

Minutes of the Ordinary Meeting of the Stow Bardolph Parish Council
Virtual meeting held via video conferencing on Tuesday 14th July 2020

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 Ling & Mrs S Dent

Borough Councillors: Mr C Rose & Mrs V Spikings

Norfolk County Councillors: Mr H Humphrey

Clerk: Mrs V Howling

1. To Receive apologies for absence

1.1 Apologies were accepted from Parish Councillor Mrs S Cooke.

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 March 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's report was circulated ahead of the meeting and is available on the Council's website.

5. To receive updates from Borough and County Councillors

5.1 In relation to previous concerns regarding the build-up of silt in the Rover Ouse, Cllr Rose reported that he understood from attending Internal Drainage Board meetings that the Environment Agency intended commencing Agitation Dredging to combat this problem.

5.2 Cllr Spikings said she felt the Borough Council had kept everyone well informed during the current pandemic and had nothing to add except to thank all Borough Council staff for their sterling work during the crisis.

5.3 Cllr Humphrey said he wished to second the thanks of Mrs Spikings and especially wanted to mention the refuse collectors.

6. Open Forum for public participation

6.1 No members of the public were in attendance.

7. To discuss any Highway Matters

7.1 There were no updates on previously reported issues – the Clerk will request an update ahead of the next meeting.

7.2 The Clerk was asked to report the following issues to the Highways Department:

- White lines on A10 need to be repainted (reported by a member of the public)
- Raised ironworks on Lady Drove/Barroway Drove junction
- Depression in road outside The Old School in Barroway Drove
- Worsening potholes on Stow Bridge Road

7.3 Correspondence regarding the Parish Partnership Funding had been received and will be included in the next meeting agenda.

8. To discuss any Street Light Matters

8.1 No issues 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 July 2020); the Parish Council **RESOLVED** to support their recommendations.

9.2 One planning application was considered:

Application no.	Application details	Parish Council comments
20/00933/F	<i>Proposed commercial development Land and Building S of 218 and 220 And N of 224 The Drove Barroway Drove</i>	<i>The Parish Council RESOLVED to support this application as long as condition 8 of application 18/01076/F is adhered to i.e. HGV's are prohibited from accessing this site</i>

9.3 Correspondence regarding the withdrawal of planning application 20/00224/O was noted.

9.4 Correspondence regarding a review of the Borough Council Sifting Panel was noted.

10. To discuss and agree Finance Matters

10.1 The Council resolved to accept the year-end financial report and bank reconciliation (circulated with the agenda) as a true record of the Council's financial transactions for 2019-20

10.2 The Council agreed that it met the criteria to declare itself exempt from review by the External Auditors; the Chairman thereupon signed the Certificate of Exemption.

10.3 The Internal Audit had been completed by Mapus Smith & Lemmon Accountants, who confirmed that correct accounting procedures had been followed throughout the year; no recommendations were made. The Council resolved to accept the Internal Audit Report.

10.4 The Council resolved to approve the Annual Governance Statement. The Chairman signed the Annual Governance Statement section of the Annual Governance and Accountability Return (AGAR) on behalf of the Council.

10.5 The Council reviewed the Accounting Statements. The Council resolved to approve the AGAR Accounting Statement. The Chairman signed the Accounting Statements section of the AGAR on behalf of the Council.

10.6a The following payments were approved:

Date	Payee	Details	Amount	Cheque no.
14/04/20	E-on	Electricity for street lighting 2019-20	1016.22	Direct Debit
06/05/20	Norfolk PTS	Membership subscription	160.00	#101095
06/05/20	Westcotec	Street Lighting maintenance April & May	55.58	#101096
06/05/20	King's Lynn IDB	Drainage rates	129.68	#101097
06/05/20	Came & Company	Insurance	568.98	#101098

Minute Number 3/20

<i>Date</i>	<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
06/05/20	Information Commissioner	Data Protection Registration	40.00	#101099
06/05/20	Norfolk CC	Signage for Stow Bridge (PP funding contribution)	300.00	#101100
30/06/20	Mrs V Howling	Salary & expenses (April – June)	996.49	#101101
30/06/20	HMRC	Tax & NI on salary	175.20	#101102
30/06/20	Steve Jackman	Website development & training	135.00	#101103
30/06/20	Mrs V Howling	Website subscription (Wix – 3 years)	172.80	#101104
08/07/20	Westcotec	Street lighting maintenance June & July	55.58	#101105

- 10.6b The Council approved the purchase of a new printer for use by the Clerk.
 10.7 There were no requests for donations.

11. To review the Allotment Tenancies

- 11.1 It was agreed that a working group consisting of Cllr Hudson, Cllr Barnes and the Clerk should review the Allotment Tenancies and report back to the next Council meeting.

12. To notice correspondence received (for information only)

- 12.1 All relevant correspondence received since the last meeting had been forwarded to Councillors.
 12.2 No further correspondence requiring action had been received.

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

- 13.1 The following items will be included on the next agenda
- To discuss and agree replacement of Parish Notice Boards
 - To discuss Parish Partnership funding
 - To receive a report from the Allotment Tenancies Review Working Group

14. To agree date and format for next meeting

- 14.1 The next meeting will be held on Tuesday 8th September 2020. The format of the meeting will be agreed nearer the time, taking into account the most recent guidance on social distancing.

The Chairman closed the meeting at 8.19pm

Chairman

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

Clerk's Report to Stow Bardolph Parish Council – update on matters arising since last meeting (for information only)

Covid-19

It became clear in the early days of the lockdown that several individuals and local groups were offering support to vulnerable people and that the Council's main role in facilitating this was to pass on information to residents in the parish wherever possible, therefore a Covid-19 information page was established on the Parish Council's website and updated regularly. Information was also displayed in the parish noticeboards and included phone numbers for those without access to the internet. The pandemic meant that many aspects of everyday life were put on hold and consequently it has been a relatively quiet time in terms of the Clerk's workload, giving opportunity to undertake some training.

Highways

In early April the Highways Department informed all Clerks that no face to face meetings would take place until further notice; urgent repairs were prioritised and Clerks were encouraged to continue reporting issues using NCC's online reporting system. More recently, already programmed resurfacing work has taken place but face to face meetings are still not happening and the majority of NCC staff continue to work from home. The following issues have been reported since the last meeting:

Issue	How reported	Date reported
Pot hole on High Bridge Road	Online report, ref no: ENQ900159983	9/3/20
Two pot holes on Stow Bridge Road	Via email to technician	9/3/20
Road surface damage on Barroway Drove (Nordelph end near 40 repeater sign)	Online report, ref no: ENQ900161734	15/5/20
30 mph sign damaged near Sergeants on Causeway	Online report, ref no: ENQ90016245	8/6/20
Damaged Barroway Drove name sign	Online report, ref no: ENQ900162456	8/6/20

Unfortunately updates to reported issues continue to be inconsistent and sporadic.

After a suggestion by Cllr Clanfield and a discussion with the Highways Technician, it was agreed to install a new post to replace the damaged one for the Barroway Drove sign on Lady Drove but to put the new Barroway Drove name sign on the existing SAM2 post and use the new post for the SAM2; the reason for this is to enable the SAM2 to be positioned better, as the current post is too close to the bend in the road and although the sign collects all the data correctly it does not flash up the speed in time for motorists to see it.

Correspondence received from a resident in Barroway Drove asks if larger 40mph signs could be installed as a way of providing an additional reminder to motorists to obey the speed limit.

SAM2

Use of the SAM2 was put on hold during the lockdown period as it was considered non-essential work; however, it has recently been reinstated and is currently in Barroway Drove. The statistics are uploaded to the Council's website after each location.

Streetlighting

All non-essential maintenance for streetlighting was stopped for around 6 weeks, during which time two streetlights developed faults; however, within 48 hours of maintenance work resuming, both lights were fixed.

Website

At the last meeting it was agreed that a new council website should be set up to be compliant with the new accessibility regulations. The Clerk has undertaken training in this area and the website is now complete and can be viewed at: www.stowbardolphpc.info. A three-year license for the website domain name has been purchased (saving around 40% as opposed to a one-year licence).

Allotment Tenancies

The Clerk has reviewed the Allotment Tenancy agreements and would recommend the Council form a small working party (2 councillors) to complete this work and present their finding back to the next Council meeting (agenda item 11)

Updates on concerns regarding build-up of silt in River Ouse

Despite chasing the Environment Agency, no further updates have been provided – however, Cllr Rose has been attending IDB meetings and may be able to provide further information.

Training

The Clerk has completed training in website development & accesability and the use of Excel for Council finance; however, she has put her work in completing the CiLCA qualification on hold due to a family bereavement but hopes to resume this work in the near future – the learning outcomes completed so far continue to be beneficial to ongoing work.

Vicki Howling
10th July 2020