

OXBOROUGH PARISH COUNCIL

2020/4
MINUTES

ORDINARY MEETING -via ZOOM

Held via Zoom

Wednesday 14 October 2020

starting at 7.30pm

PRESENT:	Mr. G. Allison	Councillor
	Mr. I. Monson	Councillor
	Mr. S. Willies	Councillor

10 Members of the Public (via ZOOM)

Open Forum (any questions regarding the Agenda)

The clerk welcomed all to the meeting and advised the council that, following the resignations of the Chairman, Mr. David Hotchkin and the Vice-Chairman, Mr. Paul Gilluley, she was asking for nominations for Chair to preside over the meeting. Mr. Monson said that he had spoken with Cllr Willies earlier, to see if he would be willing to take on the role of Chair, but that he had declined, so nominated himself, seconded by Mr. Willies, vote was taken - 2 for and 1 against - Cllr Monson agreed to be the Acting Chairman for this meeting, advising that due to conflict of interest, he would be excusing himself at Agenda Item number 6. He asked for nominations for Vice-Chair, to which Mr. Willies agreed only as Acting Vice-Chair for the meeting - all in favour - agreed.

1. APOLOGIES FOR ABSENCE

None. Cllr Monson expressed his regret at the resignations of Cllrs David Hotchkin and Paul Gilluley, who both had served with such energy and hard work since taking office.

2. DECLARATION OF INTEREST AND ANY REQUESTS FOR DISPENSATION

Cllr Monson declared an interest in Agenda Item number 6 and confirmed that he would be leaving the meeting at that point.

3. DECLARATIONS OF RECORDING AND SOCIAL MEDIA USE

Mr. Mike Cooper and the Parish Clerk will be recording the meeting (the clerk, via zoom application).

4. MINUTES OF THE LAST MEETING

The Minutes of the last meeting held on 20 July 2020 had been circulated to all councillors and displayed on the Notice Board (and website). Cllr Monson proposed that the Minutes should be accepted, this was seconded by Cllr Willies; a show of hands was unanimous, so they were approved as a true record - the clerk will supply the hard copy for signing and filing.

5. FINANCE

a. To receive bank balance and reconciliation. *Clerk Note - the year end accounts were approved at the previous meeting.* Cllr Allison questioned the budget figure of £480 for the hedge cutting, and why it should be for 2 cuts as previous years there has only been a single cut. Cllr Willies advised that this had been agreed on when setting the budget, as earlier years had shown a need for 2 cuts to be made. The Vice-Chair proposed these be accepted, which was seconded by Cllr Monson. A show of hands was unanimous and the motion was passed.

b. To consider authorisation of payments and to sign cheques; to ratify payments made prior to the meeting, due to the impact of Covid-19 Pandemic delaying council meetings:

Payment:

1. TSB - bank charge £20 (Jun-Sept)
2. CGM - 1 herbicide treatment -£27.50 plus VAT. Paid by cheque: Payment to be ratified
3. CGM -4 months cuts (2 per month)- total £256 plus VAT. Payment to be made

Receipt:

None

After a short review of the payment made during lockdown (when meetings had been suspended, and councillors had discussed payments required via email), and of the second payment to CGM for the grass cutting, Cllr Willies proposed that these all be accepted, which was seconded by the Chairman; a show of hands was unanimous and the motion was passed.

6. UPDATE ON THE STALLED INSTALLATION OF THE PLAY EQUIPMENT ON THE VILLAGE GREEN - ON ACCOUNT OF THE SOLICITOR'S LETTER FROM MILLS & REEVE LLP, ISSUED UPON INSTRUCTION FROM OXBOROUGH FARMS LTD.

Moved for discussion after Item 10.

7. BEECH TREE WORKS - UPDATE

The clerk advised the council that the inspection had been carried out on 5 October by Treecare Norwich, but that the report and invoice (£580 plus VAT) had not yet been received. Cllr Allison reported that Mr Coggles (Breckland Council Tree Officer) had verbally advised the previous Chair that the beech tree was in an OK condition - and Cllr Monson speculated as to whether Treecare had already supplied the report to BC.

8. PROPOSAL TO CUT THE VILLAGE GREEN HEDGE

Mr. Ben Lambert had declined to cut the hedge on this occasion, citing insurance and safety of vehicles and their owners as his concerns. The Chair suggested that CGM might be approached to take on the job and the clerk confirmed that she had contacted them regarding their quote dated Nov 2019, to ask if the quoted price of £278.87 plus VAT would still be honoured, to which they had agreed. Comparing this to the £200 paid to Mr. Lambert the year before, Cllr Allison suggested contacting Trevor of Treelink for a further quote to compare, but councillors agreed that the hedge cut should be carried out within the next few weeks, so if Treelink quote came in under CGM quote, the clerk should engage them to carry out the job as soon as possible. *Clerk note: Jack Webb is now the contact for Treelink.*

9. ANNUAL ROYAL BRITISH LEGION POPPY WREATH DONATION

Councillors considered that the donation had been £30 since 2015, and the Chair asked the councillors whether the Parish Council should increase this amount. After a short discussion, the councillors agreed that there should be no increase this year and the clerk advised that she had been contacted by the representative from the Poppy Appeal (Mrs. Anne Thorp) to confirm that delivery of the wreath would be made this week.

10. TO CLARIFY THE ROLE OF THE PARISH COUNCIL REPRESENTATIVE MEMBER, WHO HAS BEEN NOMINATED AS A TRUSTEE OF THE VILLAGE HALL COMMITTEE

The clerk shared the letter received from the Village Hall Committee Secretary, Mrs. Julie Wood, which clarified the role. Cllr Monson stated that the Parish Council representative must be loyal to the VHC and act as a communicator for the Parish Council. But Cllr Allison, as the representative, voiced his concerns about an email which was sent to the PC from OVH regarding the request to hold a meeting in the village hall in September-which was declined due to Covid-19 restrictions. The issue is that this particular email indicated a unanimous decision was made by the OVH committee, but he informed the council that he had not agreed to the final decision, so it had not been unanimous. After further discussion, Cllr Monson suggested that the clerk write a letter to the VHC to confirm these particular events so as to avoid upsetting the representative of the PC regarding any future issues.

8.25pm: Due to the conflict of interest under Agenda Item 2, Cllr Monson excused himself from the meeting so from this point there was no longer a quorum.

However, the following record details the non-binding discussions regarding Agenda Items 6 and 11.

6. UPDATE ON THE STALLED INSTALLATION OF THE PLAY EQUIPMENT ON THE VILLAGE GREEN - ON ACCOUNT OF THE SOLICITOR'S LETTER FROM MILLS & REEVE LLP, ISSUED UPON INSTRUCTION FROM OXBOROUGH FARMS LTD.

Cllr Willies asked Mr. Paul Gilluley for an update on the status of the playground project. Mr. Gilluley referred to the email received from Mr. Monson indicating that he had changed his mind concerning the placing of the playground on the village green, followed by a letter from Oxborough Farms Ltd solicitor, Mills & Reeve, instructing the PC to abandon the project, as it would contravene the following covenant:

4.1.2 the Parish Council covenanted not to "...construct any building or structure...." on the land and by virtue of paragraph 4.1.3 the parish Council covenanted not to "develop or alter the Property other than in accordance with Plan 2". Plan 2 is attached to the Transfer and clearly labelled. The plan shows that the Property is to be used for a field for informal games, surrounded by a path.

Mr. Gilluley pointed out that the final words of point 4.1.2. are "such approval not to be unreasonably withheld" and suggested that the council could use this to argue a case for proceeding with the project on the green and Cllr Willies said that the PC would need to consult with a solicitor.

Mr. Gilluley talked about the possibility of siting the playground somewhere else: the first site in Eastmore Close had been rejected by Breckland Council on the grounds it was a strategic piece of land. He continued by saying that an informal site meeting had been held with members of the Village Hall Committee, in the village hall carpark the previous weekend, giving

permission to use the location at the Northeast side of the hall (piece of land, about 10m x 20m, between the recycling bins and the new gateway installed adjacent to the kitchen), pending the outcome of a full consultation (special attention to the nearest neighbours) and acquiring a services map (now received by the VHC) - and discuss the possibility of this location with NGF Ltd. Funding status is good - the funders have confirmed that the deadline is March (clerk note: Norfolk Community Foundation (Red House) deadline is 27 April 2021, whereas the National Lottery deadline is 25 March 2021) and the clerk has made them aware of the issue and possible delay.

The Chair opened up the meeting to the public.

Mr. Cooper suggested that the PC is giving up too easily, as the project was well thought out and the best location is the village green, that there are now more children than ever who would benefit from this location, rather than at the village hall. He also suggested, at length, a vote of no confidence in Cllr Monson. Cllr Allison pointed out that Cllr Monson will probably object to the location at the village hall as it may interfere with the access to his field, but what might happen if damage is caused to the playground whilst manoeuvring his tractor and trailer through his gateway. Also he is unclear that the covenant was 100% legal, as the ex-Chair has been waiting on papers which might confirm this, but it is taking so long to find out; maybe just push on and continue with the project in the agreed location - and take the chance that any legal battle could be won. Mr. Gilluley advised that Mr. Monson would have to prove that the playground equipment would be detrimental to the land or reduce the value of the land around it.

Mr. Cooper speculated that since the grants had been awarded to the PC, could the playground be installed on land owned by the village hall, without causing a problem. Mr. Gilluley advised that this had already been discussed at the site meeting, and that a standard Framework Agreement could be put in place. The Chair asked the clerk to obtain the paperwork from the ex-Chair and Cllr Allison urged her to do this without further delay as well as updating the involved organisations with the news that Mr. Hotchkin is no longer a contact for the Parish Council.

Mrs. Nicola Wray asked how the closeness of the playground to the village hall might disturb the peace for those participating in quiet classes such as yoga, but Mr. Gilluley replied that the main hall would not be closest to the playground - rather the play equipment would be nearest to the kitchen.

Mr. Wood urged caution that Mr. Monson's name should not be reported to solicitors, rather Oxborough Farms Ltd. Mr. Gilluley advised that Companies House records just one director listed under Oxborough Farms Ltd, which is Mr. Monson.

Mrs. Frankie Watkin asked a question on behalf of her husband concerning the vehicular access to the rear of the village hall. Mr. Wood advised that the new vehicular gate would be moved from its current location to be adjacent to the hall, but that access would be maintained.

Mr. Cooper voiced his concerns about the loss of councillors and the lack of enthusiasm to take on the roles of Chair and Vice Chairman.

Cllr Willies advised that 2 members would be co-opted from the village to bring the number back up to 5 at the next meeting, when a new Chair could then be voted in. Mr. Bernie Chapman volunteered his services, citing his record of 30 years and his knowledge of PC affairs. Mr. Cooper had served on Wereham PC for 10 years (including time as Chair). The Vice Chair thanked both for volunteering. Cllr Allison suggested that the unsuccessful candidates from the last election should be asked if they want to be co-opted first, but it was not thought this should be assumed, although of course they could apply for the vacancies. Mr. Cooper added that everyone should be given the chance to apply for the vacancies.

Clerk Note: the discussion on co-opting was not an agenda item, plus there was not a quorum of Councillors present, so the whole discussion was void. A Notice of vacancies has since been posted on the village notice board and PC website (deadline for applications is 6 November, after which candidates will be asked to attend the next PC meeting for questions and answers, followed by a ballot voting).

PUBLIC PARTICIPATION:

11. TO RECEIVE INFORMATION OR SUGGESTED ITEMS FOR CONSIDERATION AT THE NEXT MEETING

The suggestions were to continue discussions of the playground project, to look at possible maintenance schedule for kelvin's bench and to consider other contractors for the grass cutting regime on the village green. Mr. Cooper asked if the PC would review the venue for the next parish meeting (if possible, in the village hall) but following current government guidelines it is probably going to be another zoom meeting.

Date of next meeting: 2 December 2020.

The Chair thanked everyone for their contributions.
The meeting closed at 8.55pm.

APPENDIX A

Report: Accounts reported against the budget quarterly

IAW Statement of Internal Control and Annual Review of Effectiveness of Internal Control
(section Financial Reporting)

<u>BUDGET 2020/21</u>	<u>Budget</u>	<u>Actual</u>
<i>Estimated Gross Payments</i>		
Auditors	0.00	0.00
Accountants (see note 1)	25.00	25.00
Training	150.00	0.00
Clerk's wages/expenses	1201.20	0.00
HMRC(see note 2)	220.00	626.32
CGM (grass maintenance - 15 cuts)	612.00	307.20
CGM (herbicide treatment -twice)	66.00	33.00
Hedge maintenance (2 cuts)	480.00	0.00
St. John the Evangelist donation	175.00	0.00
Royal British Legion donation	30.00	0.00
Insurance	201.10	162.21
Village Hall Hire	84.00	0.00
Bank charges	60.00	35.00
Playground Project (set off against various grants)	0.00	3714.84
	<u>3304.30</u>	<u>4903.57</u>
<i>Estimated Receipts</i>		
Village Green Hire	90.00	0.00
National Trust Lease	150.00	0.00
Precept	3046.00	1523.00
VAT Refund	204.00	0.00
Donations	0.00	0.00
Grant received for Playground Project (see note 3)	0.00	3000.00
	<u>3490.00</u>	<u>4523.00</u>
<u>Bank Reconciliation</u>		
Bank Balance b/f	13048.34	
<u>Add Receipts:</u>		
	sub-total	<u>13048.34</u>
<u>Less Payments:</u>		
Bank charges	10.00	
	sub-total	<u>10.00</u>
Balance @ 10 Sept 2020	<u>13038.34</u>	

Note 1. Due to Covid-19, previous year's cheque banked late

Note 2. VAT duplicated payments received £407.92 - returned to HMRC. Due to Covid-19, previous year's cheque banked late £218.40

Note 3. £2000 received from Hewars Charity / £1000 from Norfolk Community Foundation/ £9699 from National Lottery

Appendix B: Correspondence Received

a) Norfolk Police

1. Following the genuine government text message " CORONAVIRUS ALERT' " scammers have begun to send bogus text messages. Norfolk residents are reminded to remain vigilant, and look out for vulnerable neighbours, as rogue traders operate during the lockdown period. Stay alert and report scams to 0808 223 1133.
2. Following the latest guidelines from the Government, all our Public Enquiry Offices will close to the general public from 2pm on Tuesday 24 March 2020.
3. PCC News round-up for March 2020/ April 2020 (latest version added to website)
4. Seeing the beginnings of heating oil theft. How secure is your heating fuel?? Check your security - view our crime prevention page at <http://www.norfolk.police.uk> or contact your local Beat Manager. #SecureItDontLoselt
5. Urging elderly residents to be vigilant, following a number of telephone scams in which callers are pretending to be police officers.
6. Officers were given the powers on Thursday (26 March 2020) to fine people who refuse to stay at home and go outside without 'reasonable excuse' following the introduction of government measures to tackle Covid-19. To date (Tuesday 31 March 2020), Norfolk Constabulary has used its formal powers only once.
7. 3 April: Norfolk police urge the public to adhere to the government guidelines -stay home and stay safe this weekend.
8. The Police want to reassure victims and survivors of domestic abuse that they do not need to suffer in silence -see website for more info and <https://www.norfolk.police.uk/advice/assault-abuse-threats/domestic-abuse>
9. Norfolk has a team of 200 Special Constables working different shift patterns in a phased approach to supporting frontline policing and the constabulary's response to Covid-19.
10. Community updates from Norfolk Constabulary T/ACC Julie Wvndth.
11. Last night (16-4-2020) the government announced the lockdown would be extended for a further three weeks. These measures mean that people should only leave the house for one of the following four reasons: Shopping for basic necessities/One form of exercise a day/Any medical need/ Travelling to and from work.
12. PC Paula Gilluley: With schools closing to the majority of pupils, our colleagues in our Safer Schools Partnership Team 'Children and Young People' have created a newsletter as a virtual Safer Schools Partnership to support you in this unprecedented time. They will be sending a Newsletter once a month and I thought you may know of local residents who may be home schooling who may find the attached useful. We would welcome your feedback, any comments can be send to sspteam@norfolk.pnn.police.uk. See website for latest edition.
13. COVID19: Chief Constable discusses lockdown challenges
14. To compliment the NHS Rainbow campaign and to demonstrate how the blue light services and other agencies are working together to help protect and support the NHS, we are encouraging communities to display Sunflowers in their windows. These can be drawn, painted, knitted, or created in any other way.
15. Rural Crime Team's April Newsletter - added to website
16. Community Update message from T/ACC Wvndth - added to website
17. Newsletter from Thetford and Attleborough Safer Neighbourhood Teams - added to website
18. Operation Randall newsletter Iss 1
19. SNAP meetings to be re-instated, more info to follow on.
20. Carers Matters campaign - aimed at young carers - see website.

b) Breckland Council

1. Coronavirus pandemic briefing information - displayed on Notice Board.
2. Breckland Council is to provide £10,000 to help restock local foodbanks and support some of the most vulnerable members of local communities during the current coronavirus pandemic. The money will be given to Thetford Foodbank and Mid-Norfolk Foodbank, to help buy essential food items and supplies for local residents. Thetford Foodbank serves Thetford, Attleborough and Watton areas while Mid Norfolk Foodbank covers Swaffham and Dereham. For further information about the foodbanks, visit www.thetford.foodbank.org.uk or www.midnorfolk.foodbank.org.uk
3. Cllr Nairn emailed a Covid-19 Leaflet (from his Weeting PC) which has been circulated to residents in Weeting. He has offered this as a template for use by OPC.
4. Cllr Nairn emailed details re. Community Support Hub Network (Stefan Clifford |Locality Team Leader) the link for you to promote and direct local community groups and individual people interested in volunteering to is: www.voluntarynorfolk.org.uk/home-2/volunteering-2/register-to-volunteer-2/. Cllr Gilluley completed the registration. The Chair has registered with Voluntary Norfolk specifically for COVID-19 relief work and has been cleared after the usual checks ..." so I may now be required to operate outside the parish, if necessary". Plus "Annual Parish Meeting cannot take place as planned and we may also be obliged to postpone the AGM and first meeting of the new cycle, possibly beyond May"

5. Simon Wood (Director of Planning and Building Control) "...unable to provide paper copies of consultations and documents at this current time. All application details can be found on the Breckland Council website at: <https://www.breckland.gov.uk/planning>
 6. Cllr Sam Chapman-Allen, Breckland Council's Leader -Briefing for town and parish councils. See website.
 7. Breckland District Council's 2019 annual review - please ask clerk for a copy.
 8. BC has written to all households in the District with information about support available to residents and businesses during the coronavirus pandemic. Our most vulnerable residents are being signposted to help by calling 0344 8008020 or visiting www.norfolk.gov.uk/coronavirus, but the Council's Contact Centre also have an updated 'script' to help point people towards the support they need.<https://www.gov.uk/coronavirus-extremely-vulnerable>
 9. Cllr Chapman-Allen: BC recorded a short briefing to outline the organisation's response to the coronavirus pandemic so far, some of the support being made available to local residents and businesses, and addressing some queries raised by local parish councils. Link forwarded to councillors. Further updates followed, emailed to councillors.
 10. BC has so far distributed just over £16m in grant funding to local businesses to help them through the coronavirus pandemic, and more is available. The money, which has been provided by central government, is to help support local businesses which may be particularly affected by the current lack of trade.
 11. new Bereavement leaflet from Norfolk County Council, which sets out the new process for registering a death, as well as explaining some of the restrictions around funeral services to take account of new government rules on social distancing.
 12. Clerk requested replacement street sign for Swaffham Road (Oxborough) - contact Jason Elliott (Spatial Information Manager). Advised that due to Covid-19 situation, the request has been put on hold. Update received 9 Sept - inspection completed and the works to be carried out in due course.
 13. Breckland Tree Officer (Hugh Coggles) response to clerk's email: The Oak has mechanical damage at the base, probably caused by being repeatedly hit by mowers/trimmers. The damage is quite bad and although the tree is not unsafe, the damage is likely to have an impact on the trees water/nutrient uptake function, as well as making it more susceptible to pathogens and decay. My advice would be to plant a replacement with a view to removing the damaged tree. It is always a good idea to remove an area of grass around the base of newly planted trees and add a wood chip mulch, this will prevent mower damage and greatly assist the trees early establishment.
- The Beech tree is probably of more concern. There are well established fruiting bodies at the base which are likely to have caused some decay at the base of the tree. There are also historic wounds in the lower canopy where decay is likely. The upper crown is showing some early signs of stress, with reduced vitality and leaf cover. My recommendation would be to have the tree inspected by a suitably qualified consultant, my suggestion would be that a climbing inspection is undertaken to look at the cavities near the base of the crown, it may also be worthwhile to undertake further investigation to find out how much decay is at the base, this would usually require a PICUS survey, I know that Tree Care and A.T Coombes have the PICUS equipment. Tree Care - 01603 721552
A.T Coombes - 01603 759618
- c) Norfolk County Council
1. A simple parking permit will be available from today to ease the way for health workers, and community volunteers, who are helping people across Norfolk. Also, authorities are running a reduced level of parking enforcement to make sure blue light services, as well as bin collections and food delivery trucks, are still able to access people's homes.
 2. Councils, MPs and organisations across Norfolk have issued a joint message today to urge people to continue to stay at home this weekend in a bid to save lives and slow the spread of Coronavirus. The message, which has been co-ordinated by Norfolk Resilience Forum, comes amid fears the combination of a forecast sunny weekend and fatigue as residents face a third week of lockdown could mean people are increasingly tempted to venture out.
 3. A new phoneline (0344 800 8029) has been launched today (Monday, 20 April) to help Norfolk's children and young people during the COVID-19 pandemic. It comes as the Norfolk Safeguarding Children Partnership launches the second phase of a county-wide campaign to keep children safe at home.
 4. Funding Opportunities and News Summary Update 22 April 2020 - see website
 5. Emergency road closure in the Parish of Barton Bendish - due to burst water main
 6. Sean Asplin, Passenger Transport Manager - supplied information on bid for Government funding from their Rural Mobility Fund (primary objective of the fund is to trial demand-responsive transport solutions in providing transport services which work better for local residents of rural and suburban areas) and requested support from the parish council. Clerk wrote letter of support.
 7. Your Norfolk - online - eMagazine for Norfolk residents
 8. "Parish Partnerships" scheme for local highway improvements (2021/22). All bids to be submitted by 4 Dec2020.
- d) Ultimate Land and Gardens Ltd - Paul Grahame emailed list of services available, (landandgardens@ultimateworkforce.co.uk) 01366 388499.

- e) Email from Mr. Mike Cooper regarding the coronavirus outbreak ‘...I trust the Parish Councillors will postpone the annual Parish Meeting and OPC annual general meeting to a future date that allows the community (of whom 70% are over age 70), to a time when they will be in a position to voice their comments and participate at these events.’
- f) Email from Bernie Dye: wedding postponed from 29 May (due to coronavirus) - new date is 1 June 2021, although the reception will no longer be at the pub.
- g) Email from our insurers, Community First, advising special measures due to coronavirus.
- h) NALC
1. Holding meetings - NALC strongly encourages councillors and staff to follow government guidance on social distancing and self-isolation. We would encourage local councils to consider if they need to hold scheduled meetings at all. NALC are expecting government guidance on holding meetings remotely. Local councils should evidence decisions, for example by asking councillors to confirm their votes by email to the clerk for the clerk to keep as a record.
 2. Re. Covid-19. Funding up to £1,000 - directly for their own use or in helping these groups who are helping vulnerable people <https://www.norfolkfoundation.com/funding-support/grants/groups/covid-19-community-response-fund/>
 3. The fast-tracked Coronavirus Bill was considered by the House of Commons on 23 March and House of Lords on 24/25 March. Royal Assent ... Act of Parliament. Provisions of particular relevance to local councils are on the postponement of local elections and local authority meetings.
 4. NHS clinical commissioning group - Stay Home, Protect the NHS, Saves Lives. letters are sent to vulnerable patients urging them to shield themselves from the virus by staying at home and avoiding face-to-face contact for the next 12 weeks. The letters provide information about accessing health and social care during this time and extra support available for them, their families and carers. All those who receive a letter are encouraged to register now by going to www.gov.uk/coronavirus-extremely-vulnerable or call 0800 028 8327, the Government’s dedicated helpline.
 5. The publication date for final, audited, accounts for local councils will move from 30 Sept to 30 Nov 2020, commence the public inspection period on or before the first working day of September 2020. Draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible.
 6. NALC has been working with the Crown Commercial Service to allow local councils to access a discounted rate for using Zoom - an online meeting platform. £7.99 per month (normal price £12.99)
 7. A short survey includes questions on precept, staffing and income.
 8. New Anglia LEP is working with partners to support businesses during COVID-19 to help them find the staff they need to continue to operate at this challenging time. With over 60 vacancies currently being advertised: visit <https://newanglia.co.uk/employment-opportunities/> to see the latest opportunities.
 9. Community coronavirus testing in Norfolk and Waveney now available to “key workers” (and/or household members with symptoms). See website.
 10. Domestic Abuse and Sexual Violence Board (DASVB) - see website.
 11. Norfolk ALC has been working closely with Broadland Digital for the last couple of years in managing and supporting the local Norfolk parish websites. As part of our collaboration, Broadland Digital is now able to also offer local parishes a more enhanced bespoke website solution.
 12. Active Norfolk- offering free “Exercise at home packs”
 13. Points of Light-collection of case studies which include summaries and information on electorate, precept and expenditure that highlight the work of England’s 10,000 local councils.
 14. NALC ask councils to consider the proposed new model member code of conduct and respond to the LGA consultation before the deadline of 17 August 2020. NALC will be responding to the consultation/ engaging further with the LGA plus calling for further action by the government to introduce a new power for local authorities to suspend councillors for a period of up to six months. See website.
- i) Community Action Norfolk, Voluntary Norfolk and Momentum (Norfolk) are working with Norfolk County Council and local health providers to recruit volunteers for a county wide effort to respond to the Covid-19 crisis.
- j) Cllr Gilluley confirmed that National Lottery Awards for All- awarded £9699 (for Oxborough Play Area project)
- k) PKF Littlejohn - external auditor for the 5 financial years from 2017/18 to 2021/22. (AGAR) plus certificate or opinion issued by the local auditor must be published 30 Sep-30 Nov 2020. New regulation- there is no requirement for a common period for the exercise of public rights- only the 30-working day period for the exercise of public rights should start on or before the first working day of September. The submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is Friday 31 July 2020
- l) Cllr Eagle forwarded email from The Agricultural Chaplains Association and The Princes’ Countryside Fund, regarding Farming Help providing support for farmers affected by Covid-19 (and especially in regard to mental health). Call 03000 111 999 or visit www.farminghelp.co.uk

m) Covid-19 correspondence:

1. Email from Mr. Mike Cooper -Suppliers update. The website is now live and the link is <http://www.oxbomessage.btck.co.uk/CoronavirusOXBOROUGH>. Wellbread Bakers of Swaffham will deliver to your door. The Swaffham White Hart delivers meals to Oxborough. Currently working on Starlings of Swaffham to get fruit and vegetables to the village particularly to the self-isolated.
2. Norfolk Accident Rescue Service-urgent appeal from Chief Operating Officer Peter Sefton-Smalley: Request help with the cost of the following items: Full Face Mask with Visor and face seal - £65/Dust Filters - £10/Protective Hooded Coverall - £10
3. Email from Simon Meager, promoting his company Kognos, which has developed a new App that “that brings together your neighbours, friends, families and constituents that gives them everything they need to know”.
4. Healthwatch Norfolk COVID-19 engagement. This document contains relevant communications materials for public and third sector organisations in Norfolk about Healthwatch Norfolk’s (HWN) planned engagement activity around the COVID-19 pandemic.

n) Email from MP Liz Truss “...The Norfolk spirit is strong, and I am confident we can get through this difficult time and beat coronavirus. It is tremendous to see the community effort and local organisations coming together to support one another.

I would like to assure you that the government is working at great speed to implement all measures and get support in place. Please continue to stay at home to help the NHS and save lives (elizabeth.truss.mp@parliament.uk)

o) Community Action Suffolk asks if we want a quote for insurance

p) Cllr Gilluley confirmed that the PC had been awarded £1000 from Red House Youth Projects Fund towards the playground project.

q) My Neighbourhood Plan (email from Clara Yeung, Client Relationship Director) Regarding neighbourhood planning, if you would like us to be your neighbourhood planning advisor, please feel free to let me know.

Director@MyNeighbourhoodPlan.co.uk

r) Rural Services Network -alongside other members of the Rural Coalition, have written to George Eustice (Secretary of State for Environment, Food and Rural Affairs) to warn against Government applying a rigid one-size-fits-all approach for getting Britain back to work. See Website.

s) Cllr Gilluley requested and received a revised quote from NGF Play Ltd for £10319 plus VAT. Clerk paid 30% deposit.

t) CPRE - 1. If you would like to support CPRE Norfolk further in its work to connect people with the countryside so that everyone can benefit from and value it, please consider: Making a one-off donation /Joining CPRE from £3 per month - for this you become a member of CPRE nationally as well as of CPRE Norfolk/ Signing our Green Belt for Norwich petition

2. Ministers want to take decision-making powers away from communities and local councils, handing it over to housing developers and central powers in Westminster. CPRE have a petition to call on government to drop the plans.

u) Thomas Ryan - touting for business for Gardening Contracts (including grass cutting): swaffhamcleaning@gmail.com

v) Debbie Wells, Desert Rats Membership Secretary: due to Covid-19, the annual show has been cancelled

w) Sue Tuff, Ryston Runners Treasurer, also advised that the ½ Wissey Marathon has been cancelled and requested that we retain the payment of £90 for next year’s event.

x) Email from Mr. Ian Monson: ‘On behalf of our Company Oxborough Farms Ltd I am writing to say I have instructed our Company Solicitors, Mills & Reeve LLP, to write to the Oxborough Parish Council pointing out the restrictive covenant agreed between the Council and Oxborough Farms Ltd in 2005 and enclosing the details. As a Parish Councillor and a Director of Oxborough Farms Ltd I clearly have a direct and conflicting interest in this matter so wish to play no part in Parish Council discussions or meetings about it. I therefore publicly and officially declare this interest and request it be recorded in the Council records’.

y) Treecare Norwich confirm the beech tree inspection will be carried out on 5 October.

z) Funders for the playground project have confirmed that the completion dates may be extended (National Lottery 25 March 2021, and Norfolk Community Fund 27 April 2021).

i. Local Government Boundary Commission: As a result of our draft recommendations for new division patterns, we propose making changes to the parish electoral arrangements for 5x parish and town councils (not Oxborough). Consultation closes on 23 Nov 2020.

Planning

1. 3PL/2020/0089/F. Change of use of 6 rooms on the first floor of Oxburgh Hall from accommodation C3(a) to an office and meeting rooms B1. Approved.

2. 3PL/2020/0154/F. Oxborough Lakes House, Oxborough Lakes (Mr Boswell) -refused.

3. 3PL/2020/0322/LB. Listed Build Consent: Construction of garden room/minor related alterations (Whitehouse Farm, S. Emmett). Approved.

4. 3PL/2020/0321/HOU. Construction of garden room/minor related alterations (Whitehouse Farm, Susie Emmett). Approved

5. 3PL/2020/0422/F. Fen Farm, Oxborough Road, Mr Will Chapman. New wooden log cabin with jetty on Land Adjacent the River Wissey. Would be used as a rest room / shelter when tending to the adjacent pumping station (retrospective)
6. 3PL/2020/0622/LB & 3PL/2020/0621/F Listed Building Consent & Consultation Oxburgh Hall: Upgrading of the existing lightning protection system. Approved.

Highways

1. Highways teams keep Norfolk moving during coronavirus pandemic. Annual grass cutting programme will be starting on many rural routes in mid-May. The focus will be on essential work in both urban and rural areas to keep the county's roads safe with particular focus on improving sight lines at corners and junctions. For more information visit: www.norfolk.gov.uk/roads-and-transport/roads/road-maintenance