

# MELTON CONSTABLE PARISH COUNCIL

You are hereby summoned to attend the Melton Constable Parish Council Meeting on Tuesday, 14<sup>th</sup> July 2020 at 7.30 pm.

This meeting will be held on Zoom (online)

Clerk to the Parish Council

Dated: 8<sup>th</sup> July 2020

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND VIA ZOOM. MEETING ID: 820 4778 0958, PASSWORD: 392012**

## Agenda

1. To consider accepting apologies for absence
2. To sign as correct the minutes of the meeting held on 10<sup>th</sup> March 2020 and 12<sup>th</sup> May 2020
3. To receive declarations of interest in accordance with the Council's Code of Conduct
4. To consider matters arising from the last minutes for information purposes only
5. To receive County and District Councillor reports
6. To adjourn the meeting to allow for public participation
7. To receive members' reports: Churchyard; Southside; Bus Shelter; Play Area (to include update on re-opening of the play area); Recreation Ground; Northside: Allotments (to include consideration of sending eviction notices to three tenants, and rat problems)
8. To update on a licence arrangement with the Felbeck Trust to create an allotment restoration project on allotments unsuitable for cultivation
9. To consider increasing the frequency of grass cutting on Grove Road land.
10. (i) To consider Planning Application(s)
  - (a) LA/20/1034. Melton Park, Dereham Road, Melton Constable. Works to facilitate district heating pipework connection entry points to a number of buildings.
  - (b) PF/20/1054. Lady's Wood, Hindolveston Road, Melton Constable. Erection of 2 shepherd's huts to be used as self-contained holiday accommodation.
- (ii) To ratify consultations made between meetings
  - (a) PF/20/0773. 179 Fakenham Road, Melton Constable. Replace 1<sup>st</sup> floor window with fire escape door and installation of external steel staircase to rear elevation. – PC no objection, with comment.
11. Finances
  - (i) To approve financial statement
  - (ii) To agree payments-

E.on – electricity direct debit April	£30.90
P Collins – March grass cutting	£202.00
P Minns – March grass cutting	£400.00
K Cotgrove – April salary	£147.40
HMRC – April tax & month 9 2019-20	£45.36
Westcotec – monthly lighting maintenance	£13.25
NPT&S – annual support subscription	£132.65
G Harrold – 6-month allotment rent	£400.00
Play Inspection Company – annual inspection	£162.00
P Collins – April grass cutting	£202.00
P Minns – April grass cutting	£400.00
K Cotgrove – May salary	£147.40
HMRC – May tax	£22.60
J Boxall – internal audit	£75.00
Westcotec – monthly lighting maintenance	£13.25
E.on – electricity direct debit May	£29.90

P Collins – May grass cutting	£202.00
P Minns – May grass cutting	£400.00
K Cotgrove – June salary	£147.20
HMRC – June tax	£22.80
Westcotec – monthly lighting maintenance	£13.25
CAS – liability insurance	£614.46
Mallett’s – asbestos removal on allotments	£420.00
Playscape Playgrounds – rope replacement	£714.00
E.on – electricity direct debit June	£30.90
E.on – electricity direct debit July	£29.90
P Collins – June grass cutting	£202.00
P Minns – June grass cutting	£400.00
K Cotgrove – July salary	£170.00
Community Heartbeat Trust – electrodes for defib	£45.60
E Smith – Covid 19 assistance reimbursement	£104.90
Westcotec – monthly lighting maintenance x 2	£26.50
(iii) To note receipts-	
NNDC - Covid 19 assistance grant	£500.00
NNDC – Precept 1 <sup>st</sup> instalment	£6633.00
Allotment rents and deposits	£84.00

12. To review the following policies

- (i) Annual Review of Internal Audit
- (ii) Annual Review of Internal Control
- (iii) Financial Regulations
- (iv) Financial Risk Assessment
- (v) Risk Management Plan

13. To receive correspondence

- (i) Parish Partnership invitation to bid
- (ii) Parishioner complaint regarding overgrown land

14. Items for next agenda

15. Date and time of the next Parish Council meeting: Tuesday 11<sup>th</sup> August 2020