

Matlaske Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 09 November 2022 at 7.30pm St Peter's Church, Matlaske.

Councillors Present: Cllr Sara Buxton (Chairman), Cllr Ian Fitzpatrick-Swallow, Cllr Felicity Rushmer, Cllr Dick Fiddian,

In Attendance: Mrs Emma Childs (Clerk)

1. To Consider Accepting Apologies for Absence:

Cllr Richard Amis, Cllr Derek England, Cllr Marion Shepherd (Vice-Chairman)

2. Public Forum

a) To receive questions or comments from the parishioners:

None

b) To receive the reports from the District & County Councillors:

a) County Councillor

Electronic report received from Cllr Eric Vardy

Advice for bird keepers in Norfolk amid avian influenza (Bird Flu) outbreaks

There have been several outbreaks of the highly pathogenic avian influenza H5N1 virus in Norfolk.

Mandatory housing measures for all poultry and captive birds in Norfolk, Suffolk and parts of Essex are to be introduced from 00:01 on 12 October 2022, following a decision by the UK's Chief Veterinary Officer.

The housing order legally requires all bird keepers in these hotspots to keep their birds indoors and to follow stringent biosecurity measures to help protect their flocks from the disease, regardless of type or size. [SEPSEP]

The measures that APHA require people keeping birds to take to reduce the risk of spreading the disease are:

- Housing all poultry and captive birds (including birds kept as pets)
- Cleanse and disinfect clothing, footwear, equipment, and vehicles before and after contact with poultry and captive birds – if practical, use disposable protective clothing
- Reduce the movement of people, vehicles, or equipment to and from areas where poultry and captive birds are kept, to minimise contamination from litter, manure, slurry, and other products, and use effective vermin control
- Keep records of all deaths, movement of poultry and poultry products and any changes in production
- Thoroughly cleanse and disinfect housing on a regular basis
- Keep fresh disinfectant at the right concentration at all farm and poultry housing entry and exit points. Foot dips should be covered to stop disinfectant getting diluted
- Minimise direct and indirect contact between poultry and captive birds and wild birds, including making sure all feed and water is not accessible to wild birds
- Prevent access by poultry to ponds and watercourses and ensure that birds are kept in fenced or enclosed areas
- The public are advised to keep to designated footpaths, not to feed wild birds, and keep dogs on leads. Don't touch sick or dead birds, their feathers, or their droppings.

If you see a dead bird, please report it to Defra's helpline on 03459 335577. Sick birds should be reported RSPCA (0300 1234 999) who, dependent on the situation, may be able to offer

Have your say on tax and spending plans

People can have their say on the county council's Council Tax and spending proposals, until 16 December 2022.

Norfolk County Council wants to hear people's views on the level of general Council Tax, plus the adult social care precept, for 2023-24.

You can have your say at www.norfolk.gov.uk/budget and paper copies of the consultation can be requested via email at haveyoursay@norfolk.gov.

The council is consulting on:

- A proposed total increase of 2.99 per cent - 1.99 per cent for general Council Tax and one per cent for the adult social care precept – in line with the current budget planning and the expected level which will be set by the Government.
- People's view on a rise of 4.10 per cent, as the council has set in previous years, and 10.1 per cent - in line with inflation - which would require a referendum.
- Reducing the opening hours of the Norfolk Record Office (NRO) from 28 hours a week to 22.5 hours a week.
- Reducing weed spraying activities on the highway from twice a year to once a year.
- Reducing summer opening hours at Norfolk's recycling centres and closing all recycling centres on Wednesdays.

The consultation will run from 21 October 2022 to 16 December. Findings will be considered by the cabinet on 30 January, before the full council finalises the budget on 21 February, 2023.

b) District Councillor

Apologies for Cllr Butikofer, who was unable to attend

3. To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests:

None

4. To approve Minutes of the Parish Council Meeting held on Wednesday 06 July 2022

The minutes of the Parish Council Meeting held on Wednesday 06 July 2022 previously circulated to all members. Unanimously agreed and signed by the Chairman.

5. Matters Arising from the Minutes

a) To discuss planting Jubilee Tree

There has currently been no definite agreement from Thomas Coulthard as to where a tree can be placed in the park.

Action: SB to speak to Karen Neil about placing a tree in the triangle

b) To discuss Parish Partnership

It was decided that this would be a good opportunity to replace the broken SAM2 sign

Action: Clerk to apply for a replacement SAM2 sign through the Parish Partnership

6. Finance

a) To Review the Financial Update 2022/23

The is currently £1,499.55 in the bank account as at 31/10/2022

b) To review the budget for 2023/24 and agree the Parish Precept

Current projections would put the precept up 234% to £34.72 for a Band D Property. This is to enable the clerk to be paid a living wage.

Action: Clerk to see if there is a maximum amount the Precept can be increased.

c) <u>To Approve Payments</u>			
i) Mrs E Childs	Wages		£499.20
ii) HMRC	Wages		£124.80

All payments approved.

7. Correspondence

- a.) General Correspondence
None

8. Planning

- a) To Comment on and Recommend/Object any Current planning applications:
None
- b) To receive an update on any previous planning applications:
None

9. Other Matters

- a) To approve the Standing Orders for adoption
Approved
- b) To approve the Financial Regulations for adoption
Approved
- c) To approve the asset register
Approved
- d) To approve new policies
- a. Clerk Job Description - Approved
 - b. Complaints Policy - Approved
 - c. Data Protection Policy - Approved
 - d. Document Review Schedule - Approved
 - e. Equal Opportunities Policy - Approved
 - f. File Retention Policy - Approved
 - g. Filming at Meetings Policy - Approved
 - h. Financial Risk assessment - Approved
 - i. Freedom of Information Guide - Approved
 - j. Health and Safety Policy - Approved
 - k. Press and Media Policy - Approved
 - l. Privacy Policy - Approved
 - m. RFO Job Description - Approved
 - n. Training Policy - Approved
- e) To confirm if the Parish Council would like to retain Catherine Moore as internal auditor for 2022/23
The Parish Council confirmed they would like to retain Catherine Moore as internal auditor
- f) To determine if there is anything the Streetscene Inspectors should be aware of for their visit on the 14 November
None

10. Date of Next Meeting

The next meeting will take place on Wednesday 11 January 2023 at 7.30pm at St Peter's Church, Matlaske

The meeting closed at 8.15pm.