

# Necton Parish Council



## Minutes of Council Meeting held Monday, 05 January 7.30pm in the Necton Rural Community Centre

**Present:** Cllrs Frank Woodward (Chair), Ms Louise Willis, Ms Denise Axham, Mrs Jeanette Webb, Mr Joe Sisto, Mr Steve Cheshire, Mr I Thompson & Ms Gabrielle Joyce, Parish Clerk.

10 members of the public present.

### 1. Apologies

1.1 Received from Cllr D Matthews.

### 2. Declarations of interest

2.1 None

### 3. To approve minutes

3.1 Minutes of Council meeting held on 1 December 2014 were confirmed as a correct record and signed by the Chair.

### 4. To report progress on items not on the agenda from last meeting

The Clerk provided a written report to Councillors prior to the meeting and summarised some key points.

4.1 Settlement reached regarding lighting maintenance contract services following the installation of new LED lights. This has resulted in a credit note covering invoice for Dec/Jan and a further credit of £33 on the Council's next invoice. The total saving from 13 June 2014 to 12 June 2015 is £542.64.

4.2 The Council received no confirmation from Douglas Tonks Ltd regarding processing of December's payroll and the Clerk has to date been unable to make contact with the agent to understand why. The clerk has initiated an in-house payroll function, utilising HMRC compliant (free) software. Payroll will continue in-house from now on. This will give the Council an annual saving of £180.

This is not the first instance where the Council have had communication difficulties with this agent and it was **resolved** to discontinue the contract with Douglas Tonks for the provision of payroll. The Clerk will write to Douglas Tonks to terminate agreement and seek clarification of the current HMRC payments and reimbursement of any monies outstanding.

### Public Participation Session

A resident expressed concern about planning application 3PL/2014/1244/D. Work has started on land drainage, but the drain has been dug too deep.

A resident raised concerns about the constant flooding following rain of the footpath adjacent to the old garden centre on route to A47. The matter will be forwarded to Highways Rangers.

A representative from the Football club enquired about the cutting schedule for grass. The Clerk is dealing with this matter at present in preparation of the 2015 season. The cutting schedule of the football pitch needs to be addressed; the 2014 season was not often enough for standard required.

Sp. Inspector Banham provided the current crime stats covering December to date – 17 in total. A number of these were domestic related. A suspicious vehicle was seen by the church. The public is strongly encouraged to report any suspicious activity to telephone 101. This will help the police to target their resources appropriately.

A representative of the Football club asked what their position would be should the NRCC (their landlord) cease to exist in March. The Chair reassured public that the Council are aware and working with NRCC to come to a solution, however, the NRCC will not cease to be a facility for the village.

## 5. Planning matters

### 5.1 Results of applications considered by Breckland Council

No results received at this time.

### 5.2 New applications (comments sent to Breckland Council)

3PL/2014/1252/F	No objections or concerns.
3PL/2014/1244/D	Necton Parish Council express concern and reservation about this application which appears to have a larger footprint than the original outline planning permission. The size now makes it over-sized for the plot. Additionally, it was brought to the Council's attention that the groundwork currently being carried out on site has resulted in the drainage system being dug too deep and thereby hindering water flow. The ditch adjacent to this property has a history of flooding and any work makes a significant impact on neighbouring properties.
3PL/2014/1280/F	Necton Parish Council has no objection or concern about this application, assuming that the requirements in respect of drainage will be applied. Necton is vulnerable to flooding due to the old and now inadequate drainage systems.

5.3 Chair reported on appeal 3PL/2014/0776/F on-site meeting held on 29 December. Decision will be forwarded to Parish Council once decided.

## 6. Finance

6.1 **It was resolved** to agree payments of invoices listed on the cheque list, circulated in advance of meeting to members.

6.2 Clerk reported on the current financial statement; stating that the current account balance stands at £13,047.95 on 31 December, with all December payments cleared. Cash flow spreadsheet circulated prior to meeting to all members.

6.3 As the Clerk was unable to take TOIL hours during December, due to workload commitments, it was **resolved** to pay 34.5 extra hours worked by Clerk during December in January's salary.

6.4 It was **agreed** to commission Gary Lake to clear low branches from trees on the playing field area for a fee of £35. It was also **confirmed** that the Council had previously agreed a job of trimming bushes and hedge at the village garden, adjacent to A47, for a fee of £25. Payment to be made once jobs have been completed and on receipt of invoice.

**7. To discuss the car parking situation at the school (Cllr Sisto)**

7.1 Cllr Sisto informed the meeting that the school HeadMaster, Mr Steele has asked for the Council's assistance in considering solutions for car-parking arrangements. Discussion ensued. It was **resolved** to offer Council support to the school management team to help formulate a joint initiative to address the car congestion problems.

**8. To consider a change to current precept and budget planning process (Clerk)**

8.1 The Clerk outlined a proposal to spread the Council precept and budget setting process over the council meetings of November, December and January. It was **resolved** to adopt this new procedure for 2015.

8.2 Cllr Webb proposed that to aid the precept and budget process, a business plan be drawn up. It was **agreed** and a working group was established with Cllrs Webb, Thompson and Cheshire.

8.3 A proposal for the setting of an annual budget for grants was discussed, but decision was deferred to allow for recommendations from the working group considering the Council's Business Plan.

**9. To nominate two Councillors to form panel to conduct Clerk's appraisal in February.**

9.1 Cllr Webb and Cllr Willis were selected to conduct the Clerk's appraisal in February.

**10. To receive updates from individual Council Members (for information only)**

10.1 Cllr Thompson advised that the road sign "Ram's Lane" is laying in the hedge and need reporting.

10.2 Cllr Thompson requested that all members of council and public help to canvas Cllr Wilkins support for the Council's outstanding S106 application for the Trod along Hale Road.

10.3 Cllr Sisto expressed thanks to Peter Treasure for his help with securing funds for the defibrillator. The unit will be installed on the outside wall of the NRCC, with Mr Woodbine providing the electrical installation free of charge.

10.4 Cllr Webb reported that there are now 10 allotments occupied.

10.5 Cllr Woodward reported 5 household packs distributed to new residents since our last meeting.

**11. Next meeting**

The next Council meeting will be held on Monday, 02 February 2015, 7.30pm at the NRCC.

The Chairman closed the meeting at 9.20pm.

Minutes signed by Chair (or designate) \_\_\_\_\_ on \_\_\_\_\_