

SCOLE PARISH COUNCIL

MINUTES of the virtual Parish Council meeting held on Monday 27 April 2020 at 7.00 pm via Zoom

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

In attendance: Sara Campbell (Clerk, District Cllr C Hudson and 2 members 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 consider accepting apologies for absence:**
Apologies were accepted from Cllr Lady R Mann, Cllr L Trevail and Cllr G Fisher. Apologies were also received from County Cllr M Wilby.
- 2. To approve the minutes of the previous meeting held on 19 March:**
The minutes of the meeting held on 19 March 2020 previously circulated to all members, were amended as requested by Cllr Brooks to read at 18.5 one canoe platform, were proposed by Cllr Jones, seconded Cllr Blakesley and unanimously agreed and signed by the Chair.
- 3. To record declarations of interest from members in any item to be discussed:**
Cllr Blakesley declared a pecuniary interest in item 7.
- 4. To receive questions or comments from the parishioners:**
None
- 5. To receive an update on Covid18 Activities in the Parish:**
District Cllr Hudson gave an update on the activities of South Norfolk Council Covid19 Hub. The Clerk had received two prescription collection requests, which she had been able to organise collection of, from her list of volunteers.
- 6. To receive the Clerks Report:**
Email regarding an Environment issue on the Scole Billingford border.

A donation request from Age UK.
- 7. To agree the Grass Cutting Contract for the 2020 season:**
It was agreed to move this item to the end of the Agenda as Cllr Blakesley is unable to take part in the discussion or decision so will need to leave the meeting.

8. To receive an update on the land known as “Stuston Pocket Park:
 The Clerk had chased the Councils’ solicitors, due to staff at Suffolk Council working from home the completion had not taken place.

9. To agree to postpone the Annual Parish Meeting:
 Cllr Ward proposed to postpone the Annual Parish Meeting to 2021, seconded Cllr Buckenham and unanimously agreed.

The Annual Parish Council Meeting will take place as originally scheduled on Monday, 25 May 2020 at 7.00 pm.

Cllr Buckenham will investigate the use of using a telephone conference call.

10. To discuss and agree if the Council will hold the Annual Parish Council Meeting:
 Cllr Brooks proposed the Annual Parish Council Meeting still takes place as originally scheduled on Monday, 25 May 2020 at 7.00 pm, seconded Cllrs Buckenham and unanimously agreed.

Cllr Buckenham will investigate the use of using a telephone conference call.

11. FINANCE

11.1. To approve payments:

| PAY TYPE | PAYEE | DESCRIPTION | ACTUAL AMOUNT | VAT | PAYE |
|----------|---------------|--------------------------|------------------|--------------|--------------|
| DD | E-on | Electricity – March 2020 | 198.28 | 9.44 | |
| Online | Sara Campbell | Salary & Expenses | 483.98 | | 37.60 |
| Online | Norfolk PTS | Support Services | 228.29 | | |
| DD | E-on | Electricity – April 2020 | 211.95 | 10.09 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | TOTAL £ | £1,122.50 | 19.53 | 37.60 |

Proposed Cllr Brooks, seconded Cllr Jones and unanimously agreed.

11.2. Receipts:

| 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 | 14,362.41 | | |
| Receipts this month (Community Account) listed above): B | 0.00 | | |
| Payments this month (listed above): C | | 1,122.50 | |
| Cash Book Balance Carried Forward (=A+B-C) Community Account Balance | | | 13,239.91 |
| Business Saver Account Opening Balance 1/4/20 - £4,627.71 | | | 4,627.71 |
| Cash in Bank | | | 17,867.62 |
| Allocated Funds (Listed Below) = | | | (16,704.22) |
| Community Account + Business Saver Account - Allocated Funds = AVAILABLE TO SPEND | | | £1,163.40 |

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

Cllr Jones – Problem with the road sign at Robinson Road.

13. 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.

14. To receive items for the next Agenda:

15. To agree the proposed time and date of the Annual Parish Council meeting on Monday, 25 May 2020 – venue to be decided:

Cllr Blakesley left the meeting – 7.40 pm

7. To agree the Grass Cutting Contract for the 2020 season:

Following the cessation of Norse Grass Cutting division announced in March, the Parish Council has needed to urgently find another grass cutting contractor. The Council has received two quotations for the Grass Cutting Contract. One from previous Norse employees now working for an organisation based in Downham Market and a local business, C & G Trenching run by Cllr Blakesley. Both organisations were given the maps of the area to be cut and asked to quote for 16 fortnightly cuts between April –

October 2020. Due to the current lock-down arrangements it is difficult to ask for quotes from organisations not familiar with the area.

Both organisations have knowledge of the charges made previously by Norse. The organisation in Downham Market quoted £1,000 more than the previous Norse Contract, the Clerk emailed asking them if they would like to reconsider their quotation, but they declined. C & G Trenching quoted £2,800 an increase of £40.00 over Norse.

There was a lengthy discussion, finally Councillors' unanimously agreed that if C & G Trenching provided copies of the necessary documents, Public Liability Insurance, Risk Assessments, Method Statements and Lone Working Policy, they would offer them the contract for this year. The Council will review in six months and go out to tender for next year.

The Clerk was asked to ensure that C & G Trenching do not cut the grass too short and to ensure the grass is removed from pavements and walkways.

Councillors also asked the Clerk to prepare a Procurement Policy and to arrange a Extraordinary Meeting to approve the policy on Tuesday, 5 May 2020.

Meeting adjourned at: 8.05