

Minutes of the meeting held on
 Monday 11 May 2020 at 7.30pm by Zoom.

	<p>Present:</p> <p>Clare Morton (Chair), Peter Ross (PR), Ruth Goodall (RG), Paul Cowley (PC), Justin Cohu (JC)</p> <p>Other attendance: Sonya Blythe (clerk) Peter Bulman (District Councillor)</p>
1	<p>Chairman’s welcome and to receive apologies for absence</p> <p>Apologies were accepted from B Keen and R Banks.</p> <p>The Chairman welcomed councillors to the first meeting to be held virtually, under new legislation LAPCP Regulations 2020, due to the worldwide pandemic.</p>
2	<p>To receive Members’ Declarations of interests for meeting tonight and to update declaration of interest forms.</p> <p>None raised but all Councillors as parishioners would be impacted by the proposed western link road.</p>
3	<p>To approve and sign the minutes of the meetings held 10 February 2020</p> <p>The minutes of 10 February were signed as an accurate record. These would be signed at the next physical meeting.</p>
4	<p>To receive information on matters arising from the minutes not covered elsewhere on the agenda</p> <p>4.1 PC reported that a litter pick had been organised and had been well attended.</p> <p>4.2 RG advised that a first draft of the Parish Plan had been completed. The next step would be to meet as a group to decide on the recommendations to include within.</p> <p>4.3 Further to the decision at the last meeting to purchase two new notice boards, it was agreed that these should be in wood. CM to action.</p>
5	<p>To agree the updated Standing Orders</p> <p>5.1 The standing orders had been updated to include the new legislation around virtual meetings. These were considered and agreed. PC noted that the contents often referred to “he”. This would be looked at when the standing orders were next updated. Action: Clerk</p>

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5.2	<p>CM raised recent email correspondence, where Councillors had discussed whether the procedure around how decisions had been dealt with outside of meetings was appropriate. Following discussion Council drafted wording to state that if a Councillor had been asked to pursue or respond to something within their portfolio then they could carry this through to formal response stage. Council could ask for a break point at a certain stage to consider the response, before a submission was made, if agreed when the action was delegated. If a significant occurrence came up during the process which could affect the council opinion, then this should be communicated to council immediately. A portfolio holder could return to Council for clarification around the matter which was being consulted on. CM to draft a formal protocol around this for Councillors to consider. ACTION: CM.</p>
5.3	<p>Updates from portfolio holders – currently portfolio holders reported to Council when they had something of interest to note, rather than it being a standing agenda item. It was agreed that this was still appropriate.</p>
6	<p>To re-confirm the Power of General Competence</p> <p>Council confirmed that $\frac{3}{4}$ of members had been elected and that the clerk was qualified. Therefore the power of general competence was reconfirmed.</p>
7	<p>To receive an update on the Allotments</p> <p>7.1 PC advised that there was no update yet on the installation of water to the allotments.</p> <p>7.2 CM had drafted a new tenancy agreement for allotment holders. This would be circulated for comment. ACTION: CM.</p> <p>7.3 CM advised that an allotment had become vacant. This had been advertised in the Wensum Diary.</p>
8	<p>To discuss highways issues</p> <p>8.1 To discuss the NNDR Western Link - RG reported that she had circulated an update which detailed that the consultation had been postponed for six-months. The proposals made by WLPC, in relation to road closures as traffic mitigation measures, would be included within the consultation.</p> <p>8.2 To discuss the A47 Dualling – an update was received from RG. The WLPC proposals would rely on the A47 remaining open, which would not necessarily happen. Council had not yet had a formal response to any of its submissions. RG / CM to draft a document detailing the current proposals and the implications from these onto the parish. ACTION: CM/RG</p>

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8.3	To receive an update on traffic calming: CM advised that the speed sign had been reinstalled, in order to establish whether traffic numbers had dropped during the pandemic to the level that NCC predicted they would fall to after mitigation had been installed.
8.4	To discuss reduced traffic through the parish – CM had circulated speed information prior to the meeting. CM, RB and BK had met with the police on Weston Hall Road to discuss speeding issues. The police had advised that in order to make cars travel at below 30mph, a 20mph speed limit would be required. CM would move the camera around the parish to obtain information on current volume and speed.
8.5	To receive an update on Dark Lane –CM had requested that NCC declassify Dark Lane down to a restricted byway status, to preserve it for walkers and horse riders. NCC had advised that this would not be possible but that the current status would preserve the rights for horse riders and walkers, as well as vehicles. Councillors felt that this decision should be appealed and would ask the county councillor to assist. ACTION: CM.
8.6	To discuss footpath access – RG noted that the parish was short of footpaths and walking routes. She suggested that local estates and the golf course be approached to allow parishioners walking access. PR reported that there was a permissive path along the edge of Lady Smith’s estate and agreed to approach her to ascertain if this was still available. CM to approach Weston golf club regarding access. ACTION: CM/PR
9	To consider planning issues / applications
9.1	To consider planning applications None.
9.2	To consider planning applications received since distribution of the agenda None.
9.3	To ratify planning responses sent since the last meeting Dairy Farm Barns, Morton Lane – 20200376 – no objection but condition requested Glebe Farm, Rectory Road – 20200268 – no objection
9.4	PB noted that a planning application had been submitted for Atlas Works (20200904). Planning had not circulated the application to WLPC for comment.
10	To receive outstanding correspondence and agree action/response

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10.1	Correspondence to 3 May had been circulated to Councillors by email and was noted.
10.2	Correspondence received since distribution of agenda None
11	To review financial matters
11.1	The accounts to date for 2020/21 were received.
11.2	The following payments were agreed: <ul style="list-style-type: none"> i) Clerk salary - £485.64 (standing order of £459.80 paid on 1 January, cheque for £25.84) ii) HMRC (clerk tax) £121.20 iii) Chairman expenses (Clare Morton) £527.50 (£517.50 from Solar Fund) iv) NALC (annual fees) £145.65 v) Broadland Council (election recharge) £176.92 vi) Financial Assistance Fund (from Solar Fund bank account) £200 (to date)
11.3	To following income was noted: <ul style="list-style-type: none"> i) Precept £2,908.00 ii) CIL (Pump Farm) £1,080.07
11.4	To receive an update on the Financial Assistance Fund for Parishioners
11.5	Council reported that, by email, a fund of up to £2000 had been agreed to assist parishioners who had been financially disadvantaged due to the current pandemic. This decision was reconfirmed. The funds would be drawn from the separate solar power fund, which was managed by the parish council, and would not be funded by precept. PR reported that the church had agreed to match-fund the first ten applications. This power to manage the fund was the power of general competence. The availability of the fund would be reviewed at the next parish council meeting.
11.6	To consider a grant request from All Saints PCC - a grant request had been received from the church for grounds maintenance. This was agreed in the sum of £500.
12	To receive any other business (for information only)
12.1	JC advised that the majority of the parish now had increased broadband speeds. This was still being rolled out in some areas, but currently BT could not connect properties due to covid-19.

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12.2	PC reported that the mobile home had left the Honingham Road site, but there was now a large caravan in its place.
13	To receive items for the next agenda Annual return.
14	To confirm the date of future meetings: Monday 13 July Monday 14 September Monday 9 November
15	To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2). Councillors agreed and the public were asked to leave.
16	To receive a staffing update and consider recruitment options CM advised that the post had been advertised and two candidates had been shortlisted. However the pandemic had halted the recruitment process and the current Clerk had agreed to stay on until interviews could be held. Clerk to advise those who had not been short listed. CVs to be forwarded to all Councillors ACTION: Clerk. Meeting closed 22:00pm.