

NORWELL PARISH COUNCIL

Minutes from the virtual Parish Council Meeting held at 6.30 pm on Wednesday 24th June 2020 via Zoom.

Due to the Covid 19 Pandemic, the Parish Council agreed to continue with all Parish Matters as per normal. In keeping with Government guidelines, certain Parish activities have been put on hold until further notice.

Present: Councillors: John Hobson (JH) (Chair) Heather Moreno (HM) (Vice-Chair), Andy Guy (AG), Luke Robins (LR), John Sparrowhawk (JS) and Tim Webster (TW).

In attendance: LJ Campbell (Clerk), Cllr Sue Saddington and Phil Christie (PC)

	DISCUSSION AND DECISIONS	ACTION
N/014/20	Apologies for absence: No apologies	
N/015/20	Declarations of interest/dispensations: None	
N/016/20	Minutes of the Parish Council meeting held on 3rd June 2020 were approved as a true record and to be signed by the chair. The Clerk had erroneously cited April minutes requiring approval however no meeting was held in April; it was the March Minutes that required approval. Clerk to re-send March Minutes with the July Agenda for approval at the July meeting.	Approved To Sign Clerk July Agenda
N/017/20	Matters arising: JH invited Richard Ward from Norwell Charity to a meeting to discuss all related issues; it was agreed that Mr Ward will attend the face-to-face meeting in September (assuming that all CV19 restrictions have been lifted by then). It was agreed that TW will continue to monitor the parking outside of the guest house especially now that it will be able to open. Should the same parking issues arise then the PC will contact the Planning Officer for intervention.	Sept. TW
N/018/20	Parish Gardens: It was agreed that it would be useful for the contractor who maintains the gardens to receive regular feedback and the PC designated Phil Christie to provide this.	Phil Christie Clerk

N/019/20	<p>Finance:</p> <p>a. Financial position as at 23rd June 2020: Bank reconciliation was submitted by the Clerk and approved.</p> <p>b. Accounts for payment – five payments totalling £515.56 were authorised for payment. The Clerk was asked to confirm with NSDC what pieces of land the two payments were requesting rent for.</p> <p>c. 2019/20 financial year-end: The income and expenditure figures for the Audit Exemption Certificate were approved. Chair to sign and return to the Clerk to forward to PKF Littlejohn by 31st July.</p>	<p>Approved</p> <p>Authorised Clerk</p> <p>JH Clerk</p>
N/020/20	<p>Green Spaces, playpark and Health & Safety: The Playpark remains closed until further notice. TW reported that the area is looking very clean and tidy and thanks were expressed to AG for replacing the cordon tape.</p> <p><u>Temporary fence:</u> The Clerk was authorised to order the orange plastic temporary fencing at a cost of £40 and delivered to Norwell Nurseries. Clerk to ask Adam Ward if he would be able to install the temporary fencing and to ask what cost would be involved. Should the cost of installation be excessive then the PC will form a working party to install it on Sunday morning 28th June.</p> <p><u>Ditch and permanent fence:</u> the permanent fence cannot be erected until the ditch has been dredged. LR will arrange for the ditch to be dredged at no cost to the PC tentatively by the end of July. HM will contact Harvey Brown about the present posts and whether he needs these back, once the PC has that information then quotes for the permanent fencing need to be obtained for approval. All agreed that the fencing will be wooden stakes and three strands of wire. AG will liaise with Brackenhurst about the possibility of students putting the fence up as part of their curriculum, although this will only be able to be done after September when students are back. To be confirmed. It was agreed that a risk assessment will need to be done; Clerk to forward Allotment risk assessments that she has on file to JS, LR, JH and PC.</p>	<p>Clerk</p> <p>Clerk</p> <p>LR</p> <p>HM</p> <p>AG</p> <p>Clerk</p>
N/021/20	<p>Housing Needs Survey: The Clerk was requested to draft a letter to Miles King of Midlands Rural Housing asking if the Survey is necessary as we feel that one may have been conducted within the last five years. If it does go ahead then the PC would like to have input into the questions and design, as was originally offered. Clerk to circulate to Cllrs before sending and once approved to send to Miles King, copying in Cllrs Saddington and Laughton.</p>	<p>Clerk</p> <p>ALL</p>
N/022/20	<p>Planning:</p> <p>a. Applications: there were no applications for consideration</p> <p>b. Decisions: 20/00235/FUL – Granted Full Planning Permission</p>	<p>Granted</p>
N/023/20	<p>Correspondence: All correspondence has been circulated electronically upon receipt, there is nothing from the Clerk for consideration. JS suggested the PC uses WhatsApp for general discussions outside of meetings, this was agreed by the PC on condition that no PC decisions can be made using this platform.</p>	

N/024/20	AOB: The roof on the bus shelter near the Village Hall needs urgent maintenance. Clerk to add to the July Agenda.	July Agenda
N/025/20	Update from District Councillor: Cllr Saddington has kept all Cllrs informed electronically during the CV19 Pandemic so there was very little to report that Cllrs were not aware of. All bus stations in Nottinghamshire are now open. Cllr Saddington gave her apologies for the July meeting due to health reasons.	
N/026/20	Next meeting: Wednesday 22 nd July 2020 at 6.30 pm. The Chair gave his apologies and requested HM to Chair the July meeting. The meeting closed at 7.45 pm	22/7/20 HM 7.45 pm

Lisa-Jayne Campbell
Clerk for Norwell Parish Council
25th June 2020

Addendum: N/027/20

Norwell Parish Council Reconciliation of JUNE Monthly Accounts

Bank Balances as at 23rd June 2020

Account Number	Sort Code	Account Title	Balance	GBP Balance
002441958: Norwell Parish Council				
20412623	60-83-01	Unity Current Account T1	5,091.58 GBP	5,091.58
Total:				5,091.58
Group Total:				5,091.58

Business Current Income/Expenditure for period 1 – 23rd June 2020

Date	Description	Debits	Credits	Balance
08Jun2020	B/P to: LJ Campbell	(239.77)		5,091.58
08Jun2020	B/P to: LJ Campbell	(219.31)		5,331.35
08Jun2020	B/P to: Norwell Ground Car	(206.25)		5,550.66
08Jun2020	B/P to: Norwell Ground Car	(206.25)		5,756.91
08Jun2020	B/P to: Trent Valley IDB	(12.82)		5,963.16
08Jun2020	B/P to: Andy Guy	(8.02)		5,975.98

PC Payments for Authorisation

Date	Invoice	Details	VAT	Amount
23/06/20	402	Norwell Ground Care Inv. 402 May		206.25
23/06/20	10134681	NSDC annual rent 1.2.19-31.1.20		45.00
23/06/20	10134647	NSDC annual rent 1.2.20-31.1.21		45.00
23/06/20	N/016/20	LJ Campbell: Salary		198.75
23/06/20	N/016/20	LJ Campbell: Expenses		20.56
Amount owing as at 23rd June 2020				515.56

