

## HORSTEAD WITH STANNINGHALL PARISH COUNCIL

You are summoned to participate in the resolutions (decisions) of core matters of the Parish Council via email / post on Tuesday 14th April 2020. There will not be a Parish Council meeting until further notice as a result of the strict lockdown beginning Monday 23rd March 2020 to tackle the spread of Coronavirus. As a result this will not be open to members of the public but the public will have access to the agenda and minutes via Horstead Parish Council website <https://www.horsteadparishcouncil.org.uk/>

The Coronavirus Bill dated 23rd March 2020 will enable the Secretary of State to make regulations to formally remove requirements to hold annual meetings and to allow virtual meetings until 7th May 2021. The Council will continue to check latest HM Government guidance in accordance with its procedures.

There will be no physical meeting this month – the purpose of this is to provide updates and to obtain authorisations

Correspondence will take place via email

**Suzanne Hall**

Suzanne Hall 3 April 2020  
Parish Clerk

### AGENDA

#### Public Participation

There will be no public participation this month – see above

##### 1. Apologies

To receive and consider apologies for absence – N/A

##### 2. Declarations of Interest

For all members to declare interests for this meeting. – Please let me know of any

##### 3. Minutes of the Meeting of 11 March 2020

To approve the minutes of the last Parish Council Meeting (Circulated). – approval please

##### 5. Planning

If any received

To inspect plans please go to [www.broadland.gov.uk/plans](http://www.broadland.gov.uk/plans) and type in the application number. Alternatively they may be viewed at the offices of Broadland District Council, Thorpe Lodge, 1 Yarmouth Road, Norwich NR7 0DU. Links have been provided for Broads Authority and NCC applications. Any planning applications received after agenda set.

##### 7. Parish Clerk and Chairman/Councillors

###### Clerks items not on agenda

1. Coltishall and Horstead Community support for COVID 19 – see clerks weekly updates for details
2. Meetings – see clerks weekly update – no need to hold APM/APCM, meetings can be virtual
3. Contingency for clerk – approval for Rebecca Furr (Coltishall clerk) to act as deputy
4. Delegated Authority – so decisions can be made by email – approval to be documented
5. End of year accounts – deadline currently moved back to 30 September
6. Zoom subscription approval - £11.99 per month
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

###### Chairman's/Councillors actions not on the agenda

8. Condolence book – PW – did we get any further????

##### 8. 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  |

**Approval for payments required**

**(3) Payments for information only – previously agreed direct debits and standing orders**

|   |         |
|---|---------|
| Veolia - Bin Lifts in February collected 30/03/2020 | £112.08 |
| Payroll March 2020                                  | £952.07 |

**(4) Payments for authorising - Neighbourhood Plan**

None

**8. Highways & PROW**

Pot holes on Rectory Road & Mill Road have been repaired - *Is there anything else to report?*

**9. Pond & Trees**

There is a small tree down. Cj will deal

**10. Horstead Mill**

Obtain further quotes for felling the large tree. Cj has provided information of another firm

The litter pickers have stopped working at the request of the Parish Council

- *Is there anything else to report?*

**11. Playing Field**

1. Weekly inspections – *these will resume when the playground re-opens*

2. Moles – *The mole man has put this is on hold until October*

3. Annual inspection – *This is due at the end of April – Depending on how the cone climber surface is progressing this should be carried out in May*

**12. Speedwatch and SAM2**

- No Speed Watch sessions being held at present.
- SAM 2 will be recovered from Rectory Road and stored.

**13. Community Spirit**

1. Fete for 2020 – Mr Cain - *postponed*

2. VE Day – 2020 – *postponed*

**14. Neighbourhood Plan**

No meetings - *Update from Ms Weightman.*

**16. Police report**

Circulated

**17. 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

**17. Items for the Next Agenda**

To be decided

**18. Date and Time of the Next Meeting**

Parish council meeting: Wednesday **13 May 2020** email or online (zoom)