GISSING PARISH COUNCIL

# MINUTES OF THE VIRTUAL ANNUAL PARISH COUNCIL MEETING

# On Wednesday, 13 May 2020 7.30 pm

# Via Zoom

**Councillors Present:** Cllr J Cromley (Chair), Cllr Mike Harrowven, Cllr Matthew Harrowven, and Cllr S Sell

**In attendance:** Sara Campbell (Clerk) and 3 members of the public

For the benefit of the public attending the meeting, all votes taken were by both a show of hands and a verbal response from each individual councillor.

## To elect a Chairman:

Cllr Cromley invited Nominations for the position of Chairman, Cllr Sell nominated Cllr Cromley, seconded Cllr Matthew Harrowven and unanimously agreed. Cllr Cromley accepted the position and chaired the rest of the meeting.

Cllr Cromley added that he wished, for the record, to thank the Covid19 Action Group for the amazing efforts made by ALL the volunteers, who have supported the village during these unprecedented times.

## To consider accepting apologies for absence:

Apologies were accepted from Cllr D Eddington. Apologies were also received from District Cllr J Easter.

## To record declarations of interest in items on the agenda:

None

## To approve the minutes of the previous Meeting held on 10 March 2020:

The minutes of the meeting held on 10 March 2020 previously circulated to all Members of the Council were unanimously agreed.

## To receive any questions or comments from members of the public:

A member of the public thanked Cllr Harrowven for all the hard work he has put in to making the Covid19 Action Group happen.

## To receive reports from District Cllr J Easter and County Cllr B Spratt:

The Clerk read the report submitted by District Cllr J Easter. County Cllr B Spratt has sent in his Annual Report which the Clerk will circulate to Councillors and put onto the website.

## To receive the Clerks Report:

## South Norfolk Village Clusters Housing Allocations Document: Parish Information:

The Clerk completed the document with Councillors. Councillors will send the Clerk details of local employment opportunities in the Parish.

## An update regarding the Parish Partnership Funding:

The Clerk has received an email from Norfolk County Council confirming the decision regarding the Parish Partnership Funding for the SAM2 machine is delayed until the world returns to normal!

## A Community Update Covid19 from Norfolk Police:

They have been overwhelmed by the support for the sunflower campaign launched in April, as a symbol of hope for the future and to show support for all our emergency services and key workers across the county. Where officers see these displays in homes whilst on patrol, they deliver a packet of sunflower seeds through the letterboxes of the homes. The scheme has been so popular they are currently having to source more sunflower seeds.

## To receive an update from the Covid19 Action Group (CAG):

The group has 21 volunteers delivering shopping and supporting the self-isolating parishioners.

The CAG has been lucky to secure funding from Norfolk Community Foundation and the Prince of Wales Countryside Fund which has enabled them to set up the village hub providing an “essentials” shop in the Gissing Community Building avoiding all the travelling by volunteers to local supermarkets. All shopping requests are delivered and left on doorsteps.

## To receive an update on the sale of the Village Hall:

Cllr Cromley had spoken to the Solicitors and there has been no progress since the last meeting. It is believed a Faculty is required, Cllr Cromley is not sure if this needs to come from the Gissing Church or the Diocese, Cllr Cromley and Cllr Mike Harrowven to investigate.

##  To receive an update on the renewal of the current Planning Permission:

The planning was granted on 4-12-2017 the Council will need to make a decision on this at the meeting in July. **Clerk** to add to the Agenda.

## To comment on and/or approve/refuse any current planning applications:

**2020/0682**

**Location**: Orchard Barn Common Road Gissing Norfolk IP22 5UR

**Proposal:** Notification for Prior Approval for a proposed change of use and associated building works or an agricultural building to a dwelling house (QA and QB)

**Application Type:** Prior Notification – Agricultural to Residential

## To receive an update on any previous planning applications:

None

## FINANCE

## To approve payments:

| **PAY TYPE** | **PAYEE** | **DESCRIPTION** | **ACTUAL AMOUNT** | **VAT** |
| --- | --- | --- | --- | --- |
| 100684 | Sara Campbell | Salary & Expenses | 257.20 |  |
| 100681 | The Primrose Press**CHEQUE CANCELLED** | Parish Newsletter/Survey Results | (100.00) |  |
| 100686 | The Primrose Press | Parish Newsletter/Survey Results | 100.00 |  |
| 100687 | The Primrose Press | Covid – Self Isolating Help Cards | 33.60 | 5.60 |
| 100688 | Business Services at CAS | Insurance Renewal | 154.28 |  |
| 100689 | Willet & Co | Village Hall Sale | 906.00 |  |
|  |  | **TOTAL £** | **£1,351.08** | **5.60** |

Proposed Cllr Mike Harrowven, seconded Cllr J Cromley and unanimously agreed.

## Receipts:

| **Date** | **Account** | **Received From** | **Amount** |
| --- | --- | --- | --- |
| 27/4/2020 | Community | South Norfolk Council – Precept | 2,972.00 |
|  |  | **TOTAL £** | **£2,972.00** |

## To receive the Responsible Finance Officer’s Report:

| **Details** | **CR** | **DR** |  |
| --- | --- | --- | --- |
| Cash Book Balance Brought Forward **A**(Community Account 00473138) | 9,287.88 |  |  |
| Receipts this month (Community Account)listed above): **B** | 2,972.00 |  |  |
| Payments this month (listed above): **C** |  | 1,351.08 |  |
| Cash Book Balance Carried Forward(=A+B-C)**Community Account Balance** |  |  | **10,908.80** |
| **Reserve account** (Business Premium 50340898)  Opening Balance 1/4/20 - £363.63 |  |  | **363.63** |
| **Allocated Funds (Listed Below) =** |  |  | **(5,230.72)** |
| **Community Account + Reserve Account - Allocated Funds = AVAILABLE TO SPEND** |  |  | **£6,041.71** |

## Allocated Funds

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **Balance 1/4/2020** | **CR/DR** | **Balance** |
| Dr J B Philip Memorial Fund | 1,610.00 |  | **1,610.00** |
| CIL  | 3,620.72 |  | **3,620.72** |
| **TOTAL £** | **1,610.00** |  | **5,230.72** |

## Parish Land Accounts

| **PARISH LAND ACCOUNTS** | **Balance 1/4/2020** | **CR/DR** | **Balance** |
| --- | --- | --- | --- |
| Business Premium 50573639  | 1,503.02 |  | **1,503.02** |
| COIF Account 45216001T (460 units held) | 7,165.24 |  | **7,165.24** |

## To receive an update on correspondence received:

The correspondence list was circulated to all Councillors’ if any Councillor would like a copy of any correspondence please contact the clerk.

## To receive and discuss any items from Parish Councillors’:

**Cllr Cromley –** A quick update regarding the Millennium Wood and Gissing Childrens’ Centre usage. Clerk is waiting for the Council insurers to confirm liability cover for the Childrens’ Centre to use the wood. Meanwhile, the Gissing Childrens’ Centre Manager has asked if they are able to getting funding could they arrange for high-level pruning of dead wood to be undertaken? To give any formal permission this would need to be an Agenda item. Suggested sources of funding were:

Woodland Trust, Heritage and Habitat Group, Norfolk Well-being – **Clerk** will email them.

Cllr Cromley also announced the resignation of the Clerk. The Clerk will leave once a replacement has been found and trained, which she appreciates will be difficult at this time, and imagines at least 4 months before she will leave. She will ensure all Policies & Procedures are up-to-date and Year End has been completed. **Clerk** to add recruitment of new Clerk to the next Agenda.

**Cllr Sell –** The banks have been cut around the village, however, there are some properties that have placed blocks on the bank and these banks have not been cut, if parishioners put blocks on the banks they will need to take responsibility for cutting them.

Has applied for a Woodland Trust grant for hedging around the new orchard.

Waiting for Norfolk County Council to resolve the issues with the footpath access issues through Malthouse, with more walking taking place during the current lock-down Cllr Sell is receiving more complaints.

Need to consider financing for the fencing at the new orchard.

**Cllr Mike Harrowven –** gave an update on the B4RN project. Cllr Harrowven displayed a map of the cabling route, on screen for all using a video connection to see and then talked through the routes. The project is getting into a crucial phase and Cllr Harrowven would like to create a “volunteer group” to take ownership of the project in different areas of the routes and to undertake assigned responsibilities for example; negotiating wayleaves, running the voucher scheme, liaising with properties and businesses and answering questions. **Cllr Harrowven** will organise a Zoom meeting for all the interested individuals to re-establish if there is still an appetite for this project and if so, seek volunteers.

## To agree the proposed time and date of the next Parish Council meeting on Tuesday 13 July 2020 – venue to be decided:

The next meeting of the Parish Council will be held on Tuesday 13 July 2020, it is hoped that this will be able to be a face-to-face meeting.

**Meeting adjourned at: 8.52**