

Forncett Parish Council  
Minutes of the meeting of the Parish Council  
held remotely – March 2020

Responses from: Cllr B Frith (Chairman) Cllr B Humphreys, Cllr A Coleman, Cllr G Barnes, Cllr D Welsby, Cllr S Allen, Cllr S Jackson

The fast moving situation relating to the Coronavirus pandemic has meant that, in line with advice from central Government and the local and regional offices of the Association of Local Councils, the usual meeting did not go ahead and meetings may not go ahead in the immediate future.

In order that some parish council work can carry on and the parish council can provide additional support and advice to any residents in need of it, Councillors agreed to delegate powers to deal with urgent situations to the Chairman, Vice Chair and clerk. The clerk will give all Councillors an opportunity to respond, wherever possible, but, if necessary the clerk, Chairman and Vice Chair will make a decision on behalf of the parish council.

Please also note that the clerk will post all useful information from trusted sources on the 'news' section of the parish council website:

<https://forncettparishcouncil.norfolkparishes.gov.uk/>

This will include information about financial and practical assistance.

1. **To consider apologies for absence** – No attendees at the meeting but electronic responses have been received.
2. **To receive any declarations of interest** – None to declare.
3. **To approve the minutes of the last meeting (20 February 2020)** – The minutes were approved without alteration and will be signed by the Chairman at the first available opportunity.
4. **To consider matters arising from the minutes (for information only)** – Nothing to report.
5. **Open forum, to hear from members of the public, including reports from District and County Councillors** – No open forum session.
6. **To consider planning applications:** None to report
7. **To report planning comments agreed via e-mail in between meetings:** None to report
8. **To report planning decisions:**  
a) **2020 / 0166 – Corner Farm, Low Rd – Chimney, adjustments to window / door & roof light positions** – Approved
9. **To approve the appointment of an internal auditor** – Councillors agreed that the clerk should send a letter of appointment to Pauline James. **Action AR.**

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- 10. Clerk's annual review** – The Chair and Vice Chair confirmed they continue to be happy with the clerk's work for the parish council. The clerk is also happy with the role and confirmed that there was no need for a change to the number of hours worked. The Chair and Vice Chair therefore proposed that that one increment be awarded, to point 20 on the pay scale from April 2020. The actual figure is not currently known as a national pay scale review is underway but, whatever the result of that review, the new salary will be paid from 1 April, backdated if necessary.

- 11. To receive the RFO report and consider the approval of the following payments:**

Ch. No.	Amount	Payee	Notes
100230	£ 335.12	A Rayner	March salary
100231	£ 207.16	A Rayner	Expenses Oct 19 – Mar 20
100232	£ 40.00	S Leavesley	Expenses re FENS event
100233	£ 30.00	East Anglian Children's Hospice	Donation

The financial report and all payments were unanimously approved.

- 12. To consider correspondence:**

- a) Donation request from East Anglian Children's Hospice** – Councillors agreed to make a donation of £30.
- b) Calor Rural Community Fund** – The Calor Rural Community Fund is open for applications until 9 April. Grants are available to groups in communities which are not connected to the mains gas grid. The link has been sent to possible interested parties.
- c) Bus services consultation** – Norfolk County Council sent a proposal of changes relating to their bus services. The bus serving Forncett remains unchanged so the clerk responded advising that the parish council were pleased to see the village service was unchanged and we would like to be kept informed of any future changes.

- 13. Update on ongoing matters and outstanding issues**

- a) Village Hall** – All groups and events are currently cancelled.
- b) Highways and Public Rights of Way** – Please continue to report issues in the usual way, or notify the clerk.
- c) SAM2 report** – No report available.

- 14. Open forum, to hear from members of the public** – No public session.

- 15. To confirm the date of the next meeting as 16 April 2020, commencing after the closure of the Annual Open Meeting** – At the moment, it is looking highly unlikely that either the Annual Open Meeting or the April parish council meeting will proceed. Any updated information will be on the parish council website and noticeboards.