

GISSING PARISH COUNCIL

MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING

On Tuesday, 14 July 2020 7.00pm Via Zoom

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

In attendance: Sara Campbell (Outgoing Clerk), Marianne Purdy (Incoming Clerk), County Councillor Spratt and 4 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.

- 1. Pass a resolution to exclude members of the public and press.**
The Council passed a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential staff items:
- 2. Approve appointment of new Parish Clerk/RFO**
The Council unanimously agreed to appoint Marianne Purdy as Parish Clerk and RFO for Gissing with effect from 14th July 2020, subject to references and a 6-month probationary period.
- 3. Approve salary for Clerk/RFO**
3 hours per week at spinal point of 9 was unanimously agreed.
- 4. Approve payroll provider**
It was unanimously agreed to use Newman & Co.
- 5. Welcome the public and introduce the new Clerk/RFO**
The Chair opened the meeting and welcomed everyone. The Chair introduced the new clerk.
- 6. Apologies for absence**
None.
- 7. Declarations of interest in items on the agenda**
Cllr Cromley declared an interest in item 15.
- 8. Approval of minutes**
The minutes of the meeting held on 13th May 2020, previously circulated to all Members of the Council, were unanimously agreed. The Chair will arrange to sign these.
- 9. Public participation**
None.

10. Reports from District Cllr J Easter and County Cllr B Spratt:

No report from DC Easter.

CC Spratt reported there may be some monies available to Gissing from his 'pot' from Norfolk County Council which could be used alongside Parish Partnership scheme e.g. trod paths, signposts, road safety, strimmer.

11. Clerk's Report

The Clerk reported that she had arranged a meeting with the incoming Clerk to hand-over at the end of July. The Clerk requested all Councillors complete a new Register of Interests form for South Norfolk Council. Decision on Sam2 machine has been delayed due to Covid19 but there should be meeting in July to agree co-funding. Parish Partnership Scheme information received from Norfolk County Council. Email received from Gissing Children's Centre regarding the use of the Millennium Wood for the Forest School which had been previously circulated to all Councillors.

12. Risk assessing of Millennium Wood

Discussions were held regarding risk assessing Millennium Wood. The insurance company has stated that the Parish Council must comply with everything and have the risk assessments in place. It was stated that Norfolk Wildlife Trust would be visiting the wood and giving advice – no date for the visit at the moment.

13. Tree Survey quotation

One quotation had been received; awaiting a further quote via Linda (Children's Centre).

14. Gate and fencing for village orchard

Wooden fencing to separate the orchard from the field, and a gate at top of car park into orchard. Quote from Browns £309.24 inc VAT. Cllr Sell proposed; Cllr Mike Harrowven seconded. Unanimously agreed.

15. Payment to church for grass cutting

Discussions were held around grass cutting the triangle and along the car park. Cllr Cromley to communicate with the Church regarding this. To be placed on the agenda for September.

16. Parish maintenance issues

Cllr Matthew Harrowven raised concerns around the trees reaching overhead cables – however, National Power had recently been to the village and cut those particular trees.

17. Parish footpaths

Cllr Sell reported that there is a new footpath officer and Gissing are awaiting a site visit. He had also reported a few issues via the NCC website. Cllr Mike Harrowven awaiting communication from Saffron regarding grass cutting. Cllr Sell will suggest a small pathway is made at the west end of Long Row onto the Common.

18. Update from the Covid19 Action Group (CAG)

The village hub is continuing. To date, 409 parishioners have benefitted from the village hub during the pandemic. It will remain in place for as long as is needed. A fish and chip evening was held to thank key workers and volunteers. Cllr Harrowven

thanked the volunteers for their hard work. Further funding of £400 had been received from Neighbourly Community Fund.

19. Update on the sale of the Village Hall

Cllr Cromley was awaiting an update from the Solicitors. Cllr Mike Harrowven had emailed on several occasions trying to find out further information but had heard nothing.

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

It was agreed that the clerk will renew the Planning Permission.

20. Planning applications

None.

21. Update on previous planning applications

None.

22. FINANCE

22.1 Payments:

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT
100689	Pauline James	Internal Audit	60.00	
100684	Sara Campbell	Salary & Expenses & Website	325.00	
TOTAL £			£385.00	0.00

Proposed Cllr Mike Harrowven, seconded Cllr D Eddington and unanimously agreed.

22.1.2 Receipts:

Date	Account	Received From	Amount
13/7/2020	Community	South Norfolk Council – Recycling	125.00
TOTAL £			£125.00

22.2 Responsible Finance Officer's Report:

Details	CR	DR	
Cash Book Balance Brought Forward A (Community Account 00473138)	10,908.80		
Receipts this month (Community Account listed above): B	125.00		
Payments this month (listed above): C		385.00	
Cash Book Balance Carried Forward			

(=A+B-C) Community Account Balance			10,648.80
Reserve account (Business Premium 50340898) Opening Balance 1/4/20 - £363.63			363.63
Allocated Funds (Listed Below) =			(9,651.51)
Community Account + Reserve Account - Allocated Funds = AVAILABLE TO SPEND			£1,360.92

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
Orchard Fencing	3,000.00		3,000.00
Contingency Fund	1,420.79		1,420.79
TOTAL £	9,651.51		9,651.51

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

23. Exemption Certificate for Annual Return

The Council agreed that their income and expenditure was under the £25,000 threshold and therefore they were exempt.

24. Annual Governance Statement Section 1

The clerk read out each of the statements on the Annual Governance Statement: numbers 1 – 8. Number 9 not applicable to Gissing. Cllr Cromley proposed acceptance of the figures; Cllr Matthew Harrowven seconded. Unanimously agreed.

25. Accounting Statement Section 2

The clerk read out each of the statements and figures on the Account Statement. Cllr Cromley proposed acceptance of the figures; Cllr Matthew Harrowven seconded. Unanimously agreed.

26. Correspondence received

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

27. Items from Parish Councillors

Cllr Cromley stated there had been an offer of a bench for the village. Cllr Sell had looked into prices: plastic bench £400 + £40 for a plaque. Cllr Cromley to communicate with the parishioner.

Cllr Eddington thanked Chris and Caroline Tarry for the sponsorship provided and work carried out to maintain the trees in the orchard. Discussions were held around access to water – it was agreed to look into putting a standpipe in.

Cllr Sell – It was agreed that Cllr Sell would look into and purchase signage for the car park. Proposed by Cllr Sell, Seconded Cllr Mike Harrowven. Unanimously agreed.

Cllr Mike Harrowven – Gave an update on the B4RN project. A working group meeting had taken place, and Cllr Harrowven was in communication with B4RN regarding when the project would be starting; when would the rail crossing at Burston be achieved; and why connected with Tivetshall as opposed to coming in via Burston. Cllr Harrowven is awaiting answers.

28. Time and Date of next Parish Council meeting

15th September 2020 at 7:30pm venue to be advised

Meeting closed at: 9:15pm