

# Oxborough Parish Council

## Minutes of the Extra Ordinary Parish Council Meeting held on 13<sup>th</sup> February 2026 at 7.30pm

Councillors present: Councillors Allison (Chair), Chapman, Powell, Vyse, Willies (Vice-Chair)

Councillors absent with apologies: None.

Also present: Neil Watson, Acting Clerk & RFO, and three members of the public.

**Agenda Item 1: Declarations of recording/social media use.**

None

**Agenda Item 2: Receive, consider and accept apologies for absence.**

None

**Agenda Item 3: Receive declarations of interest from members on agenda items.**

No declarations were made.

**Agenda Item 4: Adjourn the meeting to allow for public comments on agenda items.**

Proposed by Cllr Powell, seconded by Cllr Willies, all in favour. (Minute reference 26/001)

**Agenda Item 5: Appoint Neil Watson as Locum Clerk.**

Proposed by Cllr Allison, seconded by Cllr Vyse, all in favour. (Minute reference 26/002)

**Agenda Item 6: Approve the purchase of a laptop computer for use by the Clerk.**

Cllr Powell had conducted detailed research into the options available to the Council. It was agreed that once the laptop is in hand the necessary Microsoft 365 suite and any additional virus protection deemed necessary will be purchased. The Locum Clerk expressed a preference for a Dell laptop, as the price from Dell was competitive Councillors resolved to purchase a Dell 15 W11 laptop from the Dell Outlet Store at a net price of no more than £300. Clerk to action

Proposed by Cllr Vyse, seconded by Cllr Powell, all in favour. (Minute reference 26/003)

**Agenda Item 7: Approve the purchase of a .gov.uk domain, website and Council email addresses.**

Cllr Powell had also researched this matter thoroughly and offered four options to Councillors. After discussion it was agreed to use the product offered by 'Option 4' Norfolk Association of Local Councils (of which Oxborough Parish Council is a member). Clerk to action

Proposed by Cllr Allison, seconded by Cllr Powell. After a request for a recorded vote, on a show of hands Cllrs Allison, Chapman, Powell and Vyse were in favour of the motion, Cllr Willies preferred 'Option 3'. Motion carried by 4 votes to 1. (Minute reference 26/004)



Chairman.....Date.....

**Agenda Item 8: Approve bank payments to cover Agenda Items 5 - 7**

5. The Locum Clerk will issue monthly invoices on terms to be agreed in the confidential session at the end of the meeting.

6. The Locum Clerk will purchase the laptop (as only on-line payments are acceptable to the vendor) and reclaim the cost via an expenses claim

7. Norfolk ALC will invoice for the costs of the new domain etc in the normal way

Proposed by Cllr Powell, seconded by Cllr Vyse, all in favour. (Minute reference 26/005)

*Date of next meeting – Wednesday 18<sup>th</sup> March 2026 at 7.30pm at Oxborough Village Hall  
The members of the public were thanked for their attendance, and left the meeting.*

**Agenda Item 9: Confidential Item(Public & Press to be excluded)  
to agree the contract terms for the Locum Clerk**

The Locum Clerk presented his terms and contract to the meeting; it was agreed that the Locum Clerk’s contract would be on a self-employed basis for a period of three months from 13th February 2026 (with one month’s notice period on either side) for 20 hours a month at £25.00 an hour. The Locum Clerk will waive any mileage costs incurred while fulfilling the contract. During this period recruitment will be started for a permanent Clerk & RFO.

Proposed by Cllr Allison, seconded by Cllr Vyse, all in favour. (Minute reference 26/006)

**Meeting Closed: 8.45 pm.**

**Until the new email addresses are available, any Parish Council business should be referred to the Locum Clerk by email at [clerk@marshlandstjamesparishcouncil.gov.uk](mailto:clerk@marshlandstjamesparishcouncil.gov.uk).**

**DRAFT**

Chairman..... Date.....