

NOCTON PARISH COUNCIL – CONTINGENCY PLAN (CP) REPORT OF ACTIONS TAKEN

Minute refs will be ratified at the next available meeting and recorded as Minutes for PC business during this time

MINUTE	DATE	ITEM	
523	01/07/20	<u>The Hub Update:</u> Telephone provider: It was agreed that PlusNet be adopted as the telephone and Broadband supplier, following three quotes received. The costs are: £528.00 ex VAT- £22/mo, no installation fee (see website for details) (further reduced by £50 through cashback and referral).	Clerk
	13/07/20	<u>Telephone:</u> Registered with Plusnet, and easyfundraising.DD set up. Line to be activated 29/07/20, 1-6pm. Hub Manager's number given as contact for access.	
	01/07/20	<u>Working Group:</u> It was agreed to appoint Kate Kerrigan and Adam Jones to the Hub Working Group (NHWG). The applicants have been informed and have accepted. It was agreed that the other volunteers be contacted by the clerk and thereafter contacted by Cllr P Johnston-Davis to carry out other tasks as and when required.	Clerk. Cllr P Johnston-Davis
	03/07/20	<u>Key Safe/Post Box:</u> It was agreed that MM install these at a cost of £195.00	
524		<u>Planning applications:</u>	
	06/07/20	20/0392/FUL Beeswax Dyson Farming Ltd Estates Office Cyclone Way Nocton. Approved retrospectively.	
	07/07/20	PL/0041/20 20/0536/CCC DEVELOPMENT: FOR THE CONSTRUCTION OF A COVERED DIGESTATE STORAGE LAGOON, PERIMETER BUNDING AND FENCING LOCATION: LAND OFF NOCTON FEN LANE, NOCTON. Approved.	
	08/07/20	20/0163/FUL Land To The Rear Of The Old Post Office, Main Street Nocton. Cllr I. Goldsworthy expressed an interest in this application and will be excluded from comment. Comment submitted 17/07/20.	
	10/07/20	20/0496/HOUS 7 Church Lane Potterhanworth – approved	
	13/07/20	20/0585/VARCON Land To The Rear Of Shumac & Elm View Barff Road - approved	
	14/07/20	20/0830/TCA – Nocton Hall.	
	15/07/20	20/0608/HOUS Hammond House 1 Manor Court Nocton - approved	
	15/07/20	20/0339/HOUS Leander Moor Lane Potterhanworth	

	20/07/20	20/0677/HOUS The Post Office Main Street Nocton - approved	
	20/07/20	20/0582/HOUS 31 The Park Potterhanworth - approved	
	21/07/20	20/0917/TCA Walled Garden, Nocton Hall.	
525	08/07/20	<u>Chair/Clerk telephone conference call:</u> The Chair/Clerk held a call to check/note any updates and issues.	
526	13/07/20	<u>Chair/Clerk telephone conference call:</u> The Chair/Clerk held a call to check/note any updates and issues.	
527	21/07/20	<u>Staff Holidays:</u> It was agreed that staff can carry any unused holiday from 2020 over into 2021.	
528	28/07/20	<u>Chair/Clerk meeting:</u> The Chair/Clerk held a meeting to check/note any updates and issues.	
529	28/07/20	<u>AGAR – Audit 2019/20:</u> The following AGAR documents for 2019/20 were circulated to all and it was agreed unanimously to accept them for submission to PKF – Littlejohn. Documents were approved as follows:	
	a)	The Annual Internal Auditor's Report was noted. No issues of concern had been raised.	
	b)	The Governance Statement, Section 1. Chair and Clerk formally approved and signed the Statement, noting the minute reference, 529 b).	
	c)	The Accounting Statement, Section 2 was signed and dated by the RFO prior to presenting it for approval. The Chair formally approved and signed the document, noting the minute reference 529 c).	
	d)	It was noted that the Notice of Public Rights would be posted onto the website for the required minimum of 30 working days, commencing 3 August 2020.	
	e)	It was noted that the supporting documentation requested for the External Auditor had been prepared by the Clerk. This includes: Explanation of Variances, Bank Reconciliation, Contact Details.	
	f)	AGAR was submitted on 29/07/20.	

Please note that these notes will be formally ratified at the first available meeting.