

Gayton Parish Council
Minutes of the Meeting of Gayton Parish Council held on Wednesday 1 April 2020 at 7.30pm
via Zoom Video Conferencing.

Present	Cllr J Currey	Cllr A Dewing	Cllr A Beales
	Cllr S Renwick	Cllr C Reeve	Cllr N Attwell
	Cllr S Jarratt		

Also, present: The Clerk & Cllr M de Whalley

704 To receive and consider apologies for absence:

It was resolved to accept apologies from Cllr P Grant & Cllr P Savage. Cllr Currey explained that Cllr Grant did not have a camera on his computer but had given Cllr Currey some questions and Cllr Savage was due to join. Nothing has been received by Cllr Gidney.

705 To receive Declarations of Interest

Cllr Attwell gave a personal interest in Planning Application 20/00434/F.

It was resolved to open the meeting.

706 Adjournment of Meeting to allow for public questions.

No public present at this meeting but it is hoped that they can join for the next meeting. The link to the meeting will be placed on the next agenda.

707 To Receive Councillor Reports

County Councillor – Cllr Middleton

Cllr Middleton was invited to join the meeting but has not asked to join tonight and no report received.

Borough Councillors – Cllr Manning has sent his apologies but was concerned about joining the Zoom meeting on Borough Council equipment but has sent the following report:

Thank you for the agenda etc . Re video link we are internally trialling this via Microsoft Team (?) but as the borough IT dept don't like us to download our own apps on council issued iPads I had better at this stage instead send a report as they can remotely zap our iPads if they are misused or lost/stolen etc !

As you may be aware the borough council have suspended all panel and full council meetings and training sessions for councillors until the 30th April and that time is likely to be extended if necessary.

Since your 4th March PC meeting I attended a short meeting with Sibelco at their Leziate quarry offices , this is a twice yearly liaison with local parish councillors , NCC and 2 representatives from the borough. The next one is scheduled for September time so if there are any particular issues regarding silica sand or mineral extraction affecting the parish please let me know and I will raise it and can check on progress later in the autumn.

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The last meeting, I attended (the Audit Cross Party Working Group)was on 12 March, the Planning Committee which was due today and always gets considerable public attendance was a victim of the government instructions and had to be cancelled. As a parish councillor myself, I understand that NALC and the borough are emailing latest guidance about Covid-19 and hopefully if everyone cooperates we can come out of this later in the year although some changes to social interaction may have to continue.

And finally ,I am sure many like me who have enjoyed watching King's Lynn play some excellent football this season (even better this year as I now have a seat in the directors box and can park at the Walks ground) are hoping the National league , FA et al. will sort out whether the league continues into the summer or it's settled by average points per game , as to null and void the season seems unfair to me , and yes I used to be a referee and linesman who has had my share of abuse from crowds as far away as the Kent coast and South London !

Take care everyone and hope we can get back to some form of normality ASAP.

Cllr de Whalley was able to join us this meeting. Cllr Currey thanked him. Cllr de Whalley advised he had sent through lots of communications that he had received from the Borough Council/NCC/Nalc etc. The Clerk advised that she had send round all correspondence. Cllr de Whalley advised that the following three websites are being advised that the only place to obtain accurate advice:

<https://www.gov.uk/coronavirus> , <https://www.nhs.uk/conditions/coronavirus-covid-19/>
and
<https://search3.openobjects.com/kb5/westnorfolk/cd/results.page?qt=coronavirus+co+vid>

Cllr de Whalley advised that Cllr Stuart Dark has been appointed on to the cabinet as Cabinet Member for Emergency Planning so he is responsible for making sure that Councillors and Parish Councillors are kept up to date and to answer any of our questions regarding this current situation. Cllr Attwell asked how is Cllr Dark qualified to undertake this position. The Clerk advised that Cllr Dark was in the Police service for many years, had senior command training and exposure in multi-agency civil emergency response (including leading the initial response in SE Asia following the Boxing Day Tsunami, response to the London bombings and UK response in Ukraine following the downing of flight MH17).

Cllr de Whalley advised that all Planning Committee meeting have been cancelled for at least the next couple of months. Cllr Currey was concerned about how this would affect the economy. Construction work would be vital in keeping the economy going. **It was resolved for Cllr Currey to write a letter to Stuart Dark, Brian Long and the Chair of the Planning Committee expressing the Council's concerns. Cllr Currey to draft and send round for approval and then the Clerk to send off.**

Cllr Currey thanked Cllr de Whalley for his report.

708 Minutes of Parish Council Meeting held on 4 March 2020.

5.1 To consider and approve the minutes. **It was resolved to approve the minutes and for the Chair to sign as a true record, when situation allows.**

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5.2 Matters arising from the minutes

(572)(545)(602)(620)(641)(674) (691) To receive update and consider any action on footpath - Grimston Road. Cllr Currey advised that he had let a message with the Solicitor used previously but had not received a reply. **It was resolved for Cllr Currey to chase when appropriate.** The Clerk advised that payment had been paid for the replacement panels.

(572)(553) (602) (620)(641) (674) (691). To receive update and consider any action on Playing Field Hedge. The Clerk advised that the contact that Cllr Dewing had passed on to her had now sent a quote so she now had two and would chase the other companies asked to quote to try and obtain a third quote. **It was resolved for the Clerk to chase and try and obtain a further quotation.**

PC Website publicity. - decide on date to retire old website. The Clerk advised that the current contract is until the 30 June. **It was resolved for the new website to go totally on its own from the 1 June.**

Improve/approve publicity 'advert'. Cllr Jarrett shared her screen to an advertising poster she had designed. There were suggestions of a different shape for some parts, and different colours. Cllr Renwick asked if a QR Code could be placed on the ad. **It was resolved for Cllr Jarrett to undertake the changes.**

Decide where to advertise and who will do what. Cllr Reeve said that the Gayton Facebook Page was a very good medium to get the news out currently with the cancellation of the magazine for the near future. Cllr de Whalley advised that the old website could advertise the new website.

Cllr Jarrett wanted to pass over the new website to the Clerk to undertake the updating etc. **It was resolved for Cllr Jarrett and the Clerk to arrange a virtual meeting so the Cllr Jarrett could train the Clerk.**

709 Neighbourhood Plan

Cllr Renwick advised that they are currently not able to meet but individuals are working on different aspects. The last meeting was held on the 5 March which was a meeting with Landowners/Stakeholders. Cllr Renwick advised that it was held at Mrs Gowers house and there was a presentation from the consultant and information boards with all the current information. Cllr Beales advised that he had attended within his work capacity and it was very informative. The Clerk advised that the unused grant money has been requested to be returned and then the group can apply again for the balance.

710 APM & APCM

Cllr Renwick had sent round the following report prior to the meeting:

Introduction

It had been hoped to make the Annual Parish Meeting a more social event and hold it on a different evening to the Parish Council meeting with refreshments and, say, a guest speaker.

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We would give the many activity groups and contributors to the Parish Council as much notice as possible and ask them to prepare an annual report to read out, in order to share what they have been doing with the community over the past 12 months.

Covid-19 had put paid to a social event for this year. However, it could help to pave the way for next year's function to ask (via email) for a brief written annual report for this year, 2019/20. The plan would then be to put the reports on the PC website, as could future annual reports.

Proposed Contributors

This is the list Sarah Bristow and I created when we met but we may not have thought of them all, as below:

Borough Councillor	Jubilee Village Hall, Gayton
County Councillor	Knit and Natter
Evergreens	Neighbourhood Plan
The Football Club	Speedwatch; Gayton & Gayton Thorpe
Gayton Allotment Charity	Slimming World
Gayton Brownies	Zumba
• 1 st Gayton Rainbows	Gayton Primary School
• 1 st Gayton Brownies	
• 1 st Gayton Guides	
• 1 st Gayton Rangers	

Proposal

We would ask Councillors to:

- Review the above list and add any groups or individuals that have been omitted
- Vote on whether or not the PC should ask the above groups and individuals for an email annual report 2019/20, this time
- Vote on how long the reports should be posted on the PC website
- Vote on the skeleton format of the Annual Parish Meeting for 2020/21

Thank you

The Clerk advised that Parish Councils are still awaiting a response from Government regarding the Coronavirus Bill regarding if APM/APCM are to be cancelled/postponed. Cllr Attwell felt that the Council should wait for this advice. **It was resolved that if advised that they did not have to take place, then an invite asking village organisations to write their yearly report and this to be placed on the website.**

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711 Planning Applications and Determinations:

Cllr Attwell left the meeting.

Applications.

20/00434/F Application for Change of use from piggery to dwelling with demolition of outbuildings - Revised Design at Roys Farm Winch Road Gayton. **It was resolved to recommend approval.**

Determinations:

None received.

712 Highways

9.1 To receive update and consider any action on NCC Ranger Works. **It was resolved for Winch Road – Condition to be placed on the next agenda.** It was also resolved for the Clerk to advise NCC that the grips that they advised had been achieved have not been achieved, nor the grips in Lynn Road. The dyke along the B1145 is blocked with silt etc and needs urgent attention. It was noted that the work on Bank Street to sort out the drainage has started but had not been completed due to social distancing but will be achieved when virus spread is under control and the restriction relaxed.

713 Village Matters

10.1 To receive update and consider any action on the Playing Field Areas in Gayton and Gayton Thorpe. Cllr Dewing advised that he would put the new seats on the horse at Gayton Thorpe when the lockdown is lifted and the playground can be used again. Cllr Currey thanked the Clerk for getting the signs up closing the playground. Cllr Currey advised that no signs were put up in Gayton Thorpe.

10.2 To receive Playground Inspection Report and consider any action. This was previously sent round. **It was resolved for the Clerk to go through the report and list what needs to be achieved.**

10.3 To receive report on Playground Area/Amenity Land at Howards Way and consider any action. **The Clerk advised that she did not think she would be able to get three quotes but the grasscutting contractor is still working and she would ask him to provide a figure for the maintenance of the green areas and report back to the next meeting.**

10.4 Pudding Stones Cllr Renwick asked for the item to be deferred until the next meeting. **It was resolved for the item to remain on the agenda.**

10.5 Hedges/Trees Council to vote on any necessary action. Cllr Beales ask for this item to be deferred to the next meeting as he was unable to complete presently.

714. Gayton Thorpe

11.1 Sign Cllr Jarrett advised that she felt that though this Parishioner should not have undertaken the project without the Parish Council's consent. He had partially achieved the sign at considerable expense to himself, but at the moment the village did not have a sign as it was not finished. Cllr Jarrett asked if the Parish Council had a responsibility to provide a sign. The Clerk advised that they were allowed to provide if they wished and most Councils do undertake the maintenance/replacement of their

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village signs. **It was resolved for Cllr Currey and the Clerk to try and obtain a quote for the replacement of the sign and then the Council can decide if to finish the current sign is value for money or to replace totally with a new sign if they wished.**

Traffic calming - update and communicating decision to community. Cllr Jarrett advised that Gayton Thorpe Parishioners liked the work that was being achieved by having the mobile SAMS in the village but wished to have more frequently. Cllr Renwick advised that they were not getting the SAMS at all and the new regime has not been going long enough for an opinion to be set. Cllr Jarrett was concerned because money had not been agreed for Gayton Thorpe to have their own SAMS in the budget. The Clerk advised that she had applied for another SAMS unit via the Parish Partnership Scheme but there was a delay in agreeing any Partnership monies. Cllr Currey said that if the Partnership Money was to be agreed then the Council could look to put the money in for next year.

715 TV Screen

Cllr Attwell advised that he felt the under the current situation when the projector could not be tested it was advisable to wait until meetings were allowed in public again. **It was agreed to purchase a projector when public meetings in the hall recommenced.**

716 Correspondence:

The Clerk advised that all correspondence had been circulated and no resolution was necessary.

717 Governance:

To review and consider any action necessary.

14.1 Training. Cllr Attwell advised that he had wished to go on the courses previously put on by the Clerk but had not been able to attend. Cllr Attwell felt that he knew the basic but felt that training would be beneficial. **It was resolved for the Clerk to check if there was any on-line training available at present.**

14.2 Annual Risk Assessments. Cllr Currey advised that with Cllr Shillings resignation was he still prepared to help with the risk assessments. The Clerk advised that she was working on policies etc and hope to have something to Council very soon. **It was resolved for Cllr Currey to thank Cllr Shillings for his time on the Council and to ask if he was still prepared to help with the risk assessments.**

718 Finance: (see report attached)

To review and consider any action necessary

15.1 Monthly Accounts for Payment. **It was resolved for these payments to be made.**

15.2 Money Received. Nothing received.

15.3 Bank Reconciliation February 20. The Clerk apologises and agreed to send round.

15.4 Internal Review Officer's Report Cllr Attwell asked how he could check the last quarter. The Clerk advised that she would make the payments etc undertake the March 20 bank reconciliation and then would get the folder to Cllr Attwell so that he could undertake.

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719 Items For Next Agenda

Deferred items from this meeting plus

Asset Register

2nd Defibrillator at the other end of the village.

Winch Road possible numbering

Highway condition of Winch Road

Control of email addresses and new Website

Advert in magazine – Community Car Scheme

Cllr Beales advised that he had heard that a member of the Neighbourhood Planning Team and a Village Stalwart had recently died and asked that a letter be sent to his widow. **It was resolved for the Clerk to write.**

720 Date, & Place of next meeting.

Parish Council Meeting Wednesday 6 May 2020 at Via Zoom at 7.30pm. General Public to be invited.

With no further business the meeting closed at 21:25pm.

Expenditure transactions -

Tn no	Cheq	Gross	Vat	Net	Invoic e	Details	Cheq ue
99	d/p 04.03.2 0-99	£273.60	£0.00	£273.60	04/03/20	HMRC - PAYE April to June 19	£273.60
100	b/t 08.03.2 0-100	£18.60	£3.10	£15.50	08/03/20	Plusnet - Broadband - March	£18.60
102	b/t 31.03.2 0-102	£296.00	£0.00	£296.00	26/03/20	K.J.N. Landscapes - Litter picking Bus	£296.00
1		£221.00	£0.00	£221.00		Cou Litter Picking	
2		£75.00	£0.00	£75.00		Cou Bus Shelter Cleaning	
104	b/t 31.03.2 0-104	£1,228.80	£0.00	£1,228.80	26/03/20	Modicum Planning - Neighbourhood	£1,228.80
103	B/T 310320 -103	£240.00	£40.00	£200.00	30/03/20	Penty Contractors - 4 Ton of Tarmac Plainings for Social	£240.00
101	B/T 31.03.2 0-101	£93.60	£15.60	£78.00	31/03/20	PJ & B Jones Ltd - Recreation Ground Grasscutting	£93.60
Total		£2,150.60	£58.70	£2,091.90			

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