

OXBOROUGH PARISH COUNCIL

2020/2
MINUTES

ORDINARY MEETING

Held at Oxborough Village Hall
Wednesday 18 March 2020
starting at 7.30pm

PRESENT:	Mr. D. Hotchkin	Chairman
	Mr. P. Gilluley	Vice Chair
	Mr. G. Allison	Councillor
	Mr. S. Willies	Councillor

1 Member of the Public (left straight after the Open Forum)

Open Forum (any questions regarding the Agenda)

Mrs. Bar Pritchard asked the council to consider the question of nominating a Parish Councillor to stand on the Village Hall Committee. The Chair confirmed that this would be addressed at the AGM, when it would be included on the agenda. Mrs. Pritchard asked if the annual Parish Meeting would be taking place, in light of the Coronavirus Pandemic and if so, would the crockery be required again as the kitchen will be in the middle of a renovation project: The Chair advised that it was uncertain at this stage, but that if it did proceed, there would be no crockery required this time. Finally, Mrs. Prichard asked if any particular action was being put into place to support the community. The Chair confirmed that he trusted everyone would be keeping an eye on their neighbours and that some may form a community group, to which Mrs. Pritchard responded that a villager had volunteered to deliver a notice to each household, for anyone in need (whether self-isolating or not) in regard to picking up prescriptions or urgent shopping, posting mail or offering a friendly 'phone call. She asked if it would be acceptable to display local information related to coronavirus on the left side of the bus stop notice board for and the Chair had no objection to this.

1. APOLOGIES FOR ABSENCE

Cllrs Mike Nairn, Fabian Eagle and Ian Monson had all emailed apologies, due to the coronavirus pandemic.

2. DECLARATION OF INTEREST AND ANY REQUESTS FOR DISPENSATION

None

3. DECLARATIONS OF RECORDING AND SOCIAL MEDIA USE

None

4. MINUTES OF THE LAST MEETING

The Minutes of the last meeting held on 15 January 2020 had been circulated to all councillors and displayed on the Notice Board (and website). Cllr Gilluley proposed that the Minutes should be accepted, this was seconded by Cllr Hotchkin; a show of hands was unanimous, so they were approved as a true record and signed by the Chair.

5. MATTERS ARISING

None

6. DISTRICT COUNCILLOR REPORT

None

7. COUNTY COUNCILLOR REPORT

None

8. PLANNING: MOTION TO CONSIDER WHETHER THE PC SHOULD RESPOND TO ANY OF THE PLANNING APPLICATIONS, AND IF SO, WHAT TO RESPOND.

1. 3PL/2020/0005/LB: Oxborough Hall: Upgrading 7no. historic and 4no. modern internal doors to provide 30 minutes fire protection. Replacing the existing plastic twin and earth electrical cabling with MICC with additional power and data sockets. Replacement of existing pendant light fittings with LED fittings and emergency lighting provision. (full details

provided within the Heritage Impact Design and Access Statement. Application has been APPROVED.

Councillors observed that due to Coronavirus crisis, there is no visits to National Trust properties.

2. 3PL/2020/0154/F: Oxborough Lakes House, Oxborough Lakes, Oxborough Road. Conversion and enlargement of the existing barn structure to form a new residential dwelling with new access, formation of rubble spits and extension of the Oxborough Lakes Management Plan to 2036. Applicant Mr Boswell. **The councillors discussed this for a while, recalling how the original application included the detail of access through Barton Bendish parish, which had been proposed without any consultation with their parish council. It was agreed that there was no need for any comment from OPC.**

9. CORRESPONDENCE RECEIVED

a) Norfolk Police

1. Op Randall Rural Crime Newsletter Jan 2020 & Feb 2020 & Mar 2020- posted to website

2. Norfolk's Police and Crime Commissioner (PCC): Have you got a question about crime or policing in your area? Public Q&A coming to Thetford- Thursday 16 January, PCC Lorne Green will be joined by Norfolk's Chief Constable, Simon Bailey. Plus News roundup for Feb 2020.

3. Bedingfield & Forest newsletter- January 2020 & Feb 2020, including Crime Update: posted to website

4. Breckland and Kings Lynn Recruitment Campaign for a new cohort of volunteer Officers in our Special Constabulary has started. We will be holding a Show Case Information Event on Saturday 8th February at RAF Marham between 9am - 5pm.

5. Police and Crime Commissioner (PCC) Lorne Green's proposals for the 2020/21 Norfolk policing budget have today received the unanimous support of the county's Police and Crime Panel.

6. We are looking to improve how we communicate with you and how you can contact us. To help us with this we have created a short survey to capture your views on how you would prefer to:

- Receive updates from us that might be affecting you
- Respond to communications, support us and engage with us
- Report something or contact us when something has affected you personally

Please could we ask for 5 minutes of your time to fill in our short survey here

If you would like to find out more about our consultation, you can read the full article here:

www.norfolk.police.uk/your say

7. Safer Internet Day, which runs today (11 February), is coordinated by the Safer Internet Centre and sees multiple organisations get involved in helping to promote the safe, responsible and positive use of digital technology. The aim, to generate a conversation around online identity and to inspire young people to support each other in being who they want to be. Visit Norfolk Police on Facebook and Twitter for internet safety tips and advice using the hashtag #SaferInternetDay

b) Breckland Council

1. Decision by Cabinet has been published: Charges for Pre-application planning enquiries. Decision: The introduction of a paid pre-application planning service and the inclusion of the fees within the Council's Fees and Charges Schedule for commencement from 1 April 2020 be approved.

2. The fabulous singer-songwriter Kate Dumbleby, who has performed across the UK and off-broadway, is set to return to Breckland this February to tour with her new show Sing Happy in Ashill, East Harling, Attleborough, Shipham and Necton between 3 February to 7 February. Performance tickets are just £5 and workshops are free to attend, but booking is advisable. To book simply visit www.thesilversocial.com; call 01362656870 or email community@breckland.gov.uk

3. Your Voice in Breckland is a voluntary organisation working with the public and agencies to ensure that Breckland's older people are represented and have a voice in the provision of services which impact on their lives. We are supported by both Norfolk County Council and Breckland District Council. More information about us can be viewed on our website

<https://www.breckland.gov.uk/YVIB>. Event on 27th March with 13 stands highlighting how advances in new technology could help make life easier and offer a more independent life for older people in our community. Venue - Anglia Room, Breckland Council Offices, Elizabeth House, Walpole Loke, Dereham NR19 1EE. 1.30 - 3.30pm. Poster displayed and uploaded to the website: Gadget Savvy Market Place.

4. Breckland Council approved proposals which will see more than £1m invested in a range of projects which will support local vulnerable people and a further £750k to help local towns and villages to thrive. The vulnerability projects will be delivered over the coming three years and particularly focus on tackling 'county lines' drug and child exploitation, supporting people who have experienced domestic abuse and violence, providing opportunities to people who are at risk of becoming socially isolated and lonely in later life, and helping people who may otherwise experience poor mental health.

5. COVID -19 briefing regarding the coronavirus issue (uploaded to website and displayed on notice board).

c) Norfolk County Council

1. Su Waldron, Project Officer, Environment Team: Norfolk Local Access Forum taking place on Friday 28th February 2020 from 2pm to 5pm (registration at 1.30pm) at Thompson Community Hall, School Road, Thompson, IP24 1PY. The purpose of the seminar is to explore practical ways in which Norfolk County Council, parish and town councils and local volunteers can work together for the benefit of public paths (primarily Public Rights of Way and promoted routes). I am attaching an invitation and agenda. To reserve your place please book online here: www.smartsurvey.co.uk/s/parishpaths by 21st February 2020. If you would prefer a paper booking form, please get in touch via email - nlaf@norfolk.gov.uk.

2. £919,000 is set to be invested in 153 parish highway schemes. The scheme was launched in September 2011. This year, the council received 160 bids and is proposing to support 153. The council's cabinet is recommended to approve the latest schemes when it meets at 10am on Monday, 2nd March. The report, which outlines all 153 schemes, is available at

<https://norfolkcc.cmis.uk.com/norfolkcc/Meetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/1592/Committee/169/SelectedTab/Documents/Default.aspx>

3. NCCs Public Health is launching a public health campaign to help keep Norfolk residents safe from the coronavirus. Reduce the risk of catching and/or spreading viral infections. Wash your hands! It sounds obvious, but there are so many occasions where we put our hands to our mouth giving viruses an easy way in. Regular handwashing can reduce that risk significantly, and it only takes 20 seconds to wash them properly by following this NHS guide. Avoid touching your hands to your face as much as possible, especially to your eyes, mouth or nose. Catch it, Bin it, Kill it ... Germs can live on some surfaces for hours. To protect yourself and others, always carry tissues with you and use them to catch your cough or sneeze. Bin the tissue, and to kill the germs, wash your hands with soap and water, or use a sanitiser gel.

For the latest information on the Coronavirus visit <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>. If anyone has any concerns about their health they should call 111.

d) Liz Truss MP - supplied information about the National lottery and Sport England campaign 'This Girl Can Community Fund' - display poster and upload on website

e) Letter from Mr. Simon Willies, Honorary Clerk to the Hewars Charities: After consideration the Hewars and Hammond Charities Trustees have agreed to provide £2,000 funding towards the Oxborough Green Playpark Project. The funding to be released when all other funding for the project is in place and work has started on the installation of the playpark apparatus. **The Chair expressed his grateful thanks for the generous donation; he will send a letter of thanks once the project proceeds.**

f) Debbie Wells "Desert Rats Association Fun Dog Show and Car Boot and Fete" -Booking form to hire the Village Green on 30th August (set up on the Saturday same as last year) - plus application for displaying signs on the railings.

g) NALC:

1. Email from John W Pennell. GNLP, NCC Local Transport Plan & the Rail Prospectus, 6.30 p.m. till 8.00 p.m. on Thursday 20th February 2020. in the Council Chamber at South Norfolk Council. The objective of the meeting is to focus solely on the net zero and well-being issues and not on the detail of where houses and other development takes place which are best left to individual parishes. Respond to wellbeing@NorfolkALC.gov.uk if you wish to contribute. Full email circulated to councillors.

2. Russell Reeve (County Officer) invite to join as a member of Norfolk ALC for the coming year, contact countyofficer@norfolkalc.gov.uk for fee.

h) Ryston Runners - requested usual Booking Form for ½ Wissey Marathon taking place 6th September, Also a new request to receive permission to install 8 x portable toilets on the edge of the green rather than outside the village hall (to be delivered on Friday 4th Sept and collected on Monday 7th Sept). **A short discussion followed, regarding the location of the mobile toilets: agreed that parallel to Swaffham Road would be acceptable. There were no other objections.**

i) Priscilla Bacon Hospice - fundraising campaign: to old open gardens, or marathon runs, host a coffee morning or organise a concert.

j) Office of the Rt. Hon Elizabeth Truss MP - email regarding initiative to get involved in the launch of a pilot scheme relating to accessing cash in more rural communities. There is more information about how the scheme will work on our dedicated website www.communityaccesstocashpilots.org

K) Steve Bassett (m: 07884584456 E: Fabricationsnortheast@gmail.com) With the upcoming 75th anniversary we are manufacturing the 3 x benches

L) Email from Gooderstone PC clerk, Judith: awarded by FCC Communities Foundation, £66,056.50 towards the replacement of the play equipment on the field, to include wheelchair-accessible equipment. **The Chair advised that a further £7000 had been acquired through a local sponsor.**

m) Email from OVH Committee, Julie Wood: notification that from April 1st 2020, the annual cost of hiring the village hall will increase from £78.00 to £84.00.

n) Email from OVH Committee, Julie Wood: The constitution of the Committee requires that the Trustees should include representative members from village organisations. Would the Parish Council therefore like to nominate their representative to serve on the Village Hall Committee.

10. HIGHWAYS

Cllr Gilluley questioned whether the Highways department would agree to install cats-eyes along the edges of the main road. The Chair thought that the response would be no (due to usual budget restrictions) but that he would add it to his list of proposed works he aims to bring to the attention of the highways engineer.

11. FINANCE

a. To receive bank balance and reconciliation. Cllr Allison voiced his concern at the timing of the hedge cutting and observed that the budget allowed for 2 cuts per year, although only 1 was completed last year. He urged that the hedge should always be cut in good time for the annual Dog Show event. Cllr Willies proposed that the bank balance and reconciliation should be accepted; this was seconded by the Cllr Gilluley - a show of hands was unanimous, passed.

b. To consider authorisation of payments and to sign cheques

Payment:

1. Ryston Runners - Hire of village green - booking form received (6-9-2020) £90 cheque.

Receipt:

1. Ladywell Accountancy Services: PAYE year 2019-2020 - £25
2. Clerk annual salary - £873.60
3. HMRC (annual Tax on clerk's salary) - £218.40
4. Clerk's annual expenses - £190.51
5. Bank charges (monthly charges: February, March) - £10
6. Mrs Prue Khan - flowers for Mrs Sybil Rutterford's 100th birthday -£30 (cash paid)
7. Breckland Council - Recharge for elections held 2 May 2019: £662.42
8. CGM - grass cutting (x2 @£34 ea plus VAT)- £76.80

Cllr Allison proposed the authorization of payments and to sign cheques, seconded by Cllr Hotchkin - a show of hands was unanimous. The cheques were signed by Cllr Hotchkin and the clerk. The clerk advised that Breckland Council recharge invoice must be paid by BACs and she will discuss with the TSB bank to action this. Cllr Gilluley suggested that all payments could be made by BACs, that the Financial Regulations should be updated accordingly. This will be added to the next Agenda.

c) Motion to review the budget for 2020-2021. The Councillors reviewed the amended budget, which included the recharge cost of £662.42 for the May 2019 election (invoice not received until after the Precept setting completed at January 18 meeting). Cllr Willies reported that the recently received Council Tax bill had indicated a percentage drop of more than 2% for OPC precept, whereas Breckland Council precept had increased by more than 5%, observing that it was unfair that the Parish Council had taken a hit this way, on account that the decision had been made to maintain last year's precept figure based on the budget presented at the January meeting. Cllr Gilluley agreed that OPC were now in a position where the reserve funds were too low to cope with any significantly unexpected costs and agreed that going forward, the precept should be set to an appropriate level. The Chair added that the budget should always include a provision for election recharge of £700 but noted that elections were only every 4 years. Cllr Allison commented that although the Parish Council might plan for the worse scenario, it would help if invoices were promptly issued in the first place to which everyone agreed. Cllr Gilluley proposed that the new budget should be accepted, seconded by Cllr Willies, a show of hands was unanimous - motion passed.

12. UPDATE FROM CLLR GILLULEY ON THE PROPOSAL FOR A PLAY AREA ON THE GREEN

Cllr Gilluley started with thanking Hewars Charities for the donation of £2000 and that he had completed all applications for funds from Tesco, Asda, National Lottery and Red House Lodge, just need to wait between 2 weeks and 3 months for all responses. Cllr Allison asked if the project might be completed by the Dog Show event and Cllr Gilluley said that it could well be, as NGF Play had confirmed that installation could begin very quickly once payment has been made. Cllr Willies asked if the quote price was fixed (i.e. in no danger of changing) and Cllr Gilluley confirmed this.

13. PROPOSAL BY THE CHAIRMAN TO CONSIDER THE ADOPTION OF AN EQUAL OPPORTUNITIES STATEMENT

Cllr Gilluley had advised that it is a requirement to supply an equal opportunities statement for certain grant applications. In fact, he had confirmed this on his application to Red House Lodge, that the statement would be proposed and accepted at this meeting held 18 March. The Chair had supplied a draft version of a standard document used by another parish council. Cllr Gilluley agreed that it was appropriate and very straight-forward. The Chair proposed that the document should be adopted, seconded by Cllr Gilluley - a show of hands was unanimous, passed.

14. A.O.B

Cllr Hotchkin commented that he was keeping informed regarding the coronavirus crisis and that at this moment there was no official directives regarding the taking place of statutory public meetings. He would continue to monitor the government notifications and advised that the Annual Parish Meeting and upcoming AGM may need to be postponed. He pointed out that necessary precautionary measures had been taken to carry out the meeting this evening, including spacing all table and chairs, and accepting the apologies of Cllr Monson due to his being more vulnerable than the average person to coronavirus (and therefore taking the advice offered by the health authorities to stay away from public meetings). Cllr Allison also reminded the council that there would be restricted access to the village hall during April, due to the planned kitchen renovations and Cllr Gilluley suggested that an alternative venue could be used. Cllr Willies pointed out that the Hewars Charities are available to meet any hardships met by villagers, especially bearing in mind the current crisis.

15. QUESTIONS FROM THE PUBLIC

None

The **Chair** thanked everyone for their contributions.
The meeting closed at 8.35pm

APPENDIX A

OXBOROUGH PARISH COUNCIL

Meeting 18 March 2020

Report: Accounts reported against the budget quarterlyIAW Statement of Internal Control and Annual Review of Effectiveness of Internal Control
(section Financial Reporting)

<u>BUDGET 2019/20</u>	<u>Budget</u>	<u>Actual</u>
<i>Estimated Gross Payments</i>		
Auditors	0.00	0.00
Accountants	25.00	0.00
Training	150.00	0.00
Election cost (non-contested)	75.00	0.00
Beech Tree (TPO) maintenance	354.00	318.00
Clerk's wages/expenses	1201.20	0.00
HMRC	220.00	0.00
CGM (grass maintenance - 15 cuts)	612.00	614.40
CGM (herbicide treatment -twice)	66.00	66.00
Hedge maintenance (2 cuts)	600.00	240.00
Bench fixings	0.00	31.80
St. John the Evangelist donation	175.00	175.00
Royal British Legion donation	30.00	30.00
Insurance (5% increase)	201.10	170.75
Village Hall Hire	84.00	78.00
Speed watch signs	0.00	60.00
Bank charges	0.00	15.00
	<u>3793.30</u>	<u>1798.95</u>
<i>Estimated Receipts</i>		
Village Green Hire	120.00	90.00
National Trust Lease	150.00	150.00
VAT Refund *(see note)	204.00	611.88
Precept	3046.00	3046.00
Grant	0.00	0.00
Donations	0.00	30.00
	<u>3520.00</u>	<u>3927.88</u>
<u>Bank Reconciliation</u>		
Bank Balance b/f	5294.44	
<u>Add Receipts:</u>		
National Trust	150.00	
Cllr P.Gilluley (poppy wreath donation)	30.00	
sub-total	<u>180.00</u>	
<u>Less Payments:</u>		
Mrs Prue Kahn (flowers for 100th birthday)	30.00	
Annual Village Hall Hire	78.00	
Bank charges (2 months)	10.00	
sub-total	<u>118.00</u>	
Balance @ 13 March 2020	<u>5356.44</u>	

* note VAT refund - duplicated payments received (£407.92 to be returned to HMRC)