

Minutes of the Ordinary Meeting of the Stow Bardolph Parish Council
Virtual meeting held via video conferencing on Tuesday 8th September 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 Cooke, Mrs S Clanfield & Mrs S Ling

Borough Councillors: Mr C Rose & Mrs V Spikings

Norfolk County Councillors: None

Clerk: Mrs V Howling

1. To Receive apologies for absence

1.1 Apologies were accepted from Parish Councillors' Mrs S Dent & Mr R Hudson and County Councillor Mr Harry Humphrey.

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 14th July 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 All matters that the Clerk has been working on are reported in the minutes.

5. To receive updates from Borough and County Councillors

5.1 Proposed changes to the planning system were highlighted by both Borough Councillors present.

6. Open Forum for public participation

6.1 No members of the public were in attendance.

7. To discuss any Highway Matters

7.1 An update from the area technician had been received via email and circulated to Councillors. No definite dates for carrying out repairs were given.

7.2 The Clerk had received reports of the SAM2 not showing the correct speed of approaching vehicles – this will be investigated further and the machine sent for repair if necessary.

7.3 It was agreed that no current projects are suitable for Parish Partnership funding; this fund will be considered again next year, in conjunction with any CIL funding available.

7.4 No other Highway matters were discussed.

8. To discuss any Street Light Matters

8.1 No issues were reported.

8.1 The Council **RESOLVED** to remain with the current energy supplier and review again in May 2021.

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 September 2020); the Parish Council **RESOLVED** to support their recommendations.

9.2 One planning application was considered:

Application no.	Application details	Parish Council comments
20/01217/CU	Change Of Use from B8 Storage to Sui Generis Personal Equestrian Arena 170A The Drove Barroway Drove	The Council RESOLVED to support this application

9.3 Correspondence regarding the withdrawal of planning application 19/02126/F was noted.

9.4 No other planning matters were discussed.

10. To discuss and agree Finance Matters

10.1 The following payments were approved:

Date	Payee	Details	Amount	Cheque no.
08/09/20	Mrs V Howling	New printer & ink	151.53	#101106
08/09/20	Mapus Smith & Lemmon	Internal audit	528.00	#101107
08/09/20	Westcotec	Street lighting maintenance August & September	55.58	#101108
808/09/20	Downham & Stow IDB	Drainage rates	461.28	#101109
08/09/20	Norfolk PTS	Spreadsheet training	30.00	#101110
08/09/20	Lady Rose Hare	Allotment rent	3118.00	#101111

10.2 There were no requests for donations.

11. To discuss and agreement replacement of existing notice boards

11.1 It was agreed that repairs to existing notice boards should be made if possible; the Clerk will investigate feasibility and costs.

12. The review Allotment Tenancies

12.1 The Council **RESOLVED** to approve the revised Allotment Policy, Rules & Tenancy Agreement.

12.2 The Council **RESOLVED** to approve the Allotment Risk Assessment.

12.3 It was agreed that the new documents be sent to all current Allotment Tenants asking them to sign the revised agreement and return along with their rent for the current year.

13. To notice correspondence received (for information only)

13.1 All relevant correspondence received since the last meeting had been forwarded to Councillors.

13.2 No further correspondence requiring action had been received.

14. To receive items for the next meeting's Agenda

- 14.1 The following items will be included on the next agenda
 - To receive an update on the Allotment Tenancies

The Chairman closed the meeting at 8.36pm

Chairman

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

DRAFT