

GISSING PARISH COUNCIL

MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING

On Tuesday, 10th November 2020 7.30pm Via Zoom

Councillors Present: Cllr J Cromley (Chair), Cllr D Eddington, Cllr M Harrowven, Cllr C Leeder and Cllr S Sell

In attendance: County Cllr Bev Spratt, District Cllr James Easter, Marianne Purdy (Clerk), 3 members of the public

For the benefit of the public attending the meeting, all votes taken were by both a show of hands and a verbal response from each individual councillor.

1. Welcome the public

The Chair opened the meeting and welcomed everyone.

2. Apologies for absence

None.

3. Declarations of interest in items on the agenda

None.

4. Approval of minutes

The minutes of the meeting held on 8th September and 1st October 2020, previously circulated to all Members of the Council, were unanimously agreed. The Clerk will arrange for minutes to be signed.

5. Public participation

A member of the public raised a concern regarding a building that has been erected on a plot of land. Further information to be sent to the Clerk.

A member of the public enquired whether some signs could be erected to show the route through the Millennium Wood. These will be paid for by an outside organisation. This was agreed by the Parish Council.

A member of the public raised concerns over possible building taking place at Malthouse Farm. Parish Council to look further into this. CPRE to be consulted with.

6. Reports from District Cllr J Easter and County Cllr B Spratt:

County Councillor Spratt: Reported that all schools in this area are doing well and currently free from Covid-19. Two runs had been out for gritting in the recent frosty weather. Small businesses can apply for grants up to £3000.00 for assistance during the pandemic. County Cllr Spratt stated there would be some funding available to Gissing Parish Council.

District Councillor Easter: SNC leisure centre closed – staff have been redistributed them to assist in any area that requires help. There is a grant available from SNC – Additional Restrictions Grant – for those who can't get the Government grant. District Councillor has a small amount of money for a project in Gissing if required – needs to be spent by December.

DC Easter is still investigating lease on Common Road.

7. Clerk's Report

None.

8. Planning Applications

2020/1824 2 Malthouse Barns, Malthouse Lane

This application was fully discussed by the Parish Council. District Councillor Easter was waiting for the planning case officer to come back to him.

The other application is going to planning committee for a decision.

9. Poppy Wreaths

It was agreed that a Poppy Wreath would be purchased each year by the Parish Council. Proposed: Cllr Cromley, Seconded: Cllr Harrowven. Clerk to diarise for 1st October each year.

10. Parish Website

The clerk reported that the website was not visible on any searches on the internet. Due to the website being a clone of another site, no back-end work had been carried out. Clerk to contact website designer regarding a new website to incorporate portals, accessibility to the public, own domain name.

11. Parish Newsletter

Currently under construction. Discussions held around content.

12. Risk Assessment

Cllr Harrowven read through the draft Risk Assessment he had prepared which had been circulated to all Councillors prior to the meeting. A couple of minor amendments to be made. The Parish Council agreed to adopt the Risk Assessment. Proposed: Cllr Cromley. Seconded: Cllr Sell.

13. Volunteer Policy

The Volunteer Policy had been circulated to all Councillors prior to the meeting. The Parish Council agreed to adopt the Volunteer Policy. Proposed: Cllr Eddington. Seconded: Cllr Cromley.

14. Home Working checklist

The Home Working checklist had been circulated to all Councillors prior to the meeting. The Parish Council agreed to adopt the Home Working checklist. Proposed: Cllr Harrowven. Seconded: Cllr Leeder.

15. Updates

The following updates were given:

Millennium Wood – Tree works had been completed.

Orchard – Trees are all well-established.

Pinnocks Charity Land – The Charity own woodland next to Miss Colchester’s – they are looking to develop it at some point in the future. Cllr Eddington to contact them again to arrange a meeting to discuss.

Footpaths – Cllr Sell had not heard back from the Access Officer. Parish Council will look into arranging walks in the spring.

Covid 19 – The group were awarded 2nd place by SNC for volunteering award. Information cards are being dropped through doors as before. Not planning to re-open the hub. Looking at a walk Christmas morning around village.

B4RN – Awarded a grant of £300 from SNC. All wayleaves had been confirmed to complete the project. Awaiting go-ahead from B4RN.

16. Car Park – Action Plan

Cllr Sell had asked Dave Weatherly to fill the pot holes in the next few weeks. Further looking into car park surface – Snettisham has plastic parking grids filled with pea shingle. Cllr Sell to contact to find out more information. Cllr Sell costed fencing - £1600 + VAT.

17. Grass cutting contract

Deferred to January meeting.

18. Parish Partnership Scheme

Not applying this year.

19. Parish Online

The Parish Council agreed to subscribe, initially for a year, to Parish Online at a cost of £43.20. Proposed: Cllr Sell. Seconded: Cllr Harrowven.

20. FINANCE

a. Approve payments:

PAYEE	DESCRIPTION	ACTUAL AMOUNT
Norfolk Parish Training	Course for clerk	44.00
Miss M Purdy	Clerk’s wages x 2 months	321.22
Tree Menders	Millennium Wood work	510.00
Royal British Legion	Poppy Wreath and donation	28.50
Mr M Harrowven	Locks for SAM2	22.77
ICO	Annual data protection fees	40.00
Westcotec	SAM2 50% paid by Parish Partnership	4220.40
TOTAL £		£5186.89

Proposed Cllr Eddington, seconded Cllr Cromley and unanimously agreed.

Receipts:

From	Item	Amount
SNC	Precept part 2	2972.00
NCC	SAM2 50%	1758.50
	TOTAL £	£4730.50

Details	CR	DR	
Cash Book Balance Brought Forward A (Community Account 00473138)	14353.02		
Receipts this month (Community Account) listed above): B	4730.50		
Payments this month (listed above): C Plus payment to Willetts re Village Hall		5186.89 5330.80	
Cash Book Balance Carried Forward (=A+B-C) Community Account Balance			8565.83
Reserve account (Business Premium 50340898) Opening Balance 1/4/20 - £363.63	0.15		363.78
Allocated Funds =			(7,230.72)
Community Account + Reserve Account - Allocated Funds = AVAILABLE TO SPEND			£1698.89

Allocated Funds

Details	Balance 1/4/2020	CR/DR	Balance
Dr J B Philip Memorial Fund	1,610.00		1,610.00
CIL	3,620.72		3,620.72
Orchard Fencing	2,000.00		2,000.00
TOTAL £	7,230.72		7,230.72

Parish Land Accounts

PARISH LAND ACCOUNTS	Balance 1/4/2020	CR/DR	Balance
Business Premium 50573639	1,624.98		1,624.98
COIF Account 45216001T (460 units held)	7,165.24		7,165.24

b. Responsible Finance Officer's report:

RFO to prepare a letter to Barclays closing all the bank accounts with them now that Unity Trust Bank is fully set up.

21. Community Building

Chris Tyler (representative from GCB) explained that the building is currently shut due to Government guidelines. Outside woodwork being painted.

22. General Correspondence

Village Hall – Church has agreed to release the covenant. Legal bills need to be paid – the Parish Council fully discussed this. The Parish Council had agreed to pay monies for these fees in September 2019. Total: £5330.80 to Willetts which includes monies to the Church, Birketts and Allen Cole. Proposed: Cllr Eddington. Seconder: Cllr Cromley
It was noted that the Parish Council is the Corporate Trustee as set out in a document dated 15/12/87.

All other correspondence had been circulated to all Councillors. No action required.

23. Items for next Agenda

Village Hall.

24. Time and Date of next Parish Council meeting and dates for 2021

12th January 2021 at 7:30pm venue to be advised.

2021 dates: 12th January, 9th March, 11th May, 13th July, 14th Sept, 9th Nov.

A resolution was passed to exclude members of the public. Proposed Cllr Harrowven, Seconded Cllr Cromley.

25. Contract

All agreed. Clerk to sign and pass on to Chair for his signature. Proposed Cllr Eddington; Seconded Cllr Harrowven.

Meeting closed at: 9.37pm