



Meeting Minutes

Annual Meeting of Barsham Parish Council

Monday 18 May 2020 at 7pm, via video conferencing

Parish Councillors present: Andrew Ross (Chairman), Stuart Laws (Vice), James Goodley, Robert Fletcher, Frank Chapman, Tom FitzPatrick (District Councillor). Also in attendance: Jodie Bond (Parish Clerk) there were no members of the public.

Cllr Ross opened the meeting and welcomed everyone.

1. To elect the Chairperson for the coming year

Cllr Ross invited nominations for the office of Chairman. Cllr Ross was nominated by councillors' present and it was agreed to elect Cllr Ross to serve as Chairman for the coming twelve months. Proposed by Cllr Goodley and seconded by Cllr Laws. Cllr Ross thanked councillors and agreed to sign his declaration of acceptance and send to the Clerk. Cllr Ross took the remainder of the meeting as chairman.

2. To elect the Vice-Chairperson for the coming year

Cllr Ross invited nominations for Vice-Chairman. Cllr Laws was nominated by Cllr Ross and seconded by Cllr Goodley. With no further nominations, all agreed to elect Cllr Laws to serve as Vice-Chairman for the coming twelve months.

3. To receive apologies for absence

Apologies received from Cllr Howlett and Cllr Strong (County Councillor). Apologies accepted.

4. To receive declarations of interest in items on the agenda and consider any requests for dispensations

No declarations of interest or requests for dispensation were made

5. To approve the minutes of the meetings held on 9th March 2020

The minutes were approved without amendment.

6. To report progress on items not on the agenda from the last meeting

7. Receive reports from Local Police, NCC & NNDC Councillor, if attending.

Report from Cllr Strong (See appendix 1)

Report from Cllr Fitzpatrick (see appendix 2)

In addition to the report Cllr Laws applauds the efforts to financially support people and business during this time of crisis, however there are concerns about the wider community having to pay back the funding that is being provided and the knock on effect it will have.

8. Open forum for Public Participation: an opportunity to hear from the public

There were none.

9. Shrine Traffic Update

Covered under item 11.

10. Defibrillator Update

DRAFT until agreed at next meeting

This matter has been on pause since Covid19 restrictions. Cllr Laws will be unable to dedicate the time to continue with the project in full. Cllr Goodley will approach The Barsham Arms and ask them if a defibrillator could be sited in the foyer. Clerk to source prices and further information.

11. Planning Matters

PF/20/0280 Lodge Farmhouse - Withdrawn

PF/20/0390 Dale Cottage – decision – refused.

PF/20/0600 6 Sculthorpe Lodge, Breck Lane, West Barsham – Single storey rear extension – no decision

PF/20/0710 Slipper Chapel, Gray's Lane, Houghton St. Giles –

There was much discussion concerning this proposed development, and the council RESOLVED to OBJECT to this application. Clerk and councillors agreed to provide an opportunity for the community to comment. Also, to potentially seek legal aid, and submit a letter of objection based on, but not limited to the following points, that were covered within the discussions: -

- Carbon Footprint - would be twice the size of existing building, plus a 10m tower on top.
- Flooding in the Valley – a much more frequent occurrence than is suggested in the application. Plans suggest once in 100 years, however it has flooded 3 times already this year.
- Emergency Services – the plans state that emergency vehicles can access the site from Gray's Lane and if a large event is on and the river is high the River Authority would lower the water level – but they have no means to lower the water level and so emergency vehicles will not be able to access the site via Gray's Lane.
- Environmental anomalies- the adequate provision sewerage.
- Car Parking Space - Local land owners have not been approached for consent to use their land for additional car parking.
- Traffic – The affect the additional traffic will have on the already overwhelmed roads.
- Valley Scenery– The view across the beautiful valley will be severely affected in a detrimental way.
- Noise Pollution – Additional noise from the increase in visitors will greatly affect the local residents in a detrimental way.

Cllr FitzPatrick suggested challenging areas of concern and to consider requesting things like:-

- Additional passing places
- Agreed traffic pattern to be put into place for vehicles and pedestrians
- Refuges on the roads for pedestrians
- Visual effect

Also, to ask people in Barsham & Houghton what they think the traffic impact will have on them. If the noise is a problem, keep notes on when it happens and report this to EHDpt.

Cllr FitzPatrick believes they want to improve the existing services at the Chapel site as the average age of pilgrims is climbing. To encourage people to keep coming you need to improve the facilities.

Cllr Laws suggested negotiating a community benefit in exchange for some of the development going ahead.

Cllr FitzPatrick advised getting a section 106 agreement to improve the traffic and having more passing places for instance e.g. The traffic lights in Ryburgh are an improvement on traffic.

Cllr FitzPatrick is happy to take any questions directly or via the Clerk.

Thanks given to Cllr FitzPatrick

It was agreed that an opportunity for the public to view and comment on the plans will be organised for Monday 25th May from 8.30am until 7pm, in a strict social distanced manner.

Clerk to produce a flyer to be delivered to all households advertising this opportunity and encourage people to comment. The flyer will include a link so that people can also view and comment directly online via the NNDC link, as suggested by Cllr Fletcher.

12. Financial Matters

- 12.1 To review the asset register for year ending 31 March 2020

The council RESOLVED to agree the asset register subject to the inclusion of the lawn mower for £300 and removal of the village hall. The total asset figure for 2019/20 was then confirmed.

- 12.2 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented all matters were in good order, however she has made some minor advisory notes. It was agreed that these notes will be implemented by the Clerk.

- 12.3 To approve the Annual Governance Statement in the 2019-20 Annual Governance Annual Return (AGAR)

The Clerk read out the total payments and receipts. The Council RESOLVED to approve the 2019-20 Certificate of Exemption. The Chairman and the Clerk agreed to sign accounts after the meeting on behalf of the Council

The statement in the Annual Governance section of the Annual Return was read out. The Council RESOLVED to approve the 2019-20 Annual Governance Statement.

- 12.4 To approve the Statement of Accounts in the 2019-20 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the 2019-20 Statement of Accounts. The Chairman and the Clerk agreed to sign accounts after the meeting on behalf of the Council.

- 12.5 To approve the payment of accounts list

Barsham Parish Council payment of accounts list				
Payment to	Description	Chq No.	Payment	VAT to be reclaimed
Came & Co	Insurance	100489	£491.52	
B Andrews	Grass cutting	100490	£68.00	
Hempton PC	Clerk mobile and stationery contribution	100491	£24.34	
Clerk	Salary	100492	£227.83	
NPTS	Subscription	100493	£40.00	
Total payments to be approved			£851.69	£

Payments to be made by cheque.

- 12.6 To appoint a Councillor as Internal Audit Control Officer for the coming year

A councillor checks the finances quarterly having access to all the financial records. The Council RESOLVED to appoint Cllr Howlett for the year to May 2021 as Internal Audit Control Officer.

- 12.7 To consider changing Clerk's contracted hours

It was discussed and agreed that the Clerks contracted hours would remain as previously agreed, based on the current and anticipated work flow.

DRAFT until agreed at next meeting

12.8 To consider and agree setting up a standing order for payment of Clerk's salary

The council RESOLVED to set up a standing order instruction with the bank for the Clerks Salary. Proposed by Cllr Laws and seconded by Cllr Ross.

13. Correspondence

Barclays letter regarding reduction in interest rates.

14. AOB and Items for inclusion on next agenda

Cllr Ross mentioned the budget and a possible increase in the precept for next year, as there hasn't been an increase for a long time and the precept must cover the budget. It would be financially irresponsible to keep using reserves until they are spent.

Slipper Chapel developments to be included on next agenda.

15. Note the date of the next meeting

Monday 20th July 2020

Chairman closed the meeting at 9.28pm

Signed by Chairman: Date:

NCC Dr Marie String Report

Coronavirus uptodate links from reliable sources collected by Norfolk County Council:

So much information is coming through daily and can only be kept up-to-date by such links as provided here so please keep this edition. Please keep friends and families without computer access in touch with useful and accurate information - by phone or if requested by print outs popped through their door. See also below on-line help in using the computer. Here goes:

The most recent **verified data on cases in the UK and Norfolk** is available from Public Health England on its [Public Health Matters blog](#) and other trusted sources of information are www.nhs.uk/coronavirus and www.gov.uk/coronavirus.

Here is [a dedicated webpage for coronavirus updates](#) in Norfolk and impacts on Norfolk County Council services – updated regularly.

UK businesses driving innovation and development will be helped through the coronavirus outbreak with a [£1.25 billion government support package](#). The package includes £750 million of targeted support for small and medium sized businesses focusing on research and development.

A [major new package of measures to support online learning](#). These measures will ensure vulnerable children and disadvantaged young people at vital stages of their education have access to essential resources at home and free laptops will be distributed.

Confirmed a new £500 million loan scheme for high-growth firms, called the [Future Fund](#); plus a £750 million of targeted support for small and medium sized businesses focusing on research and development.

[Coronavirus Job Retention Scheme is live](#), with businesses able to claim up to £2,500 a month towards staff wages; furlough scheme open for applications, employers can now go online to claim cash grants up to 80% of wages capped at £2,500 a month per worker). Extended by one month <https://www.tax.service.gov.uk/coronavirus-job-retention-scheme> **Furlough scheme extended by one month** to the end of June.

Ease pressure on local pharmacies - Pharmacies are under huge pressure ensuring everyone gets their prescriptions and under safe conditions. [Healthwatch Norfolk have put together some tips](#) on how you can help the situation - including that no one with symptoms of the virus should visit a pharmacy.

Call for people with health and social care skills – Anyone who has previously worked in care is being asked to re-join and apply via [Norfolk Care Careers](#) as soon as possible.

Parents - the government has published guidance for [parents on how best to support their child’s education and development](#).

Adult learning On Line and help in using the internet - Adult Learning staff have taken on a massive undertaking moving learners and courses online – and developed new courses. The summer programme includes courses to combat social isolation and keeping mentally and physically fit.

There are also a range of courses introducing those less familiar with the online world to applications such as WhatsApp, Zoom and Microsoft Teams, email and the internet. Visit www.norfolk.gov.uk/education-and-learning/adult-learning to find out more.

Business support - The government has launched a business support finder to help businesses see what support is available to them. The Business support finder: <https://www.gov.uk/business-coronavirus-support-finder>.

THANKS AND APPRECIATION -

My thanks for the marvellous work our NCC officers are continuing to provide across the wide range of services provided by the county - despite the massive pressures under which they are working.

My appreciation of the fantastic work being carried out throughout communities like Barshams and Houghton - in so many different ways – including those small but valuable acts of kindness about which only the recipient will ever know.

Marie

County Cllr Dr Marie Strong
Wells Division

Barshams & Houghton St Giles, Binham with Cockthorpe, Blakeney, Brinton with Sharrington, Field Dalling & Saxlingham, Glandford with Letheringsett, Great Snoring, Great & Little Walsingham, Hindringham, Holkham, Langham, Morston, Sculthorpe, Stiffkey, Stody with Hunworth, Thornage & Little Thornage, Warham, Wells-next-the-Sea, Wighton, Wiveton

Councillor Tom FitzPatrick May 2020 Barsham Newsletter

This is my personal newsletter and is not an official statement from NNDC

NNDC and the Pandemic I do not think that I need to add too much generally about the emergency arising from the current pandemic. The Council has had to refocus its day-to-day operational priorities to deliver a community support programme, all while protecting our staff and maintaining existing services as far as possible. The objective of the support programme is to provide help and support to residents and businesses within North Norfolk who have been affected by this crisis. It was a logistical challenge to ramp up a huge support operation within a short period while keeping existing services running. Many officers have been re-assigned from their usual roles to work within the support operation.

For the safety of both the public and our workforce, working from home was introduced for the majority of staff. Visitors who have to visit the Council offices need to make an appointment to see an officer. Key points of the support programme include

- setting up a dedicated COVID helpline and email address
- making contact with over 2,000 local residents who are “shielding”
- providing support (shopping & prescription deliveries) to over 1200 other people who are self-isolating
- operation of 10 Local Coordination Centres to support vulnerable people
- administering the Council Tax Hardship fund to which has assisted 3,424 households
- allocation of Small Business Rate Reliefs (£26million)
- distribution of Small Business Grants (£45million)

The conduct of Council business has been impacted because we are unable to hold physical meetings - Full Council, Cabinet and other Council Committees. The Government has introduced regulations which permit us to hold virtual decision making meetings (as Barsham PC is doing tonight). Cabinet and the Development Committee have already met under these arrangements. There has not been a meeting of Full Council since 26 February 2020, however, it is intended that one will be held in June.

Planning and preparation for the recovery is now underway and some of the issues that need to be considered are:

- opening the Council’s facilities
- stepping down the community support programme
- returning staff to their main roles
- staff working on-site at Council offices
- re-establishing formal Council meetings
- assessing the impact of lifting / easing of the lockdown on local businesses
- review of the Council’s financial plans

I would like to thank and acknowledge to efforts of all of NNDC staff who have worked hard for our residents during these very difficult times.

Councillor Tom FitzPatrick May 2020 Barsham Newsletter

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Update on NNDC Facilities In light of the Government’s recent announcement regarding new Coronavirus lockdown regulations NNDC took the decision to re-open the public car parks at Pretty Corner and Holt Country Park, from Wednesday May 13. This was intended to allow local residents to drive to these sites to enjoy the extra exercise opportunities provided in the latest change to national lockdown guidelines. However, the Council decided not to open public car parks at beach and seafront locations in North Norfolk to help prevent an influx of visitors to these popular attractions.

Big Society Fund Due to the current situation, the fund has been suspended. The June grant panel has been cancelled and all applications in the pipeline will be deferred to the next panel which is *currently* scheduled for September. ‘North Norfolk Sustainable Communities Fund’ which aims to support climate, coast and environment and quality of life. A new application pack for the North Norfolk Sustainable Communities Fund, including a prospectus, application form and guidance notes will be available from the NNDC website in June. The closing date for applications to the North Norfolk Sustainable Communities Fund is Monday 10 August 2020. Just something to note about the Big Society Fund as gets a new name and focus after eight years: over £1,961,742 has been awarded to 268 community projects since the fund was set up in 2012.

Planning (Slipper Chapel) The Planning Application for the proposed works at the Slipper Chapel have now been lodged with North Norfolk District Council following a the various consultations with various bodies and stakeholders. The full details of what is proposed can be found on the NNDC website under reference PF/20/0710 and seven site notices have been erected. The consultation period will be from Wednesday 20th May until Wednesday 1st July. There has also been a press notice.

Financial outlook for NNDC In common with other councils across the country, responding to the Coronavirus has impacted on the finances of NNDC and a shortfall of around £1million pounds is forecast for the coming year, compared to what was predicted in the February budget. I take a degree of satisfaction that during the years in which I was heavily involved in the administration of NNDC, we built up the reserves for just such eventualities, despite receiving criticism for doing so.

Councillor Tom FitzPatrick

Walsingham Ward

<https://www.north-norfolk.gov.uk>