

Monday 20th April 2020 – DECISIONS following the Update to the Meeting of the Parish Council held on Monday the 9th day of MARCH 2020 at the Royal British Legion, Long Lane – commencing 7.30 pm

MATTERS ARISING

1. RAF Feltwell – It was decided at the Extraordinary Parish Council Meeting held 18th March 2020 that the Base Tour should be postponed. No report from Sqn Leader. Clerk has received two separate reports of USAF personnel visiting friends in the village during lockdown. Sqn Leader said this was totally unacceptable and will ensure all personnel are aware this is not permitted.
2. SNT – Most emails have contained information relating to the Coronavirus. No crime reports for Feltwell.
3. Risk Assessment – In order to adhere to Government guidance pertaining to the Covid-19 lockdown on 23rd March 2020 to close off all communal play areas, the Clerk and Mrs Peckham secured every entrance with a chain and padlock on 24th March 2020 and put up notices to advise why the field was closed. Clerk has taken photographs of each entrance. Car park will remain open to allow access by Viridor to empty the large bins and for access to Salvation Army clothes bank. Mr Lambert carried out inspection 26th March 2020 and confirmed all entrance gates were locked and notices in place. There is still some outstanding work to be undertaken by the Handyman but due to the lockdown this will not take place until the field is accessible again. Monthly inspections will be put on hold until further notice.
4. Balance Sheet – No queries.
5. Allotment Pest Control – No report for March received as yet.
6. NALC – NALC bulletins circulated as received.
7. Briefing sessions (i) Local Plan – Site Allocations & Development Management Policies Development Plan Document (ii) 5 year land supply – No update.
8. Street Light Replacement – Finished.
9. Ranger Visit – Clerk has advised following items need attention: Clear drain outside 38 Paynes Lane, remove the leaves from the path outside Hill Farm House, 9 Hill Street, repair pothole on St Mary's Street, trim back bush on the verge along Short Lane near the entrance with Long Lane. Mr Edwards would like ivy removed from the wall neighbouring High Street but Clerk advised this is private property and the responsibility of each individual house owner. Mr Edwards would like to propose a letter is sent to each owner asking them to remove the ivy.
Decision by Clerk, in conjunction with the Chair and Vice-Chair: Based on Councillors' opinions (3 in favour, 8 against) - No letter to be sent as the ivy is not encroaching onto the path. Thought was also given to residents who may be self-isolating and therefore unable to carry out such work if it were deemed necessary. In addition to this, the Clerk should not be delivering post at this unprecedented time.

MATTERS ARISING (CONT)

10. Parish Partnership Scheme – Both bids were successful. Clerk has applied for a street licence for both pieces of street furniture and once this is in place will instruct Westcotec to proceed with the order.

11. Locality Budget – No update.

12. Cllr Martin Storey Report – Neighbourhood Plan meeting was cancelled due to Coronavirus outbreak. Information and press releases have been frequently received from NCC re services and measures put in place during the Covid-19 pandemic which the Clerk has put onto the Community Facebook pages and PC website. No report received from Mr Storey.

13. Tree - Old Methwold Road – Report was circulated from tree survey carried out by S P Landscapes. No immediate work required so can be discussed at the next meeting.

14. Fence – No update.

15. High Street/St Mary's Junction – Finished.

16. Doctors' Lease – Solicitors have not had a response as yet from the National Allotment Society.

17. Memorial Garden – Mr Rayner has received a further quotation. Clerk has obtained several quotations for a Union Flag; most competitive is from House of Flags at £76.85 (including Inglefield clips) plus £12.50 carriage + VAT. Cheque raised for pro-forma invoice.

18. Allotment Shed Break-Ins – No update.

19. Dog Bins – Clerk contacted the Waste & Recycling Officer at the Borough Council for approval of the litter bin and was informed that they are moving away from the standard type of litter bin with a metal liner to reduce manual handling and therefore a wheelie bin is now the preferred option. The PC would have to purchase housing and the Borough Council will provide the wheelie bin. Clerk has spoken to Andy Wallace from Highways who confirmed this was the case. Mr Storey has looked into this and confirmed this to be accurate. This type of housing is about £500 and a sample can be seen here <https://uk.glasdon.com/nexus-city-140-general-waste-unit> An alternative option would be to have a local carpenter make a form of wooden housing which may be more attractive but would need treating and further maintenance.

Decision by Clerk, in conjunction with the Chair and Vice-Chair: Based on Councillors' opinions (8 in favour of purchasing new wheeling bin housing, 3 against) - Clerk to purchase wheelie bin housing as instructed by the Borough Council.

20. Online Banking – No update.

21. Enquiry from Feltwell United U12 Team – No update.

22. Highways – All SAM2 sites have to be approved before it can be deployed. **To be discussed.**

Decision by Clerk, in conjunction with the Chair and Vice-Chair: Carry over to next meeting.

MATTERS ARISING (CONT)

23. Fete Donation Request – Fete has been postponed until weekend of 15th/16th August to coincide with VE and VJ Day celebrations. This is subject to Government guidelines re Covid-19.

24. April Meeting – Postponed until 1st June 2020 subject to further Government guidance.

25. Appointment of Internal Auditor – Due to the Covid-19 pandemic, instructions from the external auditors (PKF Littlejohn) for the completion of the 2019/20 AGAR will not be issued until such time as there is more clarity over the implications for smaller authorities. Advice from NALC: The regulations related to local council audit timeframes were published on 7 April and will come into force on 30 April. These extended the statutory audit deadlines for 2019/20. The Joint Practitioners Action Group (JPAG) will soon provide the addendum to the Practitioners Guide to layout fully for councils the new time frames that the government has put in place.

26. Street Light Energy Renewal – Unmetered electricity suppliers are limited therefore the Clerk could only obtain two quotations which were circulated 23rd March 2020. The most competitive was from E.ON (current supplier) at an estimated cost of £4826.00 based on annual usage obtained from the Unmetered Supply Certificate. 7 Councillors wished to renew with E.ON, no response from 4 Councillors. Clerk renewed contract with E.ON from 1st May 2020.

27. Review Allotment Committee Terms of Reference – Finished.

28. Review Financial Regulations – Finished.

29. Highways – Leaves on the pavement outside a property on Hill Street has been reported to Rangers. Potholes on Paynes Lane have been filled. Clerk has reported to groups on Paynes Lane to Highways.

30. Potential Land Lease Opportunity – *Decision by Clerk, in conjunction with the Chair and Vice-Chair: Carry over to next meeting.*

31. Feltwell United FC – Club's 100th Anniversary.
Decision by Clerk, in conjunction with the Chair and Vice-Chair: Carry over to next meeting.

CORRESPONDENCE

32. BCKLWN – Email – Advising of email from the Environment Agency for the Borough Council's view on the best period to close the Welney Wash Road in 2021 to carry out essential work; Community Resilience - Parishes and Community Groups Re: Coronavirus update sent on behalf of Cllr Stuart Dark, Borough Council Cabinet Member for Emergency Planning; Update for Parish Councils on the Borough Council's Covid-19 response from Cllr Stuart Dark, Borough Council Cabinet Member for Emergency Planning; Changes to garden and food waste collections – Update to Press Release; West Norfolk community co-ordinating hub News Release 'Community co-ordinating hub established and help getting out to those most in need'; Norfolk Resilience Forum News Release 'Stay Home: now is not the time to quit'. TIME CRITICAL: Update KLWNBC Covid-19 response

CORRESPONDENCE (CONT)

33. NCC – Email – Saddlebow Depot – Temporary Road Closures for “Feltwell Celebrates V.E. Day” St Mary’s Street on Friday 8th May 2020 from 1100 hrs – 2000 hrs and “Feltwell Remembers V.W. Day” Sunday 10th May 2020 from 0900 hrs – 1300 hrs (BOTH CANCELLED 31st March 2020); Norwich Western Link Local Access Consultation postponement; Latest Public Transport Information; Highways teams keep Norfolk moving during Coronavirus pandemic; Emergency closure of Lodge Road for AW works
34. TWR Accountants – Spring Budget Newsletter
35. Community Action Norfolk – Emails – Cyber Security Session; Norfolk VCSE Covid-19 Update 27th March 2020; Job Newsletter; COVID-19 Update for the VCSE Sector 9th April 2020.
36. West Norfolk Clinical Commissioning Group – Email – Blog by Dr Paul Williams containing advice on Coronavirus and posters together with notice that he is stepping down from his role as Chair; NHS: Coronavirus Message from the Clinical Commissioning Groups – via NALC Wellbeing Group
37. Rural Services Network – Rural Bulletin
38. Peterborough City Council – Email - Cambridgeshire and Peterborough Minerals and Waste Local Plan and associated Policies Map Submission to the Secretary of State
39. Society of Local Council Clerks (SLCC) – Email - Norfolk Branch Notice of AGM and Training Day
40. E.ON – Email – Monthly Marketing Report (February)
41. Early Help Children’s Services – Email – West Norfolk Early Help Covid 19 Round up
42. BT – Email - Coronavirus: We’re here to help your business
43. Liz Truss MP – Email - Covid-19 Update - 01/04/2020
44. Keep Britain Tidy – Email –Great British Spring Clean Event postponed until 11-27 September 2020
45. NARS (Norfolk Accident Rescue Service) – Email – Urgent appeal
46. Ariel Designs – Email – Noticeboard promotion
47. Earth Anchors – Email – Noticeboard promotion
48. Parish Magazine – Email

CHEQUES

Cheques were signed by Mr Rayner, Mr Lambert and Mrs McGeeney for the following – J Martin £84.47, S Sargent £86.10, Viridor £134.47, E.ON £366.25, T T Jones Electrical £52.15, House of Flags £107.22, NALC £401.80, HMRC £197.91, S P Landscapes & Trees £138.00. Standing order to J Martin £846.47, direct debit to BT £56.84.

PLANNING

- Single storey extension to 24A Oak Street

Decision by Clerk, in conjunction with the Chair and Vice-Chair: Based on Councillors’ opinions (10 in favour, Mr Storey abstained) – Application approved.

- Dormer window, loft conversion, part single storey and part 2 storey rear extension at The Pightle, 20 Oak Street

Decision by Clerk, in conjunction with the Chair and Vice-Chair: Based on Councillors’ opinions (9 in favour, Mr Cock and Mr Storey abstained) – Application approved.

OTHER MATTERS ARISING

51. Litter Collector/Cleaner and Handyman Pay Increase – The Personnel Working Party would like to put to the Parish Council a pay increase for both the Litter Collector and Handyman. Both are on minimum wage at present of £8.72/hour. The Working Party proposes the Litter Collector's pay be increased to £9.50/hour and the Handyman £10/hour. The reasoning behind these increases is:

- i) The Litter Collector/Cleaner has been employed since 2013 and has never received a pay rise other than the nominal increase in minimum wage.
- ii) The Handyman has been employed since 2016 and started on £8/hour when minimum wage was £7.20/hour. He was also the only applicant for the job. Before the PC employed a Handyman, work was put out to tender which cost the parish an awful lot more money.
- iii) Both are fully committed to their roles and do an excellent job. Both were prepared to work during Covid-19 pandemic.
- iv) The Handyman worked a total of 40 hours last year. At £8.72/hour (before tax) the Working Party are concerned that he may soon feel this is not worth his while.
- v) The Handyman is a skilled worker and should be entitled to more than the Litter Collector

Decision by Clerk, in conjunction with the Chair and Vice-Chair: Based on Councillors' opinions (9 in favour, 2 against) - Enforce pay increases for Litter Collector and Handyman as recommended by the Working Party and backdate to 1st April 2020.

52. John Stickley Community Event – Please see email attached and come back to the Clerk with your thoughts.

Decision by Clerk, in conjunction with the Chair and Vice-Chair: Based on Councillors' opinions (1 in favour, 10 against) - It is not permitted for Parish Councils to donate towards the Church therefore the Parish Council cannot donate to this event.

ANY OTHER BUSINESS

53. Highways – Highways are continuing to monitor advice and guidance given from Public Health England. As part of the preventative measures for Coronavirus, NCC is minimising face to face meetings until advised to recommence. They are intending to proceed with grass cutting arrangements and are able to respond to enquiries regarding highway maintenance.

54. Annual Parish Meeting and Annual Meeting of the Parish Council – These both normally take place in May. Clerk has been advised by NALC that, under the Coronavirus Act, the Secretary of State has published meetings regulations which remove requirements to hold annual meetings. Where an appointment would otherwise be made or require to be made at an annual meeting of a local authority, such appointment continues until the next annual meeting of the authority or until such time as that authority may determine.

55. Next Meeting – Subject to Government guidelines, the next meeting is scheduled for Monday 1st June 2020 at the British Legion commencing 7.30 pm.