**PRESENT:**

**C**ouncillors S. Broke Chairman, Dr A. Scarlett Vice Chair, W. McNeil, A. Lyndsay. N. McBrien and Mrs P. Angus Clerk to the Council. There was 1 member of the public

1. **APOLOGIES OF ABSENCE**

County Councillor Fabian Eagle.

1. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**

The Chairman declared an interest in item 7.2

1. **ACCEPT AND SIGN THE MINUTES**

The minutes of the Ordinary Parish Council meeting held on the 7th September 2020 were accepted by all in attendance as a true and accurate record of that meeting. The Chairman signed the minutes.

1. **MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

New Standing Orders needed to be adopted to comply with holding remote meetings, however, Cllr Lyndsay was not happy with some of the contents of this document, following this it was agreed to adopt them for this meeting only and once NALC had come back with answers to those concerns an amended version would be agreed at the January meeting.

Ancient Hedgerow in Church Lane– Cllr McBrien said that on the 1st October he had noticed that a total of 25 metres of hedgerow had been removed, on the 2nd of October he approached the owner and pointed out that it was illegal to remove this hedgerow without the approval of the local authority. The owner said that he had just had a visit from the Breckland Council Tree Officer following a formal complaint that had been lodged by a local resident, the owner also said that what he was doing was not illegal, Cllr McBrien said that was not the case and he referred him to the Hedgerow act of 1997 and he informed him that his land was on a County Wild Life site, the owner said he had no knowledge of this and clearly that was not the case otherwise his solicitor would have picked this up when he purchased the land (he later confirmed that his solicitor had infact picked this up at the time of purchase). Cllr McBrien said he has since sent the owner evidence that his land is on a County Wild Life site and has met him on site and given him a copy of the boundary map that the Norfolk Wild Life Trust had provided him with. Cllr McBrien has also spoken to the Breckland Tree Officer who said that he had warned the owner that he had illegally removed the hedgerow and also a particular mature hawthorn tree. Cllr McBrien has since been contacted again by three residents reporting that more hedgerow has since been removed along with some mature trees. Cllr McBrien has also pointed out to him that there are a pair of owls that are a protected species nesting in one of the old stables and the owner has agreed to date that he will not remove that stable. The Breckland Tree Officer has agreed to meet Cllr McBrien on site at later date so that he can advise him on what can and cannot be removed on this site.The Chairman thanked Cllr McBrien for his hard work on this matter.

Gatepost – Cllr McNeil has received a price of £232 for a treated wooden post to replace the broken gatepost, she has asked two other tradesmen for prices but they have not come back to her with a price. Cllr Scarlett suggested that she contact Wil Smith at TTSR for a price. Cllr McBrien said he will contact a company that has fitted oak posts for him.

1. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Not at meeting.

1. **PUBLIC PARTICIPATION**

The member of the public said that with regards to Vattenfall there is no more that can be done at the moment.

1. **MATTERS ARISING**
	1. **OUTSTANDING HIGHWAY MATTERS**

Flooding Cooks Road/St Andrews Close – Highways have said that this needs to be a capital drainage improvement scheme to rectify the system as there is a 225mm pipe going into a 150mm and when the system is overwhelmed it backs up and discharges out of the kerb off let onto the road and downhill before running into the ditch system.

When they have this in the forward programme they will inform us of which financial year it will be programmed for.

This is the same reply that the Parish Council received around two years ago and following a discussion it was agreed that the Clerk informs highways of this and also they need to note that there is going to be some building work in that area in the in the not too distant future.

* 1. **PERMISSIVE FOOTPATHS AND BRIDLEWAYS- to discuss any further progress**

Discussions are still ongoing so at the moment there is nothing to report. This will be discussed at the meeting in January 2021.

* 1. **RISK ASSESSMENT**

This has not been carried out as the Clerk and Cllr Lyndsay have not been able to meet.

* 1. **NEIGHBOURHOOD PLAN**

The Clerk has asked if it would be possible for the Chair of Necton to send a letter / email over to her out lining the potential benefits he perceives for the parties involved if we set up a joint Neighbourhood Plan with Necton. To date we have not had a reply so the Cllr Broke suggested that I contact again to see if their Chairman would like to meet up with him to discuss this. Cllr McBrien said that there had been a webinar held by NACL on Neighbourhood plans and it was agreed that the Clerk ask if NALC could send her a copy of this.

* 1. **COUNCILLOR VACANCIES – update on applicants**

A letter went out to all residents and notices have gone on to the noticeboards and website- no applicants have come back so far.

* 1. **CLERK VACANCY – update on applicants**

There has been one applicant so far.

Due to the current situation with the lockdown to commence on the 5th November the Clerk has offered to stay on until interviews can be carried out and the vacancy has been filled.

* 1. **VULNERABLE NEIGHBOURS – to discuss this issue**

Cllr Lyndsay had expressed concern about residents that live alone and are vulnerable to accidents/falls happening and there is no one around to help them, following a discussion it was agreed that all should be conscious of these residents but the Parish Council are unable to help with individual’s needs.

Cllr McBrien said he will be resurrecting the Covid volunteer group during the lockdown and he has contacted the volunteers that were on his original list and ten of them have come back to say they can help, he will also be going ahead with a leaflet drop to all residents in Holme Hale.

1. **FINANCE**
	1. **To consider the bank reconciliation statement for October**

Noted and agreed see item 8.2

* 1. **To approve payment for cheques for the Clerks salary and invoices received by the Council**

The following payments were authorised 2nd November 2020 at the Ordinary Parish Meeting (The cheque will be signed by Cllrs Broke and Scarlett

**Balance Current Account for September 2020 £11,240.50**

**Plus the following receipts**

Uncashed cheque for Covid volunteers £150.00

Precept £4,000.00

**Total Income £4,150.00**

**Grand Total before cheque payments £15,390.50**

**Cheques Description Total**

**915 Clerks salary £517.50**

**Total Cheques paid £517.50**

**Balance in Current Account for November 2020 \* £14,873.00**

**Balance in Savings Account (inc interest paid ) £4,806.40**

**GRAND TOTAL £19,679.40**

**NOVEMBER 2020 BANK RECONCILIATION**

Bank Statement Balance as of 27/10/2020 - current a/c only £15,390.50

Unpresented cheques to date £517.50

**Balance in community account (always match balance marked \*) £14,873.00**

Ringfenced restricted funds for volunteer group £724.25

**Less payments for volunteers equipment £0.00**

**Balance left as of 2/11/2020 £724.25**

1. **CORRESPONDENCE – Review of recent correspondence that has not been circulated**

None outstanding

1. **PLANNING APPLICATIONS – To review and comment on the following outstanding applications**

**Vattenfall – update if any - see item 6**

**3PL/2020/0064/O** **Land East of 34 Station Road dated 4/2/20**

Erection of 3 dwelling houses – The Parish Council objected to this application

Planning refused and an appeal has since been made by the applicant in which the Clerk has sent the Councillors various objections, comments and questions to the Planning Inspectorate department.

Appeal Refused 17th September

**To consider any other recent planning applications issued since the Agenda was posted**

None received

1. **MEMBERS MATTERS – items for next agenda and to confirm date and time of next meeting**

The next meeting will be January the 4th 2021 at 7.30pm to be held remotely

With nothing more to discuss the meeting closed at 20.38. pm

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**