



East Rudham Parish Council

Meeting Minutes

Annual Meeting of East Rudham Parish Council

Tuesday 21 July 2020, 7pm

Parish Councillors present: Tony Elburn (Chairman), Malcolm Pearson MBE (Vice Chairman), Hedley Mines, Rachel Wade, Pauline Daisly-Brown, Sue Jones, John Dawson, Rosemary Weeks, Richard on speaker phone, Also in attendance: Jodie Bond (Parish Clerk) there were no members of the public.

Clr Elburn opened the meeting and welcomed everyone.

1. To elect the Chairperson for the coming year

Clr Pearson invited nominations for the office of Chairman. Clr Elburn was nominated by councillors' present and it was agreed to elect Clr Elburn to serve as Chairman for the coming twelve months. Proposed by Clr Weeks and seconded by Clr Wade. Clr Elburn thanked councillors and signed his declaration of acceptance. Clr Elburn took the remainder of the meeting as chairman.

Clr Pearson wished to convey deep gratitude to Clr Elburn, on behalf of the Council, for all of his help over the years.

2. To elect the Vice-Chairperson for the coming year

Clr Elburn invited nominations for the office of Vice Chairman. Clr Pearson was nominated by councillors' present and it was agreed to elect Clr Pearson to serve as Vice Chairman for the coming twelve months. Proposed by Clr Wade and seconded by Clr Jones.

3. Welcome the new Clerk and to consider and adopt the General Power of Competence

The council welcomed the new Clerk, Jodie Bond. More information regarding the GPC will be circulated to councillors for consideration and adoption at the next meeting.

4. To receive apologies for absence

Apologies received from Chris Morley (Borough Councillor), Michael Chenery (County Councillor). Apologies accepted.

5. To receive declarations of interest in items on the agenda and consider any requests for dispensations

There were none.

6. To approve the minutes of the meeting held on 17 March & 21 April 2020

The minutes were approved without amendment.

7. To report progress on items not on the agenda from the last meeting

The oak village sign post (at the west end of the village) has deteriorated over the years and has now become unsafe. Cllr Elburn proposed that the post be replaced with a steel post, painted black, at a cost of £275 (supply only price) from Payne & Sons.

Cllr Daisly-Brown suggested a like for like replacement would be more sympathetic to the area.

The majority agreed to go ahead with the metal post replacement, however, Cllr Elburn agreed to contact Borough Council to check that there would be no restrictions on fitting a metal post in a conservation area and will source a comparison price before making a final decision. In the meantime, the sign will be taken down for safety reasons.

8. Receive reports from Local PC, NCC Cllr & BCKL Cllr, if attending

Not in attendance.

9. Open forum for Public Participation: an opportunity to hear from members of the public

There were none.

10. To receive updates from council members (for information only)

10.1 Jack's Lane Windfarm Community Fund

A report received from Cllr Bramley – (available to view on our website)

The first phase of fencing on the green is almost complete. There is approx. £100 remaining and the PC reserve funds will be required to fully complete the first phase. Cllr Elburn will then submit the completion report to NCF.

A second funding application will be submitted for the second phase of the fencing on the village green.

10.2 SAM2 sign

Cllr Mines reported as follows: -

The SAM2 is regularly rotated between each of the 4 agreed locations.

Based on 85% speed data for the 3 main road sites, comparing lockdown figures with pre or post lockdown.

North-side of Village Green	27/02/2020 to 26/03- 31.4mph	9/04 to 21/05- 33.7mph
Outside Vets	2/01/2020 to 31/01- 44.6mph	21/05 to 18/06- 46.6mph
Groveside	31/01/2020 to 27/02- 34.6mph	18/06 to 16/07- 34.9mph

NB. June/ July is effectively post lockdown.

Station Road was only monitored for 2 weeks during lockdown because of concerns over excessive speeds on the main road.

It was agreed that a police speed trap would benefit the area. Cllr Pearson had spoken to PC Anderton about this in the past and he agreed to consider carrying out a speed trap in the near future.

It was advised that we should inform the police when the traffic is at its fastest so that they can speed trap at the best time. Cllr Pearson had been approached about having the speed limit reduced to 20mph outside the school premises.

There used to be a Speed Watch team but as the volunteers were limited where they could stand, it wasn't proving very effective.

10.3 Overhanging boughs on A148

Cllr Elburn advised that he is waiting on a survey from the Highways team to find out what work is required.

Cllr Mines also reported the issue with overgrowth by the village green.

Cllr Pearson suggested including a note in the newsletter to remind landowners to maintain the overgrowth encroaching onto public highways, from their own properties.

10.4 Parish partnership scheme

We were awarded the funding for the village gateways. Update to follow.

10.5 Neighbourhood Watch

Nothing to report.

10.6 Village green fencing project

The first phase of the fencing is now almost completed. Council AGREED to progress with the second phase.

10.7 Village green car park

Cllr Elburn is organising a disclaimer sign to be installed and then this project will be completed. Cllr Wade advised that the surface should be monitored for loose shingle and any issues to be reported to the contractor before the warranty runs out.

10.8 Mobile post office

The mobile Post Office van has proved very popular. The opening times have changed slightly. A timetable can be viewed via our website. Following a risk assessment, the van is now parked backing onto the village green to prevent people queuing across the car park entrance.

10.9 Litter pick

The last litter pick was very successful and many volunteers helped. Approx. 14-15 bags of litter were collected. Thanks, given to all. Cllr Elburn advised that we now have our own litter pick equipment.

10.10 Conservation area in Churchyard

Cllr Daisley-Brown has been in contact with NWT who will survey the churchyard and will kindly forward us a management plan. It is believed there are some willing volunteers that will be pleased to help with managing the site and conserving and preserving the natural habitat for wildlife.

10.11 Community shop update

The community shop was opened to aid people in need during the Covid19 lockdown. A grant had been received from NEF; this was restricted to funding the operating expenses for our Covid19 response. The Dewing Trust wished to help in funding anyone with immediate difficulties, it was AGREED by a quorum of the Parish Council for immediate use when required. Funds spent from the Dewing Trust amounted to £1127.51, the balancing figure of £872.49 has now been returned to the Trust. The NEF allocation of £1000 was all used. The £1000 float loaned by the Parish Council for the start-up stock expenses, has been returned, less £33.37 needed for additional expenses.

Any food supplies that were left over was donated to local food banks. Cllr Elburn gave thanks to all those who helped with this project, with special thanks to Cllr Pearson, Cllr Wade for running the shop so successfully, and Jane Watts, the co-ordinator.

11. Open Spaces

11.1 Discuss reopening of play area and receive update on weekly inspections of play park

It was discussed and AGREED that the play area would be reopened. Cllr Wade believed that local families will need this facility, especially during this time and over the summer holidays. Her concern was with the use of the wooden equipment. Cllr Elburn will check with Borough Council and take further advice. Clerk to print up some posters to display Covid19 rules, based on ACREs advice.

Cllr Dawson suggested blocking off one of the swings, if required, to allow social distancing, Clerk to inform insurance company that the play area will be reopening.

Cllr Elburn also added that the Little owls would like to donate some money to buy a bench for the play area, and he has obtained a quote. It was AGREED that a new donated bench would be a benefit. Cllr Elburn will liaise with the Little Owls and update further.

12. Planning Matters

20/00292/F Broomsthorpe Hall

Conversion of cart shed to annex

Resolved to support the application | KLWNBC decision - awaiting

20/00498 Leonardslea, Broomsthorpe Road

Extensions and alterations

Resolved to make no observations | KLWNBC decision - awaiting

13. Correspondence

Clerks & Councils direct magazine

Bus Shelter marketing literature

Barclays – notification of interest rate reduction letter

Resident email regarding overgrown hedges – Cllr Elburn has contacted the owner of one of the hedges, which has subsequently been cut back by hand.

Cllr Daisley-Brown raised the point that hedges should not be cut back or flailed between 1 March and 31 August due to nesting birds. Hedges can be cut back carefully during this time if nests are not disturbed.

However, the overgrowth must be maintained to prevent obstruction of the pathway, especially for wheelchairs, mobility scooters and pushchairs that cannot pass on the grass.

It was agreed that a note would be included in the newsletter to inform landowners, private and commercial, about the law. (Further information from RSPB can be viewed via our website).

14. Finance

- The burial charges are usually reviewed annually in May. Last year it was agreed that there would not be an increase, and following further research Cllr Elburn proposed to maintain the fees again for this year. All AGREED.
- It was discussed and AGREED to transfer all remaining funds, from the NS&I account, into the Barclays savings account, and close the NS&I account down.

14.1 To review the asset register for year ending 31 March 2020

The council have a comprehensive asset register which is up to date. Cllr Elburn to forward copy to the Clerk in due course. When new assets are added the insurance company will be notified. The asset figure for YE 2019/20 was agreed at £63293.

14.2 Note the Internal Audit Report

Mr John Lee carried out the internal audit and has agreed that all boxes on the AGAR can be ticked yes.

14.3 To approve the Certificate of Exemption in the 2019-20 Annual Governance Annual Return (AGAR)

The Clerk read out the total payments and receipts. The Council RESOLVED to approve the 2019-20 Certificate of Exemption. The Chairman and the Clerk signed the accounts on behalf of the Council.

14.4 To approve the Annual Governance Statement in the 2019-20 AGAR

The statement in the Annual Governance section of the Annual Return was read out. The Council RESOLVED to approve the 2019-20 Annual Governance Statement. The Chairman and the Clerk signed the accounts on behalf of the Council.

14.5 To approve the Statement of Accounts in the 2019-20 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the 2019-20 Statement of Accounts. The Chairman and the Clerk signed the accounts on behalf of the Council.

14.6 To approve the payment of accounts list

The Council RESOLVED to approve the payments list (below)

Payment to	Description	Amount (£)
J Bond	Salary May - July	£653.35
K&M Lighting	Street lighting	£28.60
Hempton PC	Clerk Mobile & Stationery contribution	£21.81
T Elburn	Grass cutting expenses	£59.69
	Total	£763.45
Receipts from	Description	Amount (£)
26.06.20	VAT refund	£486.62
29.06.20	Janes Coffee Shop	£878.73
	Total	£1365.35

14.7 To appoint a Councillor as Internal Audit Control Officer for the coming year

A councillor checks the finances at least quarterly, having access to all the financial records. The Council RESOLVED to appoint Cllrs Wade and Jones for the year to May 2021 as Internal Audit Control Officers.

14.8 To consider setting up online banking for making payments

Following discussion, the Council RESOLVED to set up online banking to make payments online. Cllr Elburn and Cllr Pearson, together with the Clerk will proceed to register for online banking, to include authorisation to make payments online.

15. Receive items for next agenda and note the date of the next meetings

Dates of the next meetings will be, 18 August, 15 September, 20 October, 17 November.

Chairman closed the meeting at 8.48pm

Signed by Chairman: Date: