

**Minutes of the Meeting of Freethorpe Parish Council held on Monday 17th August
2020 at 7.45pm remotely on Zoom**

Present: David Lake (Vice Chairman in the Chair)
Paul Bacon
Michael Blake
Janet Church
Catherine Moore, Interim Parish Clerk

Also present: District Councillor Grant Nurden, County Councillor Brian Iles and two members of the public

1. Apologies

Apologies for absence were received from Nick Spencer and Linda Turner.

2. Public Forum

a) Public

No comments.

b) County Councillor

Brian Iles reported that the County Council continued to have problems with County Farms, with the officer who managed this currently suspended. Highways was working well, queries were being taken and progress made to rectify them. There had been some issues of flooding locally however this had now drained away. There was a deficit of around £19M and the Council was trying to recoup 70% of this from Covid funding.

District Councillor

Grant Nurden reported that Broadland District Council met on 30th July and looked at the recovery plan relating to Covid. The Environmental Strategy was approved, which would address the issues of climate change. There had been issues locally of unbaling and rebaling of old straw, which released fungal spores and was being done in the village. The Environmental Health officer had been to visit and it was not felt that this should be done near the village. As it was being brought in to undertake this process, it was felt that this could be done elsewhere.

3. Declaration of Interest for items on the agenda

There were none.

4. Minutes of the meeting held on Monday 20th July 2020

The minutes of the meetings were **agreed** as an accurate record and would be signed by the Chairman.

5. Matters Arising

a) Wickhampton Sign

The Clerk had heard back from Cantley Parish Council, whose sign had been repaired by Admiral Signs. This would be passed across as a project for the new Clerk.

b) Second SAM2 Sign

No locations had been received from Nick or Linda, the Clerk would chase these up and this would be passed to the new Clerk to progress.

ACTION: Clerk/NS/LT

6. Clerks Report

The Clerk's report was presented and noted. There continued to be problems with Santander and it was suggested that the Council could consider moving to Unity Trust Bank once the new clerk was settled in.

ACTION: Clerk

VAT claims had been made up to the end of July 2020, and everything was in good order to hand over to the new Clerk.

7. Finance

a) Payments

It was **agreed** to pay the following:-

C Moore	Salary July 2020	£416.00
HMRC	PAYE July 2020	£104.00
C Moore	Expenses July 2020	£32.08
PlaySafety Ltd	Freethorpe Annual Play Area Inspection	£111.60
Information Commissioner	Data Protection Registration	£40.00*

*Direct debit mandate rejected so cheque raised instead.

b) Monthly Financial Update

The Clerk reported the current financial position. There were still no bank statements available and it was not possible to get a print out of transactions from the bank. Calculations showed that the Council had around £12,900 in free reserves at the end of July. The calculated bank balances should total just over £25,000. The Clerk would call the former clerk to ask to collect any post and bank statements.

ACTION: Clerk

8. Correspondence

a) Street Naming

It was confirmed that the name of the new road had been agreed as 'Observer Close' which had been agreed by Broadland.

9. Planning

a) New Applications

None

b) Decisions

None

10. Approval of Policies

The following policy documents were approved as drafted: General and Financial Risk Assessments; Health and Safety Policy; Asset Register.

11. Other Matters

a) Appointments to Outside Bodies

The Clerk was asked to check whether Nick Spencer wished to remain on the Village Hall Trust. David Lake expressed an interest in joining if Nick wished to step down.

ACTION: Clerk

b) Play Area Inspections

The annual play area inspection report for Freethorpe was received and it was noted that the following remedial works were required:

- Assault course - replace tyre chain and notched link, tighten bolts, replace decayed timber
- Carousel - install safety surfacing

Priced would be obtained for these works.

ACTION: Clerk

c) Play Area Inspections

The Clerk reported that the insurers advised quarterly operational inspections and monthly visual inspections. The monthly inspections could be done by a 'competent person' with training available from Community Action Norfolk; and the operational inspections should be done by a qualified person. Norse had quoted £50 plus VAT per play area per visit, totalling £400/annum to inspect both play areas in Freethorpe and Wickhampton. It was **agreed** to commission Norse to carry out this work, and that the monthly visual inspections would be discussed with the new clerk once they were in post.

ACTION: Clerk

12. Reports from Parish Councillors

None.

13. Date of Next Meeting

The next meeting would be Monday 21st September 2020, 7.45pm at Freethorpe Village Hall or via Zoom, depending on government guidance at the time.

14. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to consider the following item of business:

It was **agreed** to exclude the press and public for the remainder of the meeting due to the confidential nature of the business to be transacted.

a) Appointment of Parish Clerk

Janet Church briefed the Council on the interviews and put forward the Panel's preferred candidate, with the second choice noted. It was **agreed** to appoint the preferred candidate, proposed by Janet Church, seconded by David Lake, all in favour.

b) Contract and Salary

The contract terms and conditions including salary scales were **agreed**.

c) Training and Reference Materials

A budget of £150 was **agreed** to enable the new Clerk to attend relevant training, and to buy reference books as required.

d) Letter to Outgoing Clerk

No response had been received, and this would be reviewed once the bank statements were received.

The meeting closed at 8.45pm

CHAIRMAN