

# Necton Parish Council



## Minutes of Annual Council Meeting held Monday, 11 May 7.30pm in the Necton Rural Community Centre

**Parish Councillors present:** Frank Woodward, Jeanette Webb, Denise Axham, Joe Sisto, David Matthews, , Ian Thompson, Charles Carter (arrived at 7.45pm)

**Also in attendance:** Gabrielle Joyce (Clerk), 12 members of the public, including Cllr Wilkin.

### 1. Election of Chairman

Cllr Woodward opened the meeting and stepped down from the post of Chairman. Nominations for Chair were invited. Cllr Webb was proposed by Cllr Matthews and seconded by Cllr Axham and agreed by all members present. Cllr Webb was elected as Chairman.

### 2. Election of Vice Chairman

Cllr Webb proposed Cllr Woodward as Vice Chairman, seconded by Cllr Matthews and agreed by all. Cllr Woodward was elected as Vice Chairman.

### 3. Declaration of office

All members present signed the Declaration of acceptance of office, witnessed by the Clerk.

### 4. Apologies for absence

Apologies received from Cllr Cheshire due to unforeseen circumstances. Cllr Carter advised he would be arriving late due to earlier appointment.

### 5. Declarations of interest

No declarations of interest were noted.

### 6. To receive report on the past year by previous Chairman

Cllr Woodward provided a short report on activities of the previous Council year.

### 7. To receive and consider nominations for representatives on outside bodies

The following council representatives were agreed:

Iceni Partnership, Swaffham – Cllr F Woodward

SNAP, Safer neighbourhood team – Cllr D Axham

Village Forum – Cllr J Sisto

NRCC – Cllr I Thompson

Sports & Social Club – Cllr F Woodward

Football Club – Cllr J Sisto

Allotment Association – Cllr D Matthews

Village School – Cllr J Sisto

### 8. To appoint members to lead individual items on the Parish Council Action Plan 2015

Members agreed their leads on the actions listed and the Action plan was duly updated.

### 9. To approve minutes of Council meeting

Minutes of Council meeting held on 13 April 2015 were confirmed as a correct record and signed by the Chair.

## 10. 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.

**10.1 Trod project** - NCC have approved the Council's bid for a Trod within the Parish Partnership 2015/16 scheme. They are currently seeking dates for delivery. The Clerk has informed Mr Philip Schramm by email (5 May 2015) of the Council's current position regarding match funding and has asked if the work could be scheduled for the last quarter of 2015/16 so that the PC could utilise funds from both years to match fund. Awaiting reply.

A letter requesting re-consideration of Breckland's decision to the PC application for funds from the S106 fund was sent on 5 May. It has been acknowledged.

**10.2 Swimming pool** – Mr Steele, Head teacher is concerned about how the planning condition restricting the use of the pool for school only will affect – potential income loss of £2,500, lost income for their swimming instructor, loss of facility for after school use by local children and families, Mums and Toddler's group, etc. Mr Steele would welcome representation from the Parish Council to Breckland regarding this loss of village amenity. Mr Roger Sharp, Clerk to Trustees, would also welcome Parish Council intervention. The Clerk is in communication with Mr Sharp on this matter.

**10.3 Chapel Road & meeting with NCC** – The Clerk has requested a meeting with NCC Engineer, Jonathan Winnettt and is awaiting reply.

**10.4 Speculation about large scale development along North Pickenham Rd** – The Clerk has contacted Breckland planning asking for clarification and expressing PC interest in early involvement with any such development. Awaiting reply.

Cllr Thompson raised a question about the swimming pool and right of access by the school following development. Cllr Webb suspended the meeting to allow The Revd Stephen Thorp to speak on this matter. Revd Thorp is a trustee of the Necton School and School Estate Trust, who own the land. He advised that the planning condition restricting use of the pool solely for the school was not requested in their planning application. Following development, the school will retain right of access to the pool.

Revd Thorp reaffirmed that the Trust would welcome the Parish Council's support in appealing to Breckland Council to relax this condition.

Cllr Webb resumed the meeting. It was **resolved** to write to Breckland Council seeking that that condition be reconsidered.

### Meeting adjourned for Public Participation Session

- Special Inspector Banham reported the crime stats for April – 13 in total. Across the district, there have been 2 instances of 'Distraction burglary' – where somebody at the front door distracts the owner whilst others access the property from another entrance.
- Cllr Wilkin thanked Cllr Woodward for his continued service and commitment to the Council and in particular his service as Chair for the past few years. He also congratulated Cllr Webb on her appointment as Chair and Cllr Carter on his new post as Parish Councillor. During his canvassing prior to the recent election, Cllr Wilkin was particularly impressed by the engagement of young people in the election process, perhaps helped by the use of Social Media. Cllr Wilkin acknowledged his election opponent, noting that he was a worthy candidate. There was a 70.3% turnout across the ward (Necton & Holme Hale). Cllr Wilkin also observed that the readership of The Link, parish magazine, is high as noted on his canvassing within the village.

Meeting resumed.

## 11. Finance

11.1 The list of accounts for payment was circulated prior to meeting. **It was resolved** to approve the following payments:

| Payee            | Reason for payment                      | Amount  |
|------------------|---|---------|
| HMRC             | PAYE & NI for April                     | 249.99  |
| G Joyce          | Apr Salary                              |         |
| L Luff           | Apr Salary                              |         |
| Zurich Municipal | Annual PC insurance                     | 1786.25 |
| NRCC             | April room hire                         | 44.00   |
| K&M Lighting     | Lights maintenance 13 Apr to 12 May     | 183.58  |
| NALC             | Registration fee for Local Award Scheme | 60.00   |
| J Webb           | April expenses                          | 44.32   |
| G Joyce          | April expenses                          | 198.67  |

11.2 Cllr Webb noted the pre-circulated cash flow statement and the current account balance of £22,869.91 on 1 May 2015. The Clerk advised that a payment for VAT refund of £561.99 from year-end 2015 was received on the 11 May 2015.

11.3 The renewal of insurance was noted, entering year 4 of 5 year agreement with Zurich.

11.4 The current Asset Register was presented and noted. The Council **confirmed** that the assets (grit bins, litter bins and dog waste bins) be added to the insurance schedule.

11.5 Cllr Thompson **was appointed** as the Internal Audit Control Officer for the year 2015/2016.

## 12. Planning matters

12.1 Results of applications considered by Breckland Council  
None received

12.2 New applications (comments sent to Breckland Council)  
3PL/2015/0427, 23 Tuns Road, erection of 2-story side extension. There were no objections or concerns.

12.3 Other Planning related information

Cllr Wilkin's response to a previous query regarding the potential hazard from the state of the structures on the old diner site was noted. He advised that he had spoken with the owner, who informed him that discussions were in hand with prospective developers and any destruction work would comply with hazardous material and building regulations.

## 13. To review the Council's current financial risk assessment policy

The current document was circulated prior to the meeting, with 3 amendments proposed by the Clerk. The Council **agreed** these amendments without change. The document will be updated and circulated electronically to members. A copy will be published on the website.

## 14. To consider how to proceed with the purchase of new bus shelters for the A47

Following the recent commitment by Dudgeon to provide £20,000 for the installation of new bus shelters on the A47, the Council discussed how to proceed with this project. Cllr Woodward explained the context of this item, which when investigated in January 2014, was an estimated cost of £20,000 to install a new shelter Norwich bound and a replacement shelter King's Lynn bound.

The Clerk advised that a formal application to Dudgeon would release funds for the project. The Clerk is in communication with Mr Nigel Tompkins on this aspect. The Council await further on this.

Cllr Woodward will review the original costings and prepare information to be ready for the application form.

**15. To appoint a member to carry out due diligence on the NRCC**

Cllr Cheshire will be invited to take over the due diligence exercise on this matter. The item will carry forward to next month's agenda.

**16. To consider producing a Neighbourhood Development plan and nominate a lead member**

The lead member nominated is Cllr Carter. A decision on whether to proceed with a plan is deferred until full costings and schedule of work is presented.

**17. To consider a request by the Sports & Social Club to hold a village event on Parish Council land**

The Council agreed, with certain conditions, to allow the land to be used for the Village Fete on 1 August 2015.

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

- Cllr Matthews provided an update on Norfolk ALC matters.
- Cllr Sisto updated on his meeting with Mr I Dalglish about car-parking issues at the school. On average there are 60 cars parked at peak school times. Suggestions discussed included linage along both sides of School Road with promotion of the use of the car park by the community centre and one way system along School Road during set times. Community views will be surveyed.
- Cllr Axham attending the SNAP meeting on 19 May.
- Cllr Webb reported a complaint from a resident about the long-standing parking of multiple vehicles in the turning circle of Chantry Court. It appears that 4 vehicles belong to one property. This reduces space for other residents to park and blocks the turning circle. Cllr Axham will bring this to the SNAP meeting. The Clerk will write to the owner of the vehicles.
- Cllr Woodward reported on the recent meeting of Icieni Partnership. Following the closure of the town's police station, a police surgery will be held at the CAB outreach office at Swaffham Community Centre on Mondays, between 9am to 3pm. During April, 3 welcome packs were distributed in the village. Mr George Freeman, MP visited Cllr Woodward, who raised two key issues – A47 and flooding – for the village. Mr Freeman offered to come to a meeting to hear further about these issues.
- Cllr Carter offered to arrange this meeting with Mr Freeman.

**19. To receive correspondence**

Correspondence was noted by Clerk and listed in Clerk's report.

The Clerk also advised that following the recent landscape focus group meeting with Dudgeon, the suggestion of Scots Pine integrated into the hedgeline to aid concealment was agreed. This will also help to provide continuity of the planting that is unique to the Brecks landscape.

**20. To receive items for inclusion on the next agenda.**

The following items will be added to June's agenda: A47 and Neighbourhood Plan as standing items; revision of council meeting time to 7pm.

Prior to the next agenda item, Cllr Webb on behalf of the Council, expressed her appreciation of the work and commitment provided by Cllr Woodward during his chairmanship.

**21. Next meeting**

The date and time of next meeting of the Council is Monday, 1 June, 7.30pm.

Meeting closed at 9.15 pm.

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