

# GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Great Massingham Parish Council held virtually via Zoom on Monday 11<sup>th</sup> May, 2020, at 7.30pm.

Present: Councillors, S Nash (Chair), C Boyden (Vice-Chair), J Cole, M Eldridge, P James, D Speake, M Wingell, the Clerk, Sarah Harvey and Borough Councillor J Moriarty.

1. The Chair welcomed all those present to the meeting.
2. Election of Chair  
It was proposed by Councillor J Cole, seconded by Councillor C Boyden and carried that Councillor S Nash be elected Chair.  
  
Those present stated their appreciation for the work that the outgoing Chair, Councillor M Wingell had undertaken during 2019 – 2020.
3. Election of Vice-Chair  
It was proposed by Councillor J Cole, seconded by Councillor S Nash and carried that Councillor C Boyden be elected as Vice-Chair.
4. Apologies  
It was agreed to accept apologies from Councillor M Hipkin – unable to access.
5. Declarations of Interest on Agenda Items  
There were no declarations of interest declared.
6. Parishioner's Participation  
There were no parishioners present.
7. Minutes  
Following an amendment proposed by Councillor J Cole to Agenda Item 12a, from 10 square metres to 10 cubic metres, it was resolved that the minutes of the Parish Council Meeting held on Monday 9<sup>th</sup> March, 2020, be approved and signed by the Chair.
8. Matters Arising from the Minutes for Information Only  
Councillor J Cole provided an update regarding his action to obtain three quotes from private waste removal companies to clear the land at Charles Dewar Close.
9. Casual Vacancy  
It was noted that the Chair had received a letter of resignation from Councillor V Cross. The Clerk advised that The Local Election Rules 2006 require the Casual Vacancy to be advertised on the Notice Board and Parish Council Website for a period of 14 days. If within the 14 days of the date of the notice a request, in writing, that an election should be held to fill the vacancy, signed by ten local government electors of the Ward is given to the Proper Officer (BCKLWN), then an election would need to be held. **However**, this election would not be able to take place until **6 May 2021** as a result of the Coronavirus Act 2020 and the 2020 Regulations.  
If no such request is received by the Proper Officer (BCKLWN), the Parish Council will take the necessary steps to fill the vacancy by co-option.
10. COVID – 19 Pandemic
  - a. **Standing Orders** – it was noted that the amendments to the standing orders highlighted in yellow supported the new powers given to Parish and Town Councils within the Coronavirus Act 2020 and

allowed local councils to meet virtually until May 2021. It was proposed by Councillor S Nash, seconded by Councillor C Boyden that these be adopted.

- b. **Virtual Meeting Provider** - it was noted that legislation had been introduced to allow local councils to meet virtually until May 2021. Councillor C Boyden agreed that the Council could continue to meet using her Zoom Plan until it was possible to hold face-to-face meetings. It was noted that the meeting plan would allow a meeting duration of up to 24 hours.

## 11. Finance

- a. Accounts for payment under the Late Payments Interest Act 1998:

Scottish Hydro (Street Lighting, March Statement)	262.05	101897
K & M Lighting Services (Street Lighting Maintenance, April)	72.84	101898
The Great Massingham Biodiversity Project (Annual Donation)	200.00	101899
Great Massingham Village Hall (Hall Hire for Meetings)	300.00	101900
Norfolk Parish Training & Support (Annual Membership Renewal)	161.90	101901
Clerk's Salary, Travel & Expenses (9 <sup>th</sup> March to 19 <sup>th</sup> April)	294.08 `	101902

- b. Accounts for payment: It was resolved that the following accounts should be paid:

Scottish Hydro (Street Lighting, April Statement)	261.52	101903
K & M Lighting Services (Street Lighting Maintenance, April)	72.84	101904
Clerk's Salary, Travel & Expenses (20 <sup>th</sup> April to 11 <sup>th</sup> May)	276.73 `	101905

- c. To note the finance received during February and March:

Norfolk County Council, Grounds Maintenance Remittance	1,351.83
Great Massingham Village Hall, 50% of Play Area/Gym Inspection	55.00
Youth Club Leader (25% of cost of wages 17/09 – 17/12/19)	162.50
Fishing Receipts	12.00

- d. Financial Statements: The financial statements for February and March 2020, were considered, approved and signed by the Chairman.
- e. **Internal Audit** - It was AGREED that Roger Canwell should be appointed to audit the accounts for the financial year 2019/20, at a cost of £30.00. The Clerk would correspond confirming his appointment and to arrange a suitable date prior to the 30<sup>th</sup> June, 2020, for the audit to be undertaken.
- f. **2019-2020 Accounts:** Copies of the accounts which had been circulated were considered by the Councillors. It was resolved that they be approved and signed by the Chair at the next physical Parish Council meeting.
- g. **Barclays Community Account, Bank Signatories** – it was noted that the current signatories were Councillors V Cross, M Hipkin, S Nash and M Wingell. It was agreed that V Cross should be removed from the mandate and be replaced by Councillor C Boyden.
- h. **Parish Partnership Scheme – Village Gateways** – it was noted that the Council had been successful in its grant to the Parish Partnership for 50% funding of the village gateways on Castle Acre Road. It was proposed by Councillor M Wingell, seconded by Councillor J Cole and agreed that the terms of the grant should be signed and forwarded to Norfolk County Council along with a cheque for the Parish Council's contribution towards the scheme of £689.94.

## 12. Clerk's Employment Contract

- a. It was noted that the Clerk's six-month probationary period had concluded. It was proposed by Councillor M Wingell, seconded by Councillor J Cole and agreed that the Clerk should enter a permanent contract of employment with the Council.

13. It was noted that the next Parish Council Meeting would be held on Monday 8<sup>th</sup> June, 2020 at 7.30pm.

With no other business the Chairman closed the meeting at 8.10 pm.

..... Chairman  
8<sup>th</sup> June, 2020

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL