

## Bradwell with Pattiswick Parish Council

### Notes of the Virtual Parish Council Meeting held on Monday 6<sup>th</sup> April 2020.

**Participants:** Cllr Tony Dunn – Chairman  
 Cllr Glenn Lockey – Vice-Chairman,  
 Cllr Craig Evans  
 Cllr Lesley Kinder  
 Cllr Michael Turner

Mrs Christine Marshall, Parish Clerk

These notes reflect the comments, queries, actions and approvals to Agenda items for the April Parish Council Meeting submitted by Councillors prior to 7.30pm on Monday 7<sup>th</sup> April 2020.

It was not possible to hold a formal meeting attended by Councillors and the public due to restrictions imposed during the Covid-19 outbreak.

ITEM	SUBJECT	RESPONSE
20/048	<b>CHAIRMAN'S REPORT</b>	The Chairman had nothing to report.
20/049	<b>APOLOGIES FOR ABSENCE</b>	Cllrs as listed above provided comments, consequently it is noted that Cllrs Webb and Bedford did not participate in the meeting.
20/050	<b>DECLARATION OF INTERESTS</b> To receive any disclosable pecuniary interests or non-pecuniary interests, or interests relating to items on the agenda. Members of the council are subject to the Local Authorities Code of Conduct as adopted in May 2015.	There were no interests to be recorded.
20/051	<b>COUNCIL POLICIES</b> Temporary policy –Decision Making during Coronavirus (Covid-19) outbreak 2020	The new policy was previously provided to Councillors for consideration and there were no questions. It was agreed to implement the policy for a period to cover government isolation and social distancing guidelines. <b>Proposed:</b> Cllr Dunn, <b>seconded:</b> Cllr Lockey
20/052	<b>ITEMS RECEIVED FROM MEMBERS OF THE PUBLIC</b>	Nothing had been received.
20/053	<b>REPORTS OF COUNTY AND DISTRICT COUNCILLORS</b> i. To receive report from County Councillor James Abbott	No reports were received prior to the meeting.

	ii. To receive report from District Councillor Nick Unsworth or District Councillor Tom Walsh	
20/054	<p><b>PREVIOUS MEETING:</b></p> <p>i. <b>RESOLUTION:</b> To confirm the minutes of the Parish Council meeting held on 9<sup>th</sup> March 2020 as a correct record.</p> <p>ii. To approve the signing of the Minutes by the Chairman.at a date after this meeting.</p>	<p><b>Proposed:</b> Cllr Dunn, <b>seconded:</b> Cllr Lockey, all in favour</p> <p><b>Proposed:</b> Cllr Dunn, <b>seconded:</b> Cllr Lockey, all in favour</p>
20/055	<p><b>GREENFIELDS COMMUNITY HOUSING</b></p> <p>i. To receive update on responses awaited following meeting held 13<sup>th</sup> November 2019.</p> <p>ii. To receive estimate of cost to create parking space, dropped kerb and grasscrete over the greensward in Forge Crescent.</p>	<p>The Chairman advised no response from Greenfields, who have now closed during the Covid-19 outbreak.</p> <p>Cllr Turner has estimated the work needed and reported:</p> <p>There are very few earth pressed grid systems available in the UK. The usual, and more expensive systems involve excavating the area, preparing the ground using crushed MOT Type 1 and laying grids before soil and grass seed. Earth pressed grids are laid over the required area and rolled into the existing surface using a large heavy vibrating roller. While the earth pressed system is less labour intensive, and thus cheaper, Cllr Turner believes this to be an inferior solution. However, if an earth pressed system (grids costing as little as £10/m<sup>2</sup>) he estimates the work to be in the region of £50/m<sup>2</sup>, a total cost between £1,800/2,000.</p> <p>Using the more conventional, excavated method, would probably cost in the region of £90-100/m<sup>2</sup>.</p> <p>The Chairman clarified that the work to Fore Crescent has two elements: provision of a dropped kerb and provision of a hard surface from the dropped kerb to nos. 12 and 13 Forge Crescent.</p> <p>These estimates will be forwarded to Greenfields for their further comments. <b>ACTION: CLERK</b></p>
20/056	<p><b>PLAYING FIELD</b></p> <p>To receive playing field inspection report for March</p>	<p>Cllr Kinder reported that the tape preventing the use of the swings had been broken and the swings obviously used. The tape has been replaced and notices erected instructing that the equipment on the playing field is closed until further notice.</p> <p>There is a lot more litter, drink cartons and crisp packets being left on the field.</p> <p>There has been a noticeable increase in dog fouling which Cllr Kinder and others are clearing. <b>ACTION: Clerk to post message on Facebook.</b></p>

20/057	<b>FOOTPATHS</b> To receive footpaths' report	The Footpaths' Officer has been away, but no issues have been reported.
20/058	<b>PLANNING MATTERS</b> <b>New Applications:</b> i. None advised. <b>Applications determined:</b> i. None advised <b>Appeals received/determined:</b> ii. None advised	None advised.  The Clerk advised that although BDC have closed their offices to the public and staff are working from home, planning applications are being received and processed as usual. For the time being some Planning Committee meetings are cancelled, but others will be conducted electronically.
20/059	<b>FINANCIAL MATTERS</b> a. To receive and approve financial statement to 31 <sup>ST</sup> March 2020  b. A <b>motion</b> to approve payments for March 2020:	The Clerk has responded to Cllr Lockey's query regarding expenses paid during the year and provided to all Councillors copies of claim forms for Clerk and Councillors. A claim will be made for refund of VAT incurred. A credit in the accounts to the RCCE was due to a lost cheque in the previous year. Cllr Evans queried the payment to L A West, which was for the audit 2018-19, There were no other queries and payments for March approved: <b>Proposed:</b> Cllr Dunn, <b>seconded:</b> Cllr Lockey <b>ACTION: Clerk to arrange for signing of cheques by Cllrs Lockey and Turner adhering to social distancing guidelines.</b>  Cllr Lockey queried whether the Parish Council would fall under the government support scheme for salaried staff. The Clerk has checked this and the Parish Council does not meet qualification criteria.
20/060	<b>INFORMATION EXCHANGE &amp; ITEMS FOR NEXT AGENDA</b>  Items to be carried over to next available meeting at Bradwell Village Hall when Councillors and the public will be in attendance.	Cllr Turner has requested the following items to be included: i. Road side and verge obstructions within the Parish. ii. Planning Consents relating to the operation of the Petrol Station. iii. Planning for suggested Street Party after relaxation of the Covid-19 restrictions. iv. Discussion on the merits of utilising social media to engage with parishioners directly by opening a channel of dialogue
20/061	<b>NEXT PARISH COUNCIL MEETING - Subject to guidance from Local Government Association / National Association of Local Councils and government legislation</b>  The next Parish Council Meetings are due be held on Monday 11 <sup>th</sup> May 2020 in the Village Hall, Church Road, Bradwell.	The Clerk advised that NALC had now issued guidance following the government's Statutory Instrument 2020 no. 392 which came into force on 4 <sup>th</sup> April 2020. A copy of the Statutory Instrument, related Explanatory Memorandum, NALC Legal Topic Note L01-20 and NALC Guidance to holding remote meetings has been provided to all Councillors.

**Items for inclusion on the Agenda to be sent to the Parish Clerk to be received no later than 12 noon on Friday 1<sup>st</sup> May 2020.**

The Clerk also confirmed that the EALC had advised that following NALC's engagement with government around Local Council audit timeframes, final regulations are due to be made the week commencing 6 April which will extend by two months the statutory audit deadlines for 2019/20. It is proposed that:

- The publication date for final, audited, accounts for Local Councils will move from 30 September to 30 November 2020
- To give Local Councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, Local Councils must commence the public inspection period on or before the first working day of September 2020

This means that draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible.

The Joint Practitioners Action Group (JPAG) will also provide an addendum to the Practitioners Guide to layout fully for councils the new time frames that the government puts in place.

**ACTION: Clerk to contact internal auditor to schedule audit visit for after social distancing guidelines are removed.**