

SCOLE PARISH COUNCIL

MINUTES of the virtual Annual Parish Council meeting held on Monday 25 May 2020 at 7.00 pm via Zoom

Councillors Present: Cllr G Moore (Chair), Cllr C Blakesley, Cllr C Brooks, Cllr R Buckenham, Cllr G Fisher, Cllr P Jones, Cllr L Trevail (via phone) and Cllr J Ward

In attendance: Sara Campbell (Clerk), District Cllr C Hudson, County Cllr Wilby and 1 member of the public

For the benefit of the public attending the meeting, all votes taken will be by both a show of hands and a verbal response from each individual councillor.

1. To elect a Chairman:

Cllr Brooks proposed Cllr Moore. Cllr Moore said he was happy to stand again unless anyone else was interested. Seconded Cllr Blakesley and unanimously agreed.

2. To appoint a Vice Chairman:

Cllr Brooks proposed Cllr Blakesley, seconded Cllr Ward and unanimously agreed, Cllr Blakesley is happy to stand again.

3. To consider accepting apologies for absence:

Cllr Mann was not in attendance.

4. To approve the minutes of the previous meetings held on 27 April, 2020 and 5 May 2020:

The minutes of the meeting held on 27 April 2020 (pages 1-4 of 4) previously circulated to all members, were proposed by Cllr Brooks, seconded Cllr Jones and unanimously agreed and signed by the Chair. The minutes of the meeting held on 5 May 2020 (page 1 of 1) previously circulated to all members, were proposed by Cllr Ward, seconded Cllr Buckenham and unanimously agreed and signed by the Chair.

5. To record declarations of interest from members in any item to be discussed:

None

6. To receive questions or comments from the parishioners:

None

7. To receive the reports from the District & County Councillors:

District Cllr Hudson gave an update on the Covid19 Help Hub at South Norfolk Council calls started to decline but there has been a spike recently.

A new budget will have to be prepared, the impact of the Covid19 virus is expected to have costed South Norfolk Council over £6 million.

Members' Grants of £1,000 are available again for any community projects.

County Cllr Martin Wilby thanked all the volunteers around the County. The South Norfolk Help Hub has responded to over 20,000 calls.

The Government announced a £2 billion package to make cycling and walking safer. Norfolk County Council has written to Grant Shapps for more information on how the money can be accessed and Cllr Wilby will keep the cycle path from Scole to Diss in mind.

Sails ready to go up at Billingford Windmill which will then be in full working order.

8. To receive the Clerks Report:

The Clerk brought the completion of the new Website to the attention of the Councillors' also the legal requirement for the website and all documents to be "accessible" by those with a visual impairment by September 2020. The new website, minutes and agenda are now "accessible" but the policies and procedures still require updating.

9. To receive an update on the land known as "Stuston Pocket Park:

The Clerk has again chased the Councils' solicitors, due to staff at Suffolk Council working from home the completion has been unable to progress.

10. To receive an update on the cycle path from Scole to Diss alongside A1066:

The last meeting planned for 19 March 2020 was cancelled as Norfolk County Council staff unable to hold face-to-face meetings. Now there is a possibility of funding this could be a game changer. Cllr Jones suggested that the first phase could be Frenze Bridge to Dark Lane using the foot bridge over Frenze Beck, in the short-term, cyclists and walkers could access Scole via Scole Common and over the fly-over.

Zoom ended the meeting.

Meeting re-started – Cllr Trevail did not re-attend.

11. To Consider the provision of allotments in the Parish:

Following an email requesting the provision of allotments in Scole. The law states that "A local council must formally consider any written request by six or more electors to operate the Allotments Acts and, in addition, if it is of the opinion that there is a demand it is bound to provide allotments but the duty is restricted to the provision of allotment gardens" The **Clerk** will write to the interested party and ask them to find five others and write a formal request.

12. FINANCE

12.1. To approve payments (C):

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
DD	E-on	Electricity – May 2020	205.12	9.77	
Online	Sara Campbell	Salary 475.05 Expenses 49.99 Bullguard 59.99 Microsoft	585.03		37.80
Online	Eurooffice	A4 Paper	21.17	3.53	
Online	C & G Trenching	Grass Cutting – May	350.00		
Online	Businesses Services at CAS Ltd	Insurance	316.54		
		TOTAL £	1,477.86	13.30	37.80

Proposed Cllr Brooks, seconded Cllr Buckenham and unanimously agreed.

12.2. Receipts (B):

Date	Account	Received From	Amount
27/4/20	Community	South Norfolk Council	12,257.50
	Community	Chris Brooks Chq 102381 £75.40 s/b £75.60	0.20
		TOTAL £	£12,257.70

12.3. To receive the Responsible Finance Officer's Report:

Details	CR	DR	
Cash Book Balance Brought Forward (Community Account 00473138) A	13,239.91		
Receipts this month (Community Account) (listed above): B	12,257.70		
Payments this month (listed above): C		1,477.86	
Cash Book Balance Carried Forward (=A+B-C) Community Account Balance			24,019.75
Business Saver Account Opening Balance 1/4/20 - £4,627.71			4,627.71
Cash in Bank			28,647.46
Allocated Funds (Listed Below)			(18,792.04)

Details	CR	DR	
Community Account + Business Saver Account - Allocated Funds = AVAILABLE TO SPEND			£9,855.42

12.4. To approve reserves for 2020/21:

Details	Balance 31/3/20	CR/(DR)	Balance 1/4/20
Proposed Village Hall Site (Legal Fees, Ground Work)	4,000.00		4,000.00
Street Lights Paid Westcotec upgrade 25/5/20	1,983.68	1,000.00 (100.00)	2,883.68
Contingency Fund	9,379.00	87.82	9,466.82
CIL	1,341.54		1,341.54
Neighbourhood Plan	0.00	1,000.00	1,000.00
TOTAL £	16,704.22		18,792.04

Proposed Cllr Ward, seconded Cllr Jones and unanimously agreed.

13. To receive and discuss items from Parish Councillors':

Cllr Brooks – Litter picking has taken place on foot. The Park has played a wonderful part in keeping people sane during this pandemic and has been remarkably busy every day.

Cllr Jones – ditto Cllr Brooks regarding the Park.

14. To receive an update on correspondence received:

The correspondence list was circulated to all Councillors' if any Councillor would like a copy of any correspondence please contact the clerk.

15. To receive items for the next Agenda:

Any items for the next Agenda please contact the Clerk.

16. To agree the proposed time and date of the next Parish Council meeting on Monday, 22 June 2020 – venue to be agreed:

Meeting adjourned at: 8.19 pm.