

Minutes of the Ordinary Meeting of the Stow Bardolph Parish Council
Virtual meeting held via video conferencing on Tuesday 12th January 2021

The meeting commenced at 7.30pm

In attendance:

Parish Councillors: Mr W Esse (Chair), Mr D Barnes, Mr M Brighton, Mr G Bishop, Mrs S Cooke, Mrs S Clanfield, Mrs S Ling, Mrs S Dent & Mr R Hudson

Borough Councillors: Mrs V Spikings

Norfolk County Councillors: Mr B Long

Clerk: Mrs V Howling

1. To Receive apologies for absence

1.1 Apologies were accepted from Borough Councillor Mr C Rose.

2. To receive any declarations of Interest in items on the agenda

2.1 None.

3. To approve and sign the minutes of the meeting held 10th November 2020

3.1 The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record.

4. Clerk's report (for information only)

4.1 The Clerk explained that Correspondence was no longer included as an agenda item as relevant information is now forwarded to Members electronically between meetings, with any items for discussion being included as separate agenda items.

4.2 A survey about the threat of flooding had been completed; however this had been intended for parishes in East Norfolk so the information given may not be used.

4.3 All other matters that the Clerk has been working on are reported in the minutes.

4.4 The Clerk has completed the Certificate in Local Council Administration.

5. To receive updates from Borough and County Councillors

5.1 Cllr Long updated Members on the current covid rates for the area and on the covid response work of the Borough Council, including redeployment of staff to support the vaccination programme. Cllr Long asked that Members be vigilant for any local breaches of current restrictions, which should be reported to the relevant authorities immediately.

5.2 Cllr Spikings also praised the team at BCKLWN for all their hard work in difficult circumstances.

6. Open Forum for public participation

6.1 No members of the public were in attendance.

7. To discuss any Highway Matters

7.1 Several items reported at the last meeting have been dealt with, but there were still some outstanding, including repair at the junction of Lady Drove/The Drove and drain covers on The Causeway.

7.2 Further potholes in various locations throughout the parish had been identified, many of which seemed to have increased in size within the last 2 weeks; the Clerk will review all current issues and report to Norfolk CC Highways Dept.

- 7.3 Correspondence regarding the need for extra surface gritting in Barroway Drove had been received; Cllr Long had been copied in to the email and had replied, referring to Norfolk County Council’s current gritting policy, which is available to view on their website.
- 7.4 Westcotec had examined the SAM2 and found no faults.

8. To discuss any Street Light Matters

- 8.1 No faults were reported.

9. To discuss Planning Matters

- 9.1a The Council noted the results of previous applications.
- 9.1b Two planning applications had been reviewed by the Planning Working Group since the last meeting (see Planning Group Report attached to agenda January 2021); the Parish Council **RESOLVED** to support their recommendations.
- 9.2 There were no new planning applications for review.
- 9.4a Correspondence from a resident, asking if the Council has considered undertaking a Neighbourhood Plan had been received; after discussion it was agreed that the Clerk should investigate the topic further, including costs and timescales, and report back to the next Council meeting.
- 9.4b A CIL payment of £3415.72 had been received.

Cllr Spikings Left the meeting at 8.20pm

10. To discuss and agree Finance Matters

- 10.1 The following payments were approved:

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
31/12/20	Mrs V Howling	Salary & expenses (Oct - Dec)	1015.01	#101120
31/12/20	HMRC	Tax & NI on salary	125.80	#101121
12/01/21	Westcotec	Street lighting maintenance Dec & Jan	55.58	#101122

- 10.2a The Council reviewed and approved the proposed budget for 2021/22 (circulated with the agenda).
- 10.2b The Council **RESOLVED** to set the Precept for 2021/22 at £16,000, which remains unchanged from last year.
- 10.3 There were no requests for donations. The Council **RESOLVED** that any underspend on the Section 137 budget for this year will be carried over to 2021/22.

11. To discuss and agree membership of Norfolk Association of Local Councils

- 11.1 The Council **RESOLVED** to subscribe to membership of Norfolk ALC for the year 2021/22.

12. To receive items for the next meeting’s Agenda

- 12.1 The following items will be included on the next agenda
- Review of banking arrangements (deferred with this meeting)
 - Timetable for policy reviews
 - Report from Clerk on Neighbourhood Planning

13. To discuss and agree the date and format of the Parish Meeting

- 13.1 It was agreed that the Parish Meeting will be held immediately before the next Council meeting on 9th March. However, a further meeting will be arranged later in the year (when it is hoped social distancing restrictions will have been relaxed) and speakers from Anglian Water and/or the Environment Agency will be invited to give updates and answer questions regarding the risk of flooding within the parish.

The Chairman closed the meeting at 8.30pm. The next ordinary meeting of the Council will be held on Tuesday 9th March, following the conclusion of the Annual Parish Meeting.

Chairman

Date/...../.....