

SOUTH CREAK PARISH COUNCIL

Minutes of the Annual Parish Council meeting of South Creak Parish Council held virtually via Zoom on Monday May 11th, 2020, at 6.30pm.

Present: Councillors, S Freakley (Chair), P Abbey, T Allen, P Collins, L Goodall, B Rosen, B Sexton, and the Clerk, Sarah Harvey.

1. The Chair welcomed all those present to the meeting.
2. Election of Chair
It was proposed by Councillor B Sexton, seconded by Councillor L Goodall and carried unanimously that Councillor S Freakley be elected Chair.
3. Election of Vice-Chair
It was proposed by Councillor S Freakley, seconded by Councillor L Goodall and carried unanimously that Councillor T Allen be elected as Vice-Chairman.
4. Apologies
It was agreed to accept apologies from Councillor R Chantree – unable to access.
5. Declarations of Interest on Agenda Items
There were no declarations of interest declared.
6. Parishioner's Participation
There were no parishioners present.
7. Minutes
It was resolved that the minutes of the Parish Council Meeting held on Monday 2nd March, 2020, be approved and signed by the Chairman.
8. Matters Arising from the Minutes for Information Only
The Clerk confirmed that the dog waste bin had been installed by the Norfolk Archaeological Trust (NAT) at the Hill Fort Site, Bloodgate Hill and that the BCKLWN had confirmed that the annual charge for collecting and disposing of the waste had been added to South Creak Parish Council's account.
It was noted that an application for funding had not been submitted to the Jack's Lane Community Benefit Fund for a new storage facility, as the future of the Football Club was uncertain.
The Clerk advised that the Norfolk Records Office had been unable to process the Council's request for a copy of the Playing Field deeds due to the coronavirus lockdown, A copy of the request form was to be kept on file for when their service resumed as normal.
9. COVID – 19 Pandemic
 - a. **Standing Orders** – it was noted that the amendments to the standing orders highlighted in yellow supported the new powers given to Parish and Town Councils within the Coronavirus Act 2020 and allowed local councils to meet virtually until May 2021.
 - b. **Virtual Meeting Provider** - it was noted that legislation had been introduced to allow local councils to meet virtually until May 2021. It was agreed that the council would continue to use Zoom's Basic Plan and hold its meetings over that platform until it was possible to hold face-to-face. The Basic Plan allowed meetings to last for 40 minutes and if it was deemed necessary to extend the time limit, the same meeting would be restarted.

10. Finance

- a. Accounts for payment under the Late Payments Interest Act 1998: there were none declared.
- b. Accounts for payment: It was resolved that the following accounts should be paid.

EACH, Donation	50.00	101695
CPRE, Membership Renewal	36.00	101696
Norfolk ALC, Annual Subscription	137.51	101697
Norfolk Parish Training & Support, Annual Subscription	144.35	101698
ICO, Data Protection Renewal Fee	40.00	101699
Clerk's Salary (March)	214.76	SO
Environment Agency, General Drainage Charges	26.59	101700
TTSR Limited, Grounds Maintenance	1,126.60	101701
Mr P Collins, Allotment Pathways Cutting (April/May)	67.50	101702
Came & Company, Parish Council Insurance	1,150.46	101703
Norfolk County Council, Village Gateway Scheme	641.28	101704
Clerk's Quarterly Expenses + Annual Allowance for use of Home as Office	141.63	101705
Allotment Tenant, Refund of Allotment Deposit	25.00	101706
Clerk's Salary (April)	214.76	SO

- c. To note the finance received during February and March.

February

Allotment Rent & Deposit	55.00
UKPN Wayleave Payment	113.26

March

Business Premium Account Interest	0.23
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- d. Financial Statement: The financial statements for December 2019, January, February, and March 2020, were considered, approved and signed by the Chairman.
- e. **Internal Audit** - It was AGREED that Roger Canwell should be appointed to audit the accounts for the financial year 2019/20, at a cost of £30.00. The Clerk would correspond confirming his appointment and to arrange a suitable date prior to the 30th June, 2020, for the audit to be undertaken.
- f. **2019-2020 Accounts:** Copies of the accounts which had been circulated were considered by the Councillors. Councillor P Abbey noted that the total expenditure in the Cashbook was 3p less than the Total Expenditure recorded on the Annual Accounts Summary. The Clerk agreed to investigate the difference and further present the accounts at the June meeting.
- g. **Direct Debits 2020-2021:** It was agreed that the following should be continued.
 - Borough Council – Collection and disposal of dog waste, Annual payment
 - Scottish Hydro – Lighting Energy, Monthly payment
- h. **Parish Partnership Scheme – Village Gateways** – it was noted that the Council had been successful in its grant to the Parish Partnership for 50% funding of the village gateways on Bluestone Road. It was agreed that the terms of the grant should be signed and forwarded to Norfolk County Council along with a cheque for the Parish Council's contribution towards the scheme of £641.28.

11. Allotments

- a. **Allotment Rent Collection** – it was agreed that collection of allotment rent would be reviewed in July, once social distancing measures may be further relaxed.
- b. **Matters for information only** – Councillor S Freakley reported that all vacant allotments at the Back Street site were now tenanted.

Councillor S Freakley noted that an email had been received from an allotment tenant regarding cutting of the roadside allotment bank (Back Street) during Spring, when many flowers were present.

It was noted that a tenant was leaving wooden pallets on the allotment bank (Back Street).

12. Parishioner's Participation

There were no parishioners present.

13. It was noted that the next Parish Council Meeting would be held on Monday 1st June, 2020 at 7.30pm.

With no other business the Chairman closed the meeting at 7.15pm.

..... Chairman
1st June, 2020

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL