

MINUTES OF THE NECTON PARISH COUNCIL MEETING HELD ON TUESDAY 7TH JULY 2014 AT NECTON RURAL COMMUNITY CENTRE, NECTON AT 7.30PM

Present: Vice Chair Cllr J Webb (Acting Chair), Cllr D Matthews (Acting Secretary/Clerk), Cllr D Axham, Cllr I Thompson, Cllr L Willis

Also Present: 12 Members of the public and Cllr Wilkins

1. Apologies: Cllr Woodward, Cllr Sisto.

2. Declaration of Interest of items on the agenda. None.

3. Minutes of the Parish Council Meeting of 2nd June 2014. Approved and signed by Cllr Axham and Cllr Willis.

3.1 Minutes of the Parish Council Meeting of 23rd June 2014. Approved and signed by Cllr Thompson and Cllr Matthews.

Matters arising from the minutes. None

4. Correspondence

4.1 Sue Allen has supplied duplicates of PCs declaration of interest forms for our records. She has also sent vacancy of resignation for Carol Porter. Posted on notice board.

4.2 Email Jenny Luster – Speedwatch Team Ashill/Necton. Previously Cllr Woodward, former Clerk James Watling and Phil Thomkins. all unavailable now. Need volunteers so advertisement to go in the Parish Link. (Cllr Webb to respond to Jenny).

4.3 Letter dated 29/5/14 from Norfolk County Council concerning the inspection of Masons Drive and Hale Road footway. No hazard areas found. Put on Highway Rangers list.

4.4 Letter from Barclays Bank regarding change of signatures.

4.5 Letter from Breckland Council – Audit of Open Spaces. Further review as we have to list all open spaces in the village. Circulate to Parish Council as soon as possible for consideration as decision needed by 29th July to reply to Breckland.

5. Decision regarding the A47 Bus Shelter (both sides).

Parish Council/Clerk need to investigate funding position including section 106 money from Mill Street as there is a substantial funding commitment and not sufficient in reserves.

6. Section 106.

Emails sent to Cllr Wilkins (one from Cllr Webb and one from Cllr Matthews). He has not seen either. Left a copy with Cllr Wilkins to respond to us.

7. Bank Statements.

A full financial reconciliation will be ready for next meeting.

Bank account monies Business Tracker account £5,937:54

Business saver	£ 79.66
Business base tracker	£15,206.50
Current Account	£12,599.36

Cllr Webb has sent off for a VAT refund of £4,853.35.

8. New Clerks.

Contract, Disciplinary and Grievances Procedure totally out of date. Terry Wilshin offered to draft a contract for a £120. Approved by Cllr Axham and Cllr Willis.

9. Items not on the Agenda (Clerks Report).

Proposed by Cllr Axham and seconded by Cllr Matthews.

9.1 Training Course – no Necton Parish Councillor put forward. Identify the training budget before the next meeting.

9.2 Cllr Axham and Cllr Matthews completed asset register for insurance purposes. Locked into Zurich until 2017. Zurich agreed to add our Parish Council fence and waive the £100 premium for it. Parish Council should get a competitive rate for 2015.

9.3 Land at the junction with the A47 on the agenda for August. Cllr Matthews to spray.

9.4 Clerks Report reported new email address nectonparishcouncil@gmail.com

9.5 Purchased two password protected memory sticks to back up the laptop so only a month out of date

9.6 Sue Allen – notice of vacancy to replace Cllr Porter one we can fill in by Co-opted other

9.7 Two applicants so far for Clerks position interviews to be held in August 2014.

9.8 EON have awarded £112.22 rebate- £50 a month savings due to new lights.

9.9 To facilitate an audit trail an expense form system has been instigated for the Parish Councillors to claim their expenses.

9.10 Internal Audit Checklist – Parish Council to read and comment. Cllr Willis will be our Parish Council Auditor, which will be done quarterly by sampling documents and finance records.

10 Parish Councillor Updates

10.1 No updates from Cllr Woodward.

10.2 Cllr Axham attending a SNAP meeting on 15/7/14. Parish Council to email if issues arise.

10.3 Cllr Matthews update Nalc issues

10.4 Cllr Webb gave update on allotments and need to review lease re the cutting of unused allotments

10.5 Cllr Willis nothing to report

10.6 Cllr Thompson Nothing to report

11 Planning Matters.

Results of Planning Applications

11.1 Mr and Mrs Grange, Masons Drive – single storey extension approved.

New Applications for comment

11.2 Land at Tuns Road – House in old garden of 3 cottages. Cllr Wilkins said this could encroach on conservation area.

Cllr Webb to write to planning airing concerns re the cramped space, conservation area and substation in the garden. And no gardens for the cottages.

11.2a Turn the one cottage back into three (as per original layout). Parish Council to ensure off-road parking for each of the three cottages. No objections.

11.2b Mr and Mrs Clarke, 30 Elizabeth Drive. No objection.

12 Finances. Annual internal audit.

12.1 Cllr Webb has drawn up an action plan – 28 policies need to be reviewed by next year.

12.2 Terry Wilshin to do Grievance and Disciplinary Procedures and new Clerk Contract.

12.3 Priority must be given to standing orders – Cllr Axham and Cllr Matthews (Cllr Matthews away for 2 weeks).

12.4 Governance and accountability – Cllr Webb and Cllr Thompson

13 Public Recess

13.1 Mr Luff – street lights no. 63 now broken (24 Brackenwoods)

13.2 Tuns Road – a member of the public asked if this will be resurfaced. Cllr Matthews to deal with.

13.3 Pathway to Bus Stop floods – people have to go on grass banks

13.4 Cllr Wilkins Hale Road/Chancery Lane – land previously owned by Parish Council.

13.5 Breckland officers took on board re: water pipe. Consulted Building Regulations who have to leave 3 metres clear of water pipe on each side. Applicants Who purchase the land will have to spend money on a “floating” pad or pay to have pipe rerouted. Both of which will be expensive options. Covenants on land owned by Breckland , there is a clawback clause.

13.6 Council very concerned off pressure on village infrastructure. Schools/surgeries – 5 year land supply for Breckland District/Holme Hale Road Necton – still 95 to go. Oaks Drive - 22 , Necton School – 6, Garden Centre – 9. Plus café site August 2014.

Parish Council would welcome a meeting with Breckland regarding Necton infrastructure.

Clerk asked to contact to arrange meeting to discuss and 106 monies.

Items for next agenda.

Bus Shelter – funding

Garden Tuns Road/ A47

Allotments – lease

Policy reviews

Confirm date of next meeting. 4th August 2014. at 7:30pm NRCC

Meeting closed at 8.47pm