

### Honingham Parish Council

Minutes of the Meeting of Honingham Parish Council  
Wednesday 13<sup>th</sup> May 2020, 7.00pm via Zoom Video Conference

This meeting took place via video conference due to the current Coronavirus pandemic and government guidelines to stay at home.

[www.honinghampc.info](http://www.honinghampc.info)

#### Present

	Present	Apologies	Absent		Present	Apologies	Absent
David Bishop (DB) (Chair)	✓			Michael Eales (ME)	✓		
Linda Human (LH) (Vice Chair)	✓			Sam Steggles (SS)		✓	
Roger Human (RH)	✓			Vacancy			
Richard Kirkham (RK)	✓			Jordana Wheeler (JW) (Clerk)	✓		
Members of Public in Attendance		2		Cllr Greg Peck (NCC) (GP)		✓	
				Cllr Peter Bulman (BDC) (PB)	✓		

<b>1</b>	<b>To receive apologies for absence</b>
1.1	Apologies were received and accepted from SS. All other Councillors were present.
<b>2</b>	<b>To receive declarations of interest in items on the agenda and requests for dispensation</b>
2.1	No declarations of interest were declared in relation to items on the agenda.
<b>3</b>	<b>To approve and sign the minutes of the Council meeting held on 11<sup>th</sup> March 2020 and the Record of Decisions associated with the cancelled meeting of 8<sup>th</sup> April 2020</b>
3.1	The minutes of the meeting held on 13 <sup>th</sup> March 2020 were received and read by Councillors prior to the meeting and they were agreed by all as a true reflection of that meeting. The Council <b>RESOLVED</b> to approve the minutes. The Record of Decisions is a record of the decisions made by the Council outside of a Council meeting due to the meeting of 8 <sup>th</sup> April 2020 being cancelled due to the pandemic. All decisions were agreed via email. The Council <b>RESOLVED</b> to approve the Record of Decisions as an accurate record of these decisions. The minutes will be posted to DB to be signed.
<b>4</b>	<b>To report on progress of matters arising from previous meetings – Information Only</b>
4.1	The following matters have been dealt with over the last month <ul style="list-style-type: none"> <li>- Quotes have been obtained for grass cutting and removal of a tree</li> <li>- Audit paperwork is ongoing</li> <li>- Work on how the Council can continue to operate during the pandemic</li> </ul>
<b>5</b>	<b>To confirm details of the Annual Parish Meeting and the Annual Parish Council meeting</b>
5.1	New regulations have been brought in due to the pandemic and are valid until May 2021 or until the Government retracts them. Meetings can be held virtually and must continue to be advertised in the normal manner. Meetings are still legal as long as they are advertised on the Council website, this means the agenda does not have to be displayed on the village noticeboards if it is not safe to do so. As long as everyone in attendance can be heard in the meeting it is considered the regulations have been met. It is preferable to also be able to see attendees (e.g. video conferencing). The press and public must also continue to be able to access meetings.
5.2	The requirement to hold an Annual Parish Council meeting has been removed, therefore the Chair will continue in role for another year until May 2021 unless they do not wish to. Therefore, DB will continue as Chair for 2020-21. LH will continue in the role of vice-chair. There will be no Annual Parish meeting but any reports received will be published on the Council website.
<b>6</b>	<b>To consider temporary delegation of powers to the Clerk</b>
6.1	The Council were in receipt of a draft policy to delegate powers to the Clerk. This would enable to Clerk to carry out essential Council duties should the Council be unable to meet during the pandemic. All decisions should be made where possible in consultation with the Council via email. Any decisions made outside of a meeting will be reported at the next Council meeting to be ratified. The Council <b>RESOLVED</b> to adopt the policy to delegate temporary powers to the Clerk.

Draft Minutes until approved at Parish Council Meeting on Wednesday 10<sup>th</sup> June 2020 (subject to change)

Chairman Initials:

Date:

<b>7</b>	<b>To announce the winner of the Ailwyn Cup</b>		
7.1	DB announced Natasha Cargill (NC) as the winner of the Ailwyn Cup for 2019-20. NC won the cup due to her continued service to the village and the Council since leaving the Council as a Councillor 18 months ago. NC coordinates and organises the regular village litter picks as well as coordinating the use of temporary speed cameras within the village.		
<b>8</b>	<b>To approve the signing of the order for the new slide</b>		
8.1	Following the receipt of the grant for the installation of the slide the final order is due to be submitted. RH enquired about the cost of the slide, the Clerk confirmed this as £3972.00 (exc VAT), the full cost of which will be covered by the Awards for All grant at no cost to the Council. The Council <b>RESOLVED</b> to approve the Clerk to sign the slide order and arrange installation.		
<b>9</b>	<b>Finance - To review and approve the bank reconciliations for April 2020 and approve payments for the following;</b>		
	The bank reconciliation for April 2020 was considered. The Clerk confirmed her expenses included the annual subscription to Office 365 software (£94.80), £85.20 of this will be covered by the remaining Transparency Grant. RH enquired about the expenses for DB. This covered petrol for the grass cutting at the Bowls Club and paint for the maintenance of the village sign. LH thanked DB and another resident for the excellent job they had done in painting and preparing the signs in the village for VE day. The Council <b>RESOLVED</b> to authorise the payments.		
9.1	Description	Payment Type/Cheque	Amount
	David Bishop – Reimbursement for expenses (maintenance)	BACS	£54.34
9.2	NGF Play – Slide deposit	BACS	£1429.92
9.3	Clerk's Salary & Expenses (April)	BACS	£400.30
<b>10</b>	<b>To confirm receipt of precept and CIL money</b>		
10.1	The Clerk confirmed the first half of the precept had been received. £2524.14 of CIL money has also been received including CIL relating to the new mustard factory at the Food Enterprise Zone, payment of which had been delayed by 6 months. The Council now has a total of £8387.69 of CIL money to be spent within 5 years. The Council were reminded that CIL money can only be spent on specific infrastructure projects and not the day to day costs of the Council. No further CIL is expected at present, payments should be up to date. Councillors will consider options for the use of the CIL money. <b>ACTION</b> – Clerk to re-share guidance and examples of how to use the CIL money.		
<b>11</b>	<b>To receive an update on the annual audit</b>		
11.1	The deadlines for the completion of the annual internal audit have been extended from the end of June to the end of July. The period of Exercise of Public Rights has also been postponed until September. The AGAR forms will still require a wet signature after they have been agreed by the Council, this will need to be completed by the deadline and will happen outside of a meeting whilst meetings are virtual. The internal audit is expected back by the end of May.		
<b>12</b>	<b>To appoint a grass cutting contractor for 2020-21</b>		
12.1	Councillors considered quotes on a cost per cut basis. The Clerk summarised options for paying for the grass cutting, which covers the play area and adjacent field area. The Bowling Green will continue to be cut by volunteers for 2020. The Clerk noted that the Council had a budget of £200 for grass cutting. To cover the difference the Clerk proposed using the maintenance money of £500 for the Bowls Club to cover the difference. Any maintenance costs for the Bowls Club could be covered by the remaining sponsorship money.		
12.2	The usual cutting season runs from March – October, however due to the pandemic the start of the contract has been delayed. The Council were keen to use a local contractor and <b>RESOLVED</b> to appoint Vortex as their grass cutting contractor for 2020-21. The contract will begin immediately with the grass being cut every 2 weeks. <b>ACTION</b> – Clerk to obtain additional quotes for cutting of the Bowling Green every 3 weeks to assist with planning for next year.		

<b>13</b>	<b>To appoint a play area inspector for 2020-21</b>
13.1	The Council considered near identical quotes and <b>RESOLVED</b> to appoint David Bracey to carry out the play area inspection for 2020. The Clerk confirmed due to the pandemic Mr Bracey would not be able to meet a Councillor on site during the inspection but a full written report would still be issued once the inspection was complete. This is expected to take place in June.
<b>14</b>	<b>To consider work required on the ash tree on the playing field</b>
14.1	The Clerk reported that the ash tree is growing next to the fence of a neighbouring property and has ash die back disease. The resident of the property has requested the tree is removed as its condition is declining. The tree is also growing close to electricity cables. The Council considered quotes from local tree surgeons. The Clerk noted that the Council had a budget of £450 for general village maintenance. This would only cover the removal of the tree, not allowing for any further maintenance throughout the year.
14.2	It was noted that the work could not be carried out immediately due to the proximity to the electricity cables. UK Power Networks is not currently allowing tree work close to electricity cables unless in an emergency due to the pandemic. The work on the tree will be carried out as soon as it is safe to do so. The Council <b>RESOLVED</b> to appoint Eastern Tree Care to carry out removal of the tree. It was agreed the trunk would be chopped up and left on site, branches and leaves to be removed by the contractor. <b>ACTION</b> – ME to liaise with Eastern Tree Care to arrange a date for the work. Clerk to liaise with the resident as access may be required to their garden to carry out the work safely.
<b>15</b>	<b>Correspondence</b>
15.1	Norwich Western Link (NWL) Project Update Due to the pandemic the planned NWL Local Access consultation for April/May has been postponed. There is currently a 6-month delay on the expected timeline of the project. The public consultation on the design is now expected in May 2021.
15.2	Norfolk Police Update – New Beat Manager Contact details of the new Beat Manager had been provided and will be shared via the Council website.
15.3	NHS Norfolk and Waveney Clinical Commissioning Group – Information on COVID19 testing for key workers Information had been provided on new COVID19 testing. The Clerk noted that this provision was constantly changing and therefore anyone wishing to get tested should consult the NHS website for up to date details.
15.4	Weekly briefings from Broadland District Council The Clerk confirmed Broadland District Council were sending Parish Council’s weekly updates on the support they are providing the community. Important updates are available via Broadland District Council’s website.
<b>16</b>	<b>To consider subscribing to video conferencing for future Council meetings</b>
16.1	The Clerk provided details on options for video conferencing services. The cheapest being £11.00 per month. The Council do not have a budget allowance for hall hire for meetings due to using the village hall for free. The Council <b>RESOLVED</b> to continue with the free service from Zoom which allows for 40 minutes per meeting. Agenda’s will be kept to only essential items during this time. The Clerk noted that a longer meeting may be required to consider the audit and subscriptions can be paid for monthly.
<b>17</b>	<b>Opportunity for public participation</b>
17.1	PB enquired if the Council responded to the Greater Norwich Local Plan consultation. The Clerk confirmed a response was submitted and was based on the suggested response provided by PB, the Clerk thanked PB for his assistance.
17.2	A resident requested that the village litter picks were allowed to re-start, noting that most volunteers only go out with people from their own household, gloves are worn and the risk was low. The Clerk noted some risks included residents volunteering who may be within the at-risk category who should be shielding, sharing equipment and contaminated litter. PB noted if a risk assessment was carried out this request could be considered. RH noted the rubbish bags are usually left in the open to be collected. The are usually left for up to 5 days which is also a risk. The Clerk noted that advice from Broadland District Council (BDC)

	was that litter picks should not be taking place under current guidelines. The Clerk will speak to BDC to see if there is any more up to date advice to reconsider.
<b>16</b>	<b>To confirm details of future meetings</b>
16.1	The next Council meeting will be on Wednesday 10 <sup>th</sup> June (subject to change), 7pm via Zoom video conferencing. The press and public are welcome to attend. <b>NOTICE – Please refer to the Council website for updates on future meeting dates during the Coronavirus.</b>

The confidential meeting closed at 7.48pm.