

## PULHAM ST MARY PARISH COUNCIL



### Clerk to Parish Council

Lisa Shulver  
59d High Road  
Wortwell  
Harleston  
Norfolk  
IP20 OHA

☎: 01986 788048

✉: [pulhamstmary.pc@outlook.com](mailto:pulhamstmary.pc@outlook.com)

[www.pulhamstmarypc.org.uk](http://www.pulhamstmarypc.org.uk)

### Minutes of the Parish Council Meeting held by conference call, due to restrictions imposed by national lockdown because of Covid-19 – Held on Tuesday, 14<sup>th</sup> April 2020 at 7.30 pm.

**Attendance** Cllrs Hudson, attending as Chairman and District Cllr, Cllr Burridge, Albon, Scanlan, Langshaw, McDaniel, Ellam & Clarke. District and County Cllr Wilby and the Clerk

- 1: **Welcome and to consider accepting apologies for absence:** Chairman welcomed Council to the remote meeting which is being recorded for transparency. He explained voting should be used for all remote meetings.
- 2: **To consider declarations of Interest:** On-going declaration of interest were received.
- 3: **To approve minutes of the last meeting 11<sup>th</sup> February and 11<sup>th</sup> March:** The minutes for both meetings were received, page numbers were corrected on the March minutes. These will be signed by the Chairman as a correct record.
- 4: **To discuss matters arising from the minutes of the last meeting – for information only:**
  - Parish website:** All statutory records have been updated on the parish website. The Clerk has maintained up to date information on services available, during restrictions imposed by the current national lockdown.
  - The Local Council Award Scheme:** The Council have been awarded a foundation level award, certification to be forwarded in due course. Council thanked the Clerk for work carried out to achieve this accreditation.
  - Village (finger post) Signs:** Work pending
  - Maintenance at the Allotments:** Strimming of the vacant plots can be safely carried out and is scheduled to be completed.
  - Cil improvement projects:** Current projects pending. Cllr Hudson advised Council of the requirement to replace the defibrillator, located at the Pennoyer Centre. Council agreed the need for this equipment and to provide ongoing maintenance.
  - Playground and Village Maintenance:** The new contractor has commenced work. Current temporary arrangements will be maintained for additional village maintenance at the recycle centre.
- 5: **To receive the Chairman's Report:**
- 6: **To receive the County and District Councillor's Reports:**

**The Chairman/District Cllr Hudson** commended Council, volunteers within the community and local organisations for their response to the current crisis. The Clerk will contact local organisations, thanking them for their response and reminding them to refer back to the Council if additional assistance can be given. Cllr Hudson thanked everyone for their work and input.

Following the recent report on the damage caused to the Bridge on the Harleston Road, Highways have now responded and investigation work is expected to be carried out. Council agreed to redraft and distribute information leaflet on assistance and services available during the current Covid – 19 restrictions.

**County Cllr Wilby** submitted a report – this is available on the parish web site.

The County Cllr confirmed the work at the bridge is in hand. He updated Council on current initiatives in relation to the Covid – 19 restrictions and thank everyone for their assistance.

Fly-tipping in the local area was raised, all incidents should be reported or forwarded to the Clerk to report. The County Cllr advised that this matter had been discussed and recycle plants are anticipated to be within the first phase following relaxation of restrictions.

## **7: The public forum**

A request has been received for information, for an available allotment plot; So long as social distancing can be maintained the continued use of allotment and cultivation of food produce is to still be encouraged. The Clerk will provide details and advise a plot will be available as soon as the vacant plots have been cut back.

## **8: Items for Discussion/Ratification:**

- **No new planning applications**
- **To consider and agree a process of extending the delegation of Council decisions to the Clerk during any period of restricted activity declared by Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents.** Council agreed the Clerk has delegated powers to spend £500.00 and going forward to address the restrictions currently imposed, power will be delegated to her to fulfil the Council's responsibilities on email or recorded verbal approval of a minimum of 5 Councillors (over 50%)
- **To Consider additional CIL improvement/Projects** After comparing cost or repair of the current 10-year-old equipment and purchase of new equipment, Council voted and unanimously agreed to purchase a replacement defibrillator at the cost of 1399.00 + vat. This will be provided for through CIL funding, but the Clerk will look to see if retrospective funding can be sourced to assist towards this cost. Ongoing maintenance is anticipated to be no more than £150.00 pa and this will be covered within the Council's annual budget for village maintenance.
- **To appoint internal auditor** Council approved the appointment of an internal auditor for the EOY accounts for 2019/20
- **To consider subscriptions for 2020/21** There have been no increases in the subscriptions for NALC or ICO. Council are pleased with the recent support from NALC and happy to continue with this subscription.
- **To Consider requirements for/amend dates for May 2020 meetings** In-accordance with the recent amendments to legislation, the Council **will not hold an Annual Parish Meeting** in May but will organise a village meeting later in the year and invite organisations to submit reports and make representation.  
Council agreed they **will hold the Annual Parish Council Meeting** either remotely or in person using social distancing, if this is permissible. The Meeting will be held on Tuesday 12<sup>th</sup> May 2020, at 7.30pm, venue to be confirmed prior to agenda being posted.

**Presentation of the EOY Accounts for 2019/20** – Council approved the EOY accounts prepared by the RFO, this information will be submitted for internal audit, when the AGAR Documents are received from the External Auditor.

**Presentation of income and expenditure for April** – Council approved the accounts; The Clerk will circulate payments for duplicate approval and signature.

PULHAM ST MARY PARISH COUNCIL				
ACCOUNTS : MONTH : April				
INCOME:	Amount	Description		
<b>TOTAL INCOME</b>	<b>£0.00</b>			
<b>Cheques to be paid:</b>				
EXPENDITURE:	Gross	VAT	Net	Description
BT	21.82	3.63	18.19	Broadband and Calls to 24/3/2
Eon	54.16	2.58	51.58	Streetlights March
Norfolk ALC	191.55	-	191.55	Subscriptions 20-21
PHNewby	618.00	103.00	515.00	Hedge Cutting
LShulver	437.55	-	437.55	Clerks Salary & Parish Admin
<b>TOTAL EXPENDITURE</b>	<b>£1,323.08</b>	<b>£109.21</b>	<b>£1,213.87</b>	<b>£1,323.08</b>

The balance following presentation of the above receipts and payments will be £43,967.71

**10: Other Reports:**

- i. **Sports & Recreation Committee** The Playground sign has deteriorated and will be replaced
- ii. **Tree & Footpath Wardens** Some Councillors have walked footpaths, incident of a gathering was reported to the police
- iii. **Sam update** No further report

**11: To consider the date of the next Parish Council meeting:** The next meeting will be the Annual Parish Council Meeting and will be held on 12<sup>th</sup> May 2020, at 7.30pm

*The meeting closed at 20.28*

Signed: .....

Date: .....