

SHROPHAM PARISH COUNCIL

Chairman: David Napier

Vice Chairman: Andy Thornton

MINUTES OF THE VIRTUAL MEETING OF SHROPHAM PARISH COUNCIL BY ZOOM CONFERENCE CALL 25 NOVEMBER 2020 at 7.00 pm

Those in attendance: David Napier, Lesley Brown, Ed Howe, Amy Negus

Also in attendance: None

Also present: P Cowen, F Eagle

1. Apologies for absence

Apologies were received from A Thornton and C Allen.

2. To approve the Minutes of Meetings held on Wednesday 30 September 2020.

It was **RESOLVED** that the Minutes of the Meeting held on Wednesday 30 September 2020 could be signed, by the Chairman, as a true and correct record. Proposed by L Brown and seconded by E Howe, all voted in favour.

3. To record any Declarations of Interest and to consider any requests for Dispensations from Council Members

A Negus – 5C

4. Guest speakers: None.

5. Planning – Applications

- a. **3DC/2020/0203/DOC** – Rose Cottage, Low Road NR17 1EH - Discharge of Condition No's 5 & 7 on 3PL/2020/0931/D Condition 5 - Monitoring report prepared by Roberts Arboriculture Condition 7 - Visqueen gas membrane details. **Undecided. P Cowen advised this relates to a gas membrane.**
- b. **3NM/2020/0065/NMA** - Plots 1 & 3 Land off Hargham Road Shropham NR17 1DT - Incorporating PV Panels on the roof of the rear elevations of the dwellings at Plot 1 & Plot 3 on 3PL/2020/0243/VAR. Minor amendments to the internal layout of the dwelling at Plot 1. **Permission granted.**
- c. **3PN/2020/0052/UC** – Low Road NR17 1EH - Prior approval for conversion of an agricultural building to one dwelling -General Permitted Development England Order 2015 as amended Schedule 2 Part 3 Class Q. **Undecided.**
- d. **3PL/2020/1054/VAR** - Land Off Hargham Road Shropham NR17 1DT - Variation of Condition No 2 on 3PL/2018/1071/F -Revised design. **Undecided.**

CHAIRMAN.....

DATED:

CLERK: Joanne Blackman, Daisy Barn, 42 Long Lane, Feltwell, Norfolk, IP26 4BJ

Tel: 01842 829821 Email: shrophamparishclerk@gmail.com

<http://shrophamparishcouncil.norfolkparishes.gov.uk/>

- e. **3PL/2020/1056/F** - Plots 5 & 6 Land of Hargham Road Shropham NR17 1DT - Erection of two detached single garage and open carports. **Undecided.**
- f. **3PL/2020/1025/O** - Land adj Bradcar Farm South, Bradcar Road NR17 1EQ - Proposed agricultural dwelling. **Undecided.**
- g. **3PL/2020/1320/F** - Plot 2 Hargham Road NR17 1DT - Proposed Two Storey Detached Dwelling With Garage / Car Port. **Undecided.**
- h. **3PL/2020/1284/F** - Plot 3, Land Off Hargham Road NR17 1DT - Erection of Detached Single Garage & Open Car Lodge. **Undecided.**

6. Finance

The following expenditure was proposed by D Napier and seconded by E Howe. All voted in favour.

- a. To ratify salary payment including holiday pay allowance to the Clerk, Mrs Joanne Blackman, for the months of September (from 22 September), October and November (to 12 November 2020) in the sum of £327.72.
- b. To ratify payment to Norfolk ALC for Making Word and PDF documents accessible training from May 2020 in the sum of £24.00 (incl VAT).
- c. To confirm payment to The Royal British Legion Poppy Appeal, by way of donation, in the sum of £100 (approved in Budget).

7. To discuss, propose and vote on the following subjects:-

- a. **Budget 2021/22 and Precept requirement**
The Clerk had previously submitted a draft budget for consideration. Having considered all matters therein it was agreed that the Council would not raise a precept request for the financial year 2021/22. Proposed by D Napier and seconded by E Howe, all voted in favour. It was therefore **RESOLVED** that no precept request would be made for the financial year 2021/22.
- b. **Freedom of Information Act Policy**
The Clerk outlined the need for a Freedom of Information Act Policy. It was agreed that this was a good idea and the Clerk would prepare the same for future adoption.
- c. **Clerk's Remuneration**
The Chairman advised that it was proposed the Clerk's salary should be reviewed and increased in line with Norfolk ALC guidelines. It was therefore agreed that the Clerk's hourly rate be increased to £15.83 with immediate effect. All voted in favour.
- d. **Trees on Playing Field**
E Howe suggested it may be a nice idea to plant some trees on the playing field. E Howe agreed to look into the Woodland Trust tree packs which they distribute a couple of times a year. P Cowen agreed that this was a good idea and a nice community project and as a village we may be able to split out a larger pack across the village. E Howe and A Negus are to investigate and revert to the Council in due course.

8. Matters to Report

- a. **Financial Balances**
The Clerk advised that the current account balance is £13,983.12.

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b. **Communications**

D Napier reminded Council Members of the importance to look out for emails, especially from the Parish Clerk, and to respond in a timely manner.

c. **Highways**

F Eagle advised that the Highway Rangers would be back but are currently dealing with urgent matters.

9. **Any items to be noted for the next Agenda.**

None.

10. **Correspondence**

None.

The Chairman closed the meeting to allow public participation.

11. **Public participation – none.**

The Chairman reopened the Council Meeting.

12. **To agree date for next meeting:** Wednesday 27 January 2021.

Meeting closed at 7.31pm

Jo Blackman
Parish Clerk

CHAIRMAN.....

DATED:

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