

SCOLE PARISH COUNCIL

MINUTES of the virtual Annual Parish Council meeting held on Monday 22 June 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), County Cllr Wilby and 1 member of the public

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

- 1. To consider accepting apologies for absence:**
Cllr Mann was not in attendance.
- 2. To approve the minutes of the Annual Parish Council Meeting held on 25 May, 2020:**
The minutes of the Annual Parish Council Meeting held on 25 May 2020 (pages 1-4 of 4) previously circulated to all members, were proposed by Cllr Ward, seconded Cllr Buckenham and unanimously agreed and signed by the Chair.
- 3. To record declarations of interest from members in any item to be discussed:**
Councillors Jones, Fisher, Brooks and Trevail declared their involvement in the Scole Natures Trails Trust Charity which is receiving a donation from the Parish Council.
- 4. To receive questions or comments from the parishioners:**
None
- 5. To receive the reports from the District & County Councillors:**
District Cllr Hudson was unable to attend the meeting but sent a visual showing the numbers of calls etc. South Norfolk Help Hub have supported during the Covid 19 pandemic.

County Cllr Martin Wilby thanked all the volunteers around the County during the Covid 19 pandemic.

Norfolk has been selected as one of eleven pilot areas to use test and tracing in order to prevent the spread of Coronavirus, with Norfolk County Council getting a share of £300m of Government funding, which will enable people a safer and more normal life.

Norfolk County Council has received £22.3m from the Department for Transport (DfT), a higher sum than that given to any other local authority in

the east of England. This funding will be used to repair and maintain our roads (potholes and re-surfacing), bridges, pavements and cycle paths, as well as drainage on some streets.

6. To receive the Clerks Report:

The Clerk brought to the attention of the Council an email received from a resident in Karen Close regarding the height of trees on Lot 4 – these trees were planted to protect the properties from the noise and lights of the by-pass. Councillor felt they did not require cutting.

7. To receive an update on the land known as “Stuston Pocket Park:

The transfer of the land completed on 3 July 2020.

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

Cllr Jones has emailed Gary Overland at Norfolk County Council Highways but to date has received no response, they are still working from home and not conducting face-to-face meetings.

Discussions are taking place with the landowner regarding a lease to the Parish Council this will enable funding applications.

Consider a professional survey of the proposed route.

9. To review, discuss and agree items for the Diss & District Neighbourhood Plan:

9.1. Scole Parish Council Update:

Cllr Blakesley proposed that this document was a fair representation, proposed Cllr Blakesley, seconded Cllr Brooks and unanimously agreed.

9.2. Site Allocations:

Land North of Ransome Avenue

Land at Rose Farm

Land West of Norwich Road

Land North of Diss Road

Councillors unanimously agreed to the above sites being the allocated sites for development in Scole.

9.3. Green Spaces

Councillors discussed the proposed Local Green Spaces designated areas. Cllr Moore pointed out that areas of greenswards adjacent to a road are covered by other legislation.

It was agreed that Cllr Brooks & Cllr Moore would work together on statements to support the inclusion of Lots 3 & 4.

Clerk to send a copy of the Permissive Path Agreement.

Councillors unanimously agreed the proposed Local Green Spaces.

10. To receive an update on the request for allotments in the Parish:

The Clerk wrote to the interested individual, stating that if 6 residents were interested in an allotment the Parish Council would consider their request, no response has been received.

11. FINANCE

11.1. To approve payments (C):

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
Online	E-on	Electricity - June 2020	211.95	10.09	
Online	Sara Campbell	Salary	512.85		
Online	C & G Trenching	Grass Cutting	350.00		
Online	Diss Town Council	Neighbourhood Plan	1,500.00		
Online	Westcotec	Lighting Maintenance	275.89	45.98	
Online	Steve Jackman	Wix Website	67.50		
Online	CAN	Subscription	50.00		
Online	Pauline James	Audit Fees	90.00		
Online	SNTT	\$137 Donation	2,000.00		
		TOTAL £	5,058.19	56.07	

Proposed Cllr Blakesley, seconded Cllr Ward and unanimously agreed.

11.2. Receipts (B):

Date	Account	Received From	Amount
		TOTAL £	0.00

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

Details	CR	DR	
Cash Book Balance Brought Forward (Community Account 00473138) A	24,019.75		
Receipts this month (Community Account) (listed above): B	0.00		
Payments this month (listed above): C		5,058.19	
Cash Book Balance Carried Forward (=A+B-C) Community Account Balance			18,961.56
Business Saver Account Opening Balance 1/4/20 - £4,627.71			4,627.71
Cash in Bank			23,589.27
Allocated Funds (Listed Below)			17,792.04

Details	CR	DR	
Community Account + Business Saver Account - Allocated Funds = AVAILABLE TO SPEND			£5,797.23

11.4. Allocated Funds for 2020/21:

Details	Balance 1/4/20	CR/(DR)	Balance 1/4/20
Proposed Village Hall Site (Legal Fees, Ground Work)	4,000.00		4,000.00
Street Lights	2,983.68		2,983.68
Contingency Fund	9,466.82		9,466.82
CIL	1,341.54		1,341.54
Neighbourhood Plan (paid 22/6/20)	1,000.00	-1,000.00	0.00
TOTAL £	18,792.04		17,792.04

Proposed Cllr Ward, seconded Cllr Jones and unanimously agreed.

12. To review the Annual Governance and Accountability Return (AGAR) 2019/20 Part 3:

12.1. Approve and Sign Section 1 – Annual Governance Statement 2019/20:

The Clerk read the Governance Statements 1-8 in Section 1 – Page 4 of 6 of the AGAR, the Council responded YES to each statement and confirmed the statement relating to the Council being a Sole Managing Trustee was not applicable. The Clerk and the Chair duly signed the statement.

12.2. Approve and Sign Section 2 – Accounting Statements 2019/20:

The Clerk read and explained the figures in the Accounting Statements 2019/20 in Section 2 – Page 5 of 6 of the AGAR – The Chair signed to approve the Accounting Statements.

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

Cllr Brooks – Report to Highways: Karen Close pavement, Yew Tree Close – two kerbs 2" higher, potentially a dangerous trip hazard, Gabions – under A140 dual carriageway need repairing.

Cllr Fisher – concerned about the junction Robinson Road/Bridge Road, does not want Gary Overland to view on his own.

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, 27 July 2020 – venue to be agreed:

Cllr Blakesley away.

Meeting adjourned at: 8.45 pm.

DRAFT