

FRANSHAM PARISH COUNCIL

Minutes of a meeting of Fransham Parish Council held at 7.00pm on Tuesday 26th May 2020. Under the Coronavirus Act, the Secretary of State has published meetings regulations which remove the requirement to hold annual meetings and allow virtual meetings up to 7 May 2021. These are contained in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Accordingly, there will be no Annual Meeting in 2020 and this meeting was held virtually via Zoom.

Present: Cllr Richard Watts (Vice-Chair)
Cllr James Sheringham
Cllr Emma Spratt
Cllr Andrew Lake
Cllr Brian Drewitt

County & District Cllr Mark Kiddle-Morris
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Vice-Chairman welcomed everyone to the meeting. Apologies were received from Cllr Russell James and Cllr Gerry Taylor. In the absence of Cllr James, Cllr Watts took the chair.

2. To receive any declarations of interest.

There were none declared.

3. To approve the minutes of the meeting held on Tuesday 17th March 2020 and Tuesday 31st March 2020.

Cllr Drewitt proposed that the minutes of the meeting held on 17th March 2020 be accepted as a true record, this was seconded by Cllr Spratt and agreed by Council.

Cllr Drewitt proposed that the minutes of the meeting held on 31st March 2020 be accepted as a true record, this was seconded by Cllr Spratt and agreed Council.

The Chairman will sign both copies of the minutes in due course.

4. To consider approval of an Addendum to Standing Orders relating to the Covid-19 situation.

Cllr Watts proposed approval of the Addendum to Standing Orders which related to virtual meetings during the current situation, this was seconded by Cllr Sheringham and agreed by Council.

5. To note any matters considered by Council during period of delegation to Clerk.

The following matters were noted by Council.

a) Bus Shelter Project

Approval of refund of £9,312.26 to Dudgeon Fund.

b) Planning Decision – 3PL/2020/0357/HOU – 3 Station Drive, Great Fransham.

Internal alterations including changes and additions to existing fenestration and new fenestration as well as roof lights – no objections were raised and this application had now been APPROVED.

6. To receive County/District Councillor reports.

In addition to the written report received from the County Cllr (which is attached at the end of these minutes), Cllr Kiddle-Morris reported that Breckland are the only Council in the East of England which has been able to continue with all of its critical services and will continue to do so whilst employees are available. 95% of Breckland staff are currently working from home.

A query was raised regarding lack of contact from Breckland to a 'vulnerable' person and Cllr Kiddle-Morris responded that if an individual had not been identified by the NHS, or some other relevant means, then they should register as vulnerable on the NHS website. Alternatively, they would contact their consultant and seek advice. Once registered, Breckland will make contact.

7. Open Forum for Public Participation.

No members of the public were present.

8. Planning Issues: To consider any applications received after the publication of the agenda.

There were no planning applications to consider.

9. To receive a report on the Bus Shelter Project & Repair.

Council noted that progress was being made on the replacement bus shelter and Highways England were now taking the matter forward.

In respect of the initial bus shelter project, some of the grant funding from Norfolk County Council had not been used and Cllr Kiddle-Morris will investigate options.

10. Financial Matters.

a) To receive a financial report for the years ending 31st March 2020 and 31st March 2021.

Council noted both financial reports and no queries were raised.

b) To receive the internal auditors report and consider any recommendations.

There were no recommendations made in the report and Cllr Drewitt proposed acceptance of the report. This was seconded by Cllr Spratt and agreed by Council.

c) To approve the annual governance statement in the 2019-20 Annual Return.

Cllr Drewitt proposed approval of the annual governance statement and this was seconded by Cllr Spratt and agreed by Council.

d) To approve the Statement of Accounts in the 2019-20 Annual Return.

Cllr Drewitt proposed approval of the statement of accounts and this was seconded by Cllr Spratt and agreed by Council.

e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and remove Council from the need for an intermediate level review.

Council noted that Fransham had been selected as part of the 5% sample for an intermediate review by the external auditors. Cllr Sheringham proposed that Council approved the certificate of exemption from the review and this was seconded by Cllr Spratt and agreed by Council.

f) To consider approval of a contribution towards a Zoom subscription (£2.40 per month).

Cllr Sheringham proposed approval of joint membership of Zoom at a monthly cost of £2.40 and this was seconded by Cllr Lake and agreed by Council.

g) To consider approval of the following payments.

Council noted that a review of the insurance prior to renewal had been carried out and it remained relevant and adequate for Council needs.

Cllr Lake proposed approval of the following payments and this was seconded by Cllr Sheringham and agreed by Council.

• Clerk Salary & Allowance – April/May (includes previously approved incremental salary increase)	£198.00
• HMRC	£20.00
• Internal Auditor	£13.00
• Insurance Renewal	£305.87

The following payments were made during period of delegation:

• Website Subscription (refund to Clerk)	£86.40
• Clerk – additional hours in respect of the website build	£121.24
• HMRC	£5.60
• Website Support	£135.00
• Return of unspent Dudgeon Funds	£9,312.26
• Highways England (replacement bus shelter)	£1,000.00
• Norfolk Parish Training & Support Subscription	£42.50

11. Correspondence for circulation.

Council noted the correspondence regarding the Western Link Road which reported ongoing progress.

Correspondence had also been received regarding the development of an offshore ring main and Cllr Drewitt, who has taken the lead on this issue, will report to the next meeting on this matter.

12. To receive any new items for the next meeting.

Other than the report mentioned at item 11, no further new items were received for the next meeting.

13. To confirm the date of the next meeting of Fransham Parish Council which will be held at 7.00pm on Tuesday 21st July 2020.

Council noted the date of the next meeting.

The meeting closed at 7.34pm.

Signed:

Date:

County Councillor for Necton and Launditch
Report for May 2020

Response to Coronavirus:

Throughout the crisis the County Council has been working closely and effectively with District, Borough and the City Council, the NHS, Police and other public sector partners. Examples of the ways that the Council has supported people during the pandemic are:

- Procuring PPE to supply all the Councils frontline staff and care homes.
- Identifying and visiting the most vulnerable children and adults.
- Supporting schools that have remained open for vulnerable children and the children of key workers.
- Supporting the implementation of the new free school meals scheme.
- Setting up accommodation to enable the NHS to discharge patients safely.
- Offering digital support from libraries, museums and the adult learning service to support home schooling and enable people to stay safe.
- Creating a skills bank so staff can be redeployed to assist with the distribution of food and PPE.

Looking to the future the Council is working with the New Anglia Local Enterprise Partnership and all partners to devise the best strategy to recover from the economic shock brought about by the crisis. The Council has been allocated an additional £43.6m government funding so far but has predicted a £19m shortfall in this year's budget due to lost savings, additional costs and loss of income.

An insight in to the work being carried out by NCC is listed in Appendix A of the Cabinet Agenda for the meeting held on the 11th May.

Boundary Commission Review:

The Boundary Commission have decided that they cannot finish the statutory consultations on their review of Norfolk County Council division boundaries in time for any recommendations to be implemented prior to the May 2021 County Council elections. Therefore, the May 2021 election will be contested on the existing division boundaries.

Highways:

The reduction in traffic volumes by 80% has presented an ideal opportunity to carry out resurfacing and surface dressing work with minimum disruption. Social distancing rules are having some effect on the logistics of carrying out any operation, but work continues on urgent highway work including potholes and defects should still be reported in the usual way