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**DRAFT**

**MINUTES OF MEETING OF BACONSTHORPE PARISH COUNCIL**

**Held on Monday 20th July 2020 at 7.30pm in the Village Hall**

Present: Chairman Cllr. J. Cooper, Vice Chairman Cllr. M. Day, Cllr. T. Benton-Worboys,

In attendance: Clerk Mrs. S. Hayden

The Chairman opened the meeting at 7.38pm

Covid 19 precautions were in place as per the Parish Council’s Risk Assessment

1. Apologies for Absence

 Apologies were accepted from County Cllr. S. Aquarone, Cllr. S. Belbin and Cllr. A. Galpin.

 Cllr. Belbin had tendered her resignation from the Parish Council.

2. Declarations of Interest - to receive declarations of interest in agenda items

 Cllrs. Benton-Worboys and Cooper declared an interest in item 11. It was proposed and resolved to give a dispensation for this meeting under s. 33(2)(a) Localism Act 2011.

3. Minutes – to approve the minutes of the previous meeting held on 16th March 2020

 These were approved and signed by the Chairman

4. Matters Arising

 None

5. Open Session for members of the public to speak

 *(on matters connected with this Agenda – limited to two minutes per person and ten minutes at the discretion of the Chairman)*

 No public present

6. To receive any reports from County or District Councillors

 County Councillor Aquarone had sent a report which had been previously circulated. It is annexed to these minutes.

7. Finance & Governance

7.1 To approve list of payments and receive budget against actuals, balance sheets 2019-20 and 2020-21 and report re bank reconciliation to 31.3.20

 The Clerk requested a contribution to SLCC subscription, (currently paid in total by Gresham PC) which would be between £40 and £46 depending upon which parish councils contributed. This was agreed. The List of Payments was approved and signed by the Chairman and Clerk. The budget and balance sheets were received and Cllr. Benton-Worboys reported that the bank reconciliation was correct.

7.2 To consider and approve the Annual Governance and Accountability Return as follows:

 *To complete the Certificate of Exemption* – It was proposed and resolved to exempt from limited assurance review and the Certificate was signed by the Chairman and Clerk

 *To receive the Annual Internal Audit Report 2019* –20 - there were no comments to note

 *To approve section 1 Annual Governance Statement* – the statements were read out by the Clerk and answered by the Parish Councillors. The statement was approved and signed by the Chairman and Clerk

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 *To approve section 2 Accounting Statements* – it was proposed and resolved that the Accounting Statements were correct and having been previously certified by the Clerk/RFO, section 2 was signed by the Chairman

**7.3** To approve Parish Council’s Covid 19 Risk Assessment

Proposed and resolved to approve as drafted

8. Planning

8.1 To consider any applications received after the date of this Agenda

 None

8.2 Updates on the following applications:

 *PF/20/0290 Removal of lean-to to side/rear conservatory and erection of single-storey side/rear extension – 9 Stonefield Road, Baconsthorpe, NR25 6LP –* Approved

 *PF/20/0164 Construction of single storey front extension, two storey rear extension and alterations to elevations of existing dwelling Ten Acres, The Street, Baconsthorpe, Holt, NR25 6LH –* Approved

8.3 To consider any response to the Conservation Area Review

 A plan of the current Conservation Area was produced and discussed. It was agreed to comment that the Parish Council would wish the Area to remain the same as currently.

8.4 To consider any response to the Sheringham Shoal and Dudgeon Wind Farm consultation

 It was agreed to make no further comment.

9. Play Area

9.1 To confirm approval of final costs for swings

 The Chairman and Clerk had authorised the cost of bark chips (£300 inc. VAT) after circulating by email to parish councillors. This had been authorised from the contingency budget as per Financial Regulations. It was therefore agreed to take this cost from capital as part of the swings project. The project had been finished by the Chairman topping up the bark and repairing the surround planks and was now open for use.

9.2 To confirm approval of costs for grass cutting

 Prior to this meeting, it had been noted that the grass to the play area had not been cut this year. Cllr. Day had kindly made the first cut with his mower. After email circulation, it had been agreed it was now the responsibility of the Parish Council. The Chairman and Clerk had authorised the grass cutting with the current contractor at a cost for the rest of the year at £147. It was felt that this was an unbeatable price as the contractor would be dealing with the Churchyard and also the Village Hall garden at the same time, did a very good job and therefore there was no need to obtain further quotes.

10. Allotments – update on allotment matters and discuss water supply

 The site was a lot tidier and all plots were now taken. There was one pile of rubbish to be dealt with.

 During lockdown a tenant had asked if the Parish Council could consider supplying water to the site. The Chairman had enquired about the possibility of a borehole. A brief survey had been carried out, which had revealed that this would have to be 400 ft deep and could cost £20,000, not including a pumping system. This was not a practical resolution and although the tenant had thought water had been connected in the past, there was no direct connection from the road, only via another property. It was agreed the Clerk and Chairman would liaise over obtaining the cost of connection with Anglian Water and report back at the next meeting.

11. Highways/Footpaths

 To consider any highways matters needing attention

 Cllr. Day had obtained permission for speed signs to be placed on private land and this would be dealt with when the ground was suitable to putting posts in.

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12. Correspondence

 *Circulated:*  Police warning re thefts of garden machinery

NALC invitation to complete survey on Police during lockdown – Clerk had completed and stated that the Parish Council were happy with the “soft touch” policy adopted

 *Not circulated:* Barclays – reduction in interest rates

 O. Hussar – Email attaching invoice for play area tree work that had been completed and recommendation that it would be good to carry out hard weight freduction to the canopy in the next year. Clerk to obtain quote for this work.

13. Matters for Information Only or Next Agenda

 None

There being no further business the meeting closed at 9.05pm and the approved cheques were signed.

The next meeting is on 21st September 2020