**MINUTES OF A ‘VIRTUAL’ MEETING OF NARBOROUGH PARISH COUNCIL HELD ON MONDAY 6 APRIL 2020 BEGINNING AT 8pm**

**This meeting was held using Microsoft ‘TEAMS’ and was authorised to be held virtually under regulations relating to the present COVID 19 pandemic.**

**Present:**

**Mr J Collins Chairman**

**Ms J Bentley Councillor**

**Mr S Davey Councillor**

**Mr D Williams JP Vice-Chairman**

**Mr P Wilkinson Councillor & Breckland Councillor**

**Also In Attendance:**

**Mr E Colman Norfolk County Councillor**

**Mr D Burchell Clerk to the Council**

1. Apologies. Apologies were received from Councillor R Green.
2. Minutes of Meeting Held on 2 March 2020. It was proposed by Councillor Williams, seconded by Councillor Bentley and unanimously resolved to approve the minutes of the Meeting held on Monday 2 March 2020. It was noted that these Minutes will be signed as a true and accurate record of the meeting at the first meeting to be held after the termination of present restrictions on face to face meetings.
3. Declarations of Other Registrable Interests. There were no Declarations of Other Registrable Interests.
4. COVID 19. It was noted that:
   1. Two groups within the community are actively involved in providing assistance to those in need, but hat both groups are encouraging residents to be as independent as possible by using local shopping outlets that will deliver to the home.
   2. Residents are being encouraged to contact ‘emergency’ numbers provided by Breckland Council and Norfolk County Council.
   3. A Co-ordinating Office is in place at Breckland Council.
   4. The list of local businesses providing delivery to the home will be published on the Council’s web site.
5. AGAR 2020. It was noted that the Accounts for the 2020 AGAR are now required to be approved by 31 August at the latest with publication by 30 November at the latest. The Clerk is waiting for confirmation of new procedures from the auditor.
6. Finance. The following invoices were unanimously approved for payment:
   1. D J Burchell – Clerk’s Salary for March - £288.60
   2. HMRC – PAYE for March - £72.00
   3. Norfolk ALC – Annual Subs and Website maintenance - £379.73
   4. CGM Group (East Anglia) Ltd - Churchyard Tree Works Years 1 and 2 - £1,884.00
   5. It was noted that safe procedures are in place for obtaining two signatures for cheques issued.
7. Agreed Actions. It was noted that:
   1. The Clerk’s retirement has been postponed until the Council can safely carry out the interview process for a replacement and the Clerk can safely carry out the necessary handover of duties.
   2. Co-option of a member has been postponed until the Council can resume face to face meetings.
   3. The installation of the cableway has been postponed until after the present lockdown has been lifted – it was felt that installation at this time would encourage youngsters to ignore social distancing.
   4. The installation of the Community Defibrillator has been postponed until after the present pandemic because the future of the Village Store which was the planned location for the equipment is uncertain. In the meantime the Community Centre Management Committee has been asked to identify a suitable location on the exterior wall of the Community Centre.
   5. It was proposed by Councillor Williams, seconded by Councillor Wilkinson and unanimously resolved to offer the post of Independent Internal Auditor to Mrs S Nairn.
   6. There might be a delay to the scheduled Independent Internal Audit for April.
   7. Council Mode of Business:
      1. Due to the Clerk’s vulnerable status Agendas and Minutes to be placed on Council web site but not on village notice boards.
      2. Urgent matters to be resolved by Clerk in association with Chairman and Vice-Chairman.
      3. Approved minutes will not be signed until Council resumes face to face meetings.
      4. Council is authorised to hold ‘virtual’ meetings, if necessary, until 7 May 2021.
      5. 2020 Village Meeting has been cancelled – it was noted that some organisations have submitted reports and it was agreed that the Clerk place these reports on the Council web site.
      6. Authority has been granted for Councils to cancel the Annual Meeting for 2020 and for existing Chairpersons to continue in post until the 2021 Annual Meeting. It was noted that the present Chairman wished to hand over his post as soon as possible. It was agreed that Councillor Williams chair all future meetings until a new Chairman is elected at the first face to face meeting following the lifting of the present restrictions
      7. The Clerk advised that, should he become too sick to continue to operate effectively, the passwords for access to the Council’s computer and the Council’s email account are available in his personal safe. Access to the safe can be facilitated by his wife.
8. Next Meeting. It was noted that the next meeting will be on Monday 4 May – at present this meeting is planned to be a ‘virtual’ meeting.

**The Meeting Closed at 8.30pm**

General Discussion. After the formal meeting ended a general discussion took place with the following points being noted:

County and District Councils are writing to every household advising that if people are classed as vulnerable or are in urgent need of support they can contact Norfolk County Council on 0344 8008020.

Hardship payments are available from Breckland Council but will be dealt with on a case by case basis.

Breckland Council may have to consider suspending garden waste collections.