

**MINUTES OF THE MEETING OF HORSTEAD WITH STANNINGHALL PARISH COUNCIL
HELD BY EMAIL, ON WEDNESDAY 8 APRIL 2020**

Present:, Cllrs, Mr C Jones (Chair), Mrs D Williams, Ms P Weightman, Mr A Browne, Mrs C Fleming, Mrs M Gurney, Ms V Baker and Mr T Cain

In Attendance: Not open to the public

Public Forum

- None

1. Apologies

Apologies were accepted from Mr R Jennings

2. Declarations of Interest

None

3. Minutes of the Meeting of 11 March 2020

The minutes of the last Parish Council Meeting were

AGREED – TO BE SIGNED

Matters arising

- 5.(6) *Tarmac Quarry correspondence – Tarmac would like to meet the Parish Council in March/April ahead of a public consultation. The clerk to arrange a date. – That has obviously now been kicked into touch!*
- 13 *Community Spirit – 75th Anniversary of VE Day 2020, cancelled.*
- 16 *Training, Meeting and consultations - VE 75th Anniversary Planning Meeting – 23 March – Cancelled. Chairman’s networking – 30 March – offered online via Zoom but I couldn’t make it. SNAP – 2 April – Never heard from the Beat manager so presume it was cancelled. Tarmac Liaison – 24 April – Haven’t appeared to have had official confirmation as yet but presumed cancelled. VE day celebrations – 8 May – cancelled.*
17. *Items for the Next Agenda – Mill Road traffic/parking – on hold.*

4. Planning –

- None

5. Parish Clerk and Chairman

- (1) Coltishall and Horstead Community support for COVID 19 – the clerk is providing weekly updates
- (2) Meetings – see clerks weekly update – no need to hold APM/APCM, meetings can be virtual – it is intended that the May meeting will be via Zoom and the public will be invited. It was also noted that the normal May election process is not required this year and existing appointments can remain – Mr Jones will remain as Chair.
- (3) Contingency for clerk – **APPROVAL** was granted for Rebecca Furr (Coltishall clerk) to act as deputy
- (4) Delegated Authority – **APPROVAL** was given for decisions to be made by email or by just Chair/Vice Chair and one other Councillor if being Quorate is not possible.
- (5) End of year accounts – the deadline has been moved back by two months – currently awaiting exact timetable.
- (6) Zoom subscription – **APPROVAL** was given to subscribe to Zoom
- (7) Insurance – the renewal date is 31 May. Last year we signed up for a 3 year deal so all we need to do is pay the annual premium in May
- (8) Condolence book – No update
- (9) Mr Jones is investigating the men with theodolite activity on the field by the playground.

6. Finance

(1) Payments Received

Donation for VE day	£1,000.00
Norfolk Community foundation – COVID 19 grant	£1,000.00

(2) Payments for Approval

NALC annual membership	£214.00
NPT&S annual membership	£195.00
Litter picking March – if invoice received	£4.50

Norfolk Rivers Drainage Board – annual fee £2.99
S Hall Q 4 expenses £53.18

APPROVED by email

(3) Payments for information only – previously agreed direct debits and standing orders
Veolia – bin lifts in February collected 28/03/2020 £112.08
Payroll March 2020 £952.07

(4) Payments for authorising – Neighbourhood Plan

None

To note – It has been agreed the VE day donation can be retained

8. Highways and PROW

- The Pot holes on Rectory Road & Mill Road have been repaired
- Thank you to the resident who has been cutting the verges in the Norwich Road area

9. Pond & Trees

There is a small tree down. Mr Jones will deal

10. Horstead Mill

- (1) The litter pickers have stopped working at the request of the Parish Council. Mrs Fleming has offered to help out including making sure the small green bin is emptied.
- (2) The police have been in regular attendance ensuring people are following lockdown regulations. Incidents at other times can be reported to the police. Access cannot be blocked as the environment agency, Broads Authority and Emergency Services may need access.

11. Playing Field

- (1) Weekly inspections – these will resume when the playground re-opens
- (2) Moles – The mole man has put this on hold until October
- (3) Annual inspection – This should be carried out in May

12. Speedwatch and SAM2

- Mr Jones reported that no Speed Watch sessions being held at present on the advice of Norfolk Constabulary.
- The SAM 2 has been recovered from Rectory Road and is being stored by Mr Jones.

13. Community Spirit

- Fete – on hold
- 75th Anniversary of VE Day 2020 – on hold

14. Neighbourhood Plan

The latest version of the plan is on the Parish Council website. The Neighbourhood Planning team now need to receive comments. This has been advertised on the Community Facebook page.

15. Police report

Reports circulated

16. Training, meetings and consultations

Events attended:

COVID 19 support group meeting – 19 March – Clerk
COVID 19 support group meeting – 23 March – Clerk and CJ
BDC phone in meeting – 24 March – Clerk and CJ
NALC clerks online conference – 1 April - Clerk

Upcoming events:

Weekly clerks online conferences – NALC and NPT&S - Clerk
SNAP – TBA – CJ & PW
Tarmac Liaison – TBA – CJ & MG

17. Items for the Next Agenda

Standing items for monthly meeting

18.Date and Time of the Next Meeting

Parish council meeting: Wednesday 13 May 2020 at 6pm via Zoom.

DRAFT