

## **HALVERGATE PARISH COUNCIL**

Minutes of the Meeting of the Halvergate Parish Council Meeting held on Thursday 25th June 2020, 7.30 pm via Zoom.

Present:	Charles Reader	Chairman
	Robert More	Vice-Chairman
	Stuart Hannant	
	Carol Hannant	
	Jessica Jennings	Clerk
	Brian Iles	County Councillor

### **1. To Consider Apologies for Absence:**

Michael Mallett

NB Tom Carter / Carol Simpson unable to join meeting via Zoom due to technical issues.

### **2. To Receive Declarations of Interest on the Agenda:**

None

### **3. To Adjourn the Meeting to allow Public Participation:**

Mr C. Reader adjourned the meeting to allow the following Public Participation:

#### **3.1 Brian Iles, County Councillor**

Brian reported that all the offices are currently working from home which makes it harder to get information and takes longer. County Farms are having problems as the Chief Officer has been suspended and an investigation is taking place. There is a £20m deficit in the budget due to the Coronavirus Pandemic. NCC is assuming the Government will bail them out but Brian thinks it unlikely due to the fact they've already had 2 loans and therefore can't expect a third. Brian reported that Highways is working very well and have dealt with a lot of queries, mended potholes and are very much on top of things. Adult Social Services has various problems, whilst Childrens Services had a bad report and needs to do some work on itself. However, aside from the negatives, everyone is working from home and working hard.

### **4. To Approve the Minutes of the last Parish Council Meeting:**

Resolved to accept the Minutes of March 4<sup>th</sup> as a true account

#### **4.1 Matters Arising from the Minutes: - None**

##### **4.1.1 Clerk's Report:**

The Clerk asked Carol Hannant if she had any more details about the area at the Playing Field that might benefit from the Section 106 money (£1,516.24) being held by Broadland District Council. Carol reported that she had had a quote of £857.24 for picket fencing to go around the concrete area and artificial grass on the base. The price includes adhesive and cement costs. Carol to e-mail quote to the Clerk for her to forward to BDC to confirm that this would be approved for Section 106 spend.

Clerk reported that she has received the glow-in-the-dark stickers for the Defibrillator and now just needs to affix them (one on cabinet, one on telegraph pole on Bakers Road to direct people to defibrillator). Also reported that the Housing Team at BDC had explained that Housing Association Stock is put forward for sale usually because of the age of the property and that refurbishment to bring insulation / ventilation etc up to the current standard would not be possible or cost-effective.

The Clerk now has full Internet Banking access and can make payments on line (which has proved to be invaluable during the Coronavirus Pandemic). Internal controls to monitor on-line payments to be implemented and decision made as to which Parish Councillors should check and sign bank statements. The Clerk has also set up an account at Viking Direct to order stationery,

rather than claim it back as a personal expense. Clerk asked for approval from the Parish Council – all present were in favour.

Tom Carter carried out the Asset Risk Assessment in June and reported that the stones at the base of the village sign were still loose and he will ask Paul Pitchers again if he is available to repair it. He also reported that the area of hedge near the seat in the Burial Ground will need to be cut by hand as it is inaccessible to the tractor. Mr C. Debbage has quoted £50 (or less) to cut it but cannot take away the hedge clippings. All Councillors present agreed to accept Mr Debbage's quote. Robert More indicated that he would e-mail Clerk regarding removal of clippings (unfortunately, his audio was not possible on Zoom). It was suggested also that the part of the hedge in front of the seat could be lowered in height to enable people sitting there to see the view across the fields. It was agreed by all Councillors present that this was a good idea and should be done. Clerk to arrange.

#### 5. Correspondence of Note:

Parish Partnership Scheme 2021/22	Forwarded to Councillors for information and consideration.
Police – PC Ian Kennedy's Departure and Replacement	PC Kennedy will no longer be the SNT Beat Manager or local officer and until a replacement is found, PC Steve Clarke is the contact. Forwarded to Councillors for information.
New Model Code of Conduct Consultation	Forwarded to Councillors for info and to respond to the consultation.

#### 6. Finance:

**Balance as at 30.04.20** **£17,676.20**

Payments:

CAN	Subscription Fee	£	50.00
Zurich	Insurance Premium	£	567.27
	<b>Total:</b>	<b>£</b>	<b>617.27</b>

Receipts:

Lloyds Bank	Compensation – Complaint	£	112.00
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**Balance as at 28.05.20** **£ 17,170.93**

**Value of Outstanding Cheques** **£ 540.00**

(ICO	Membership Renewal	£	40.00)
(Mr C. Debbage	Churchyard Grass Cutting	£	250.00)
(Mr C. Debbage	Churchyard Grass Cutting	£	250.00)

**Bank Transfer Payments Total:** **£ 661.68**

(Jessica Jennings	Clerk's Fees April/May	£	511.68)
(G J Brewer	Internal Audit Fees	£	150.00)

**Projected Balance** **£ 15,969.25**

#### 7. Planning Applications:

Sunny South, The City – Councillors acknowledged that Broadland District Council has given full planning consent to the application, despite the Parish Council putting in objections to its design and size. Councillors are concerned that the Conservation Area document and its recommendations were not fully taken into consideration and would like to know if the protocols

and interpretation of the Conservation Area are changing in relation to planning applications. Clerk to contact Planning at BDC for clarity.

## **8. Items for Disucssion:**

### **8.1 Accounts: Certificate of Exemption**

The Clerk reminded the Councillors that the PC was exempt from a limited assurance review as per the criteria for the Annual Return. Where gross income and expenditure does not exceed £25,000 the smaller authority (Parish Council) can declare themselves exempt. Halvergate PC had a gross income of £8,800.04 and a gross expenditure of £7,246.17. Approved for signature.

### **8.2 Accounts: Annual Governance Statement**

Councillors agreed that the governance statements on the Accounting Return had been adhered to and were correct. Approved for signature.

### **8.3 Accounts: Accounting Statement**

The Accounting Statement was agreed and approved for signature.

### **8.4 Annual Review of Effectiveness of Internal Audit**

The purpose of an internal audit is to review whether the systems of financial and other control are effective. An Internal Auditor reviews the completeness and accuracy of the Parish Council's accounts for the year. The Parish Council agreed to officially adopt these policies and to review them on an annual basis, to bring them in-line with expected procedure. It should be noted that the Parish Council has always met its obligations regarding internal auditing.

### **8.5 Annual Review of Effectiveness of Internal Control**

The Parish Council is responsible for ensuring that financial management is adequate and effective and has a sound system of internal control which should be reviewed at least once per year. It is there to reduce financial risk to the Parish Council. The Parish Council agreed to officially adopt these policies and to review them on an annual basis, to bring them in-line with expected procedure. It should be noted that the Parish Council has always met its obligations regarding internal financial control.

### **8.6 Duties of the Responsible Finance Officer (RFO)**

The duties of the RFO (also the Clerk) had been listed and sent round for approval as an official policy on her responsibilities. Also to be reviewed annually. Approved for signature.

### **8.7 Annual Financial Risk Assessment**

A list of points relating to Financial Risk Assessment was circulated in advance for approval and to be reviewed annually. Approved for signature and adoption.

### **8.8 Minutes of the Open Village Meeting 2019**

The Minutes of the Open Village Meeting in 2019 (and future Open Meeting Minutes) had already been agreed to be taken as read (as discussed and agreed at the Open Meeting itself) and approved for signature.

### **8.9 Parish Partnership Scheme 2020/21**

The new scheme was mentioned and noted and it was agreed to carry it forward to the next meeting for further discussions of what might be a good way to participate in the scheme.

### **8.10 Coronavirus**

Councillors felt it wasn't necessary to order leaflets from the Norfolk Resilience Forum as it was felt that most people who would be targeted recipients of this were already aware of the points made on the leaflet and also that most people who are in the vulnerable category are already being taken care of by neighbours and family. It was agreed to order a 'few' leaflets to have in hand. The Clerk also reported that she had spoken to the Hub leader, who is leading the efforts from BDC/SNDC for vulnerable people in the area, who said they had had very few calls from people in Halvergate which was representative of the fact there is already a very good community spirit and neighbours/families looking after each other.

**9 Items for Next Agenda / Items of Interest:**

- 9.7 Charles Reader confirmed that all Councillors had agreed to the Clerk's request for an increase in hours (from 6 to 8) and hourly rate. Clerk thanked all Councillors.
- 9.8 Charles Reader – Neighbourhood Plan and moving it on to the next stage.

**10 Date and Time of Next Parish Council Meeting:**

The next Parish Council Meeting will be on Wednesday 5<sup>th</sup> August, 7.00 pm – Venue t.b.c but likely to be via Zoom.  
The meeting was closed at 8.40 pm

*Any persons wishing to speak at the Public Forum at the beginning of the Meeting, please contact Jessica Jennings, Parish Clerk at [pcclerk.halvergate@gmail.com](mailto:pcclerk.halvergate@gmail.com) or on 701901*

Signed: \_\_\_\_\_ **Charles Reader, Chairman**

Signed: \_\_\_\_\_ **Jessica Jennings, Clerk**