Clerk:** Attended a few virtual clerk networking sessions. Ensured the Claxton PC website now meets the accessibility requirements before the deadline of 23 September 2020. Completed the ICO subscription form and set the payment up by direct debit. Attended the SLCC Virtual National Training

Conference from 12 October 2020 to 16 October 2020. Started preparing budget figures for the January 2021 meeting.

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 Sept – Oct
- Community Action Norfolk's newsletters
- Coronavirus updates and information
- **County Councillor Barry Stone:** Report on digital connectivity is available on the parish website. Mobile phone signals are an issue especially when pin numbers are required for purchases and security. Further advice on website coverage can be found at <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/digital-connectivity/mobile-phone-coverage>. Will keep pushing for improved mobile phone signal. If anyone thinks they have coronavirus phone 119 or advice can be found on the following website www.nhs.uk/coronavirus
- **District Councillor Vic Thomson:** Report is available on the parish website. Leisure centres have been closed again and the Help Hub is now being staffed 7 days a week. The crews at the Ketteringham depot have set times to arrive and leave. Those people who were previously shielded have been contacted again this time round by post, phone or in person. Reminder given on the importance of flu jabs. The coronavirus vaccine in the new year will be two injections.

20.128 To receive an update on transferring the Claxton Village website pages from the Claxton PC website. Agree upon a course of action.

Cllr Balmer reported that there had not been much action on setting up a separate Village website. He had reserved a domain name with WordPress and then found out that the current website template was not an available option. Cllr Balmer will discuss options with the Clerk on a one to one basis. An update will be provided at the January 2021 PC meeting.

20.129 To consider the shared formula for Society of Local Council Clerks renewal subscription and Virtual Training Conference. Agree upon a course of action.

Resolved that the formula would be 25% for the two small parishes with the Clerk's larger parish having 50% share.

20.130 To receive an update on the oak tree at the Village Hall.

The work on the tree has been booked for 30 November 2020.

20.131 To agree upon meeting dates for 2021.

Resolved that the dates of the Council meetings for 2021 will be: 13 January, 3 March, 12 May (Annual Parish & Annual Parish Council), 14 July, 8 September, 10 November.

20.132 To consider budget suggestions for the January 2021 meeting.

No further suggestions for the budget were provided. Clerk to prepare the draft budget based on this year's figures and they will be presented at the January 2021 meeting.

20.133 To discuss the dredging of Carleton Beck. Agree upon a course of action.

Cllr Balmer reported that the dredging is an annual issue. Carleton Beck was dredged last week and Hellington Beck has been dredged this week. Cllr Balmer had spoken with the contractors doing the Carleton Beck dredging and had enquired if they would be using a closed bucket this time round. Cllr Balmer had been advised by the contractors that special permission would be needed to use the closed bucket. It was agreed that the Environment Agency would be contacted in July 2021. A request will be made at that time for the closed bucket to be used as it is well over 5 years since the dredging was carried out by that means.

20.134 To receive an update on the litter pick.

Cllr Balmer reported that a litter pick had been carried out earlier on this year. He had been in touch with SNC and this latest litter pick had very specific dates which had not been possible to co-ordinate. It was noted that the previous litter pick grant of £20 had not been received from SNC. Clerk to action.

20.135 To appoint a representative for the Norfolk ALC Board.

Resolved to not appoint a representative for the Norfolk ALC Board.

20.136 Planning:

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

20.137 Highways:

- **To receive a report on outstanding highways issues:**
The drains at Peascod have just been cleared.
The drains on the bend of Claxton Corner have been cleared.
The potholes on Church lane, even though they have been logged online, have still not been repaired and are considered to be very dangerous especially for cyclists. Clerk to action.

20.138 Finance:

- **To receive the income and expenditure figures as at 11 November 2020** - It was noted.
- **To note the bank balance as at 11 November 2020** - £4367.04
- **To note receipts** – SNC, Precept £2267.72, Claxton Mill Residents Association, Soakaway £90.24
- **To note grants** – None
- **To approve payments.**

It was noted that there were two payments that would be need to be made outside of a meeting which will be the grass cutting and work on cutting the oak tree at the Village Hall. It was agreed that payment will be made upon receiving their invoices. All expenditure approved. Proposed by Cllr Balmer and seconded by the Cllr Cantrill.

Payee	Value	Description
Mrs C Petersen	£476.04	Salary & administrative expenses
HMRC	£19.80	Income Tax
SNC	£131.28	Dog bin – yearly fee
ICO	£35.00	Data protection fee
Total	£662.12	

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

Cllr Balmer reported on damage caused at the Village Hall carpark when Anglian Water had been carrying out recent works. The carpark and fence were damaged and the road had not been properly closed. Cllr Balmer to follow up.

Cllr Balmer reported that there is a resident who will be 96 years of age on Saturday. Council agreed Cllr Balmer should send a birthday card from the PC.

Cllr Balmer reported circulating information that Claxton Manor had logs available for those who needed them. Of the 6 -8 houses approached one took up the offer.

Cllr Balmer reported about a drone that had been flying over the village and taking pictures of properties. Clerk to check the legislation regarding the right to privacy.

Cllr Harwood reported that the SAM2 did not appear to be displaying the speed if a vehicle is driving over the limit. Cllr Balmer offered to look into this.

The Chair reported that it would good if Claxton could join in with the Church Advent Calendar at the Village Hall by having homemade displays outside their homes for people to look at whilst walking.

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

Pot holes, drones, website, budget.

20.141 To confirm date of the next Parish Council Meeting as Wednesday 13 January 2021 @ 7.30 pm in Claxton Village Hall or via Zoom if social distancing is still recommended.

Confirmed.

The Chair wished everyone a Happy New Year.

The meeting closed at 20.49 pm.