

Necton Parish Council



Minutes of Council Meeting held Monday, 01 June 7.30pm in the Necton Rural Community Centre

Parish Councillors present: Jeanette Webb, Frank Woodward, , Denise Axham, Joe Sisto, David Matthews, Ian Thompson, Steve Cheshire

Also in attendance: Gabrielle Joyce (Clerk), 14 members of the public, Cllr Wilkin, Breckland Council & Cllr Kiddle-Morris, Norfolk County Council.

1. Apologies for absence

Cllr Carter provided his apologies due to unforeseen circumstances.

2. Declarations of interest

No declarations of interest were noted.

3. To approve minutes of Council meeting

Minutes of Council meeting held on 11 May 2015 were confirmed as a correct record and signed by the Chairman.

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.

Trod – awaiting response from Mr M Brennan, Breckland Council regarding our appeal on their funding decision.

Swimming pool – awaiting confirmation from Mr Sharp as to their appeal to Breckland, so that we align with them.

Chapel Road damage – awaiting meeting date options from NCC Highways Engineer, Mr Winnett. (out of office until 29 May)

Insurance Schedule – the PC's assets (grit bins, litterbins and dog waste bins) are now listed in the PC's insurance schedule, under part C – All risks, additional items. There was no charge for adding these items.

Meeting adjourned for Public Participation Session

- Special Inspector Banham reported the crime stats for May - 7 in total, a decrease on last month's 13.
- Mr Woodbine, representing the Sports & Social Club, asked if the Council would be prepared to contribute to the purchase of more "No Dogs" signage for the playing field. The cost to the Council would be £15. The Council agreed and **instructed** the Clerk to follow up with Mr Woodbine.
- Mr Woodbine also reported that weeds outside the fence line are now encroaching through the fence and asked if the Council would contact the landowner for resolution. The Clerk was **instructed** to write a letter to the landowner.
- Mr Kiddle-Morris, County Councillor, provided the following report:
 - The next joint meeting between NCC Highways, Highways Agency and Members is scheduled for the 19 June and the matter of the A47 junction (the creation of a left hand filter lane) is on the agenda. He will report back.

- The work plan relating to improvement of drainage pipes on Chantry Lane has been identified, but there is no further update.
- He has had much involvement with Local Plan development at Breckland and his recommendation regarding the Parish Council's consideration of a Neighbourhood Development Plan (NDP) is to hold off until the Breckland Local Plan is concluded in 2016. He urges the Parish Council to be actively engaged in the consultation process of the Local Plan, thereby covering much of what would be in a NDP, without the cost.
- Cllr Woodward asked if there is any progress on the flooding at Tuns Road which affects the basketball court. Mr Kiddle-Morris was unaware and asked that information be sent to him. The Clerk was **instructed** to do this.

Meeting resumed.

5. Finance

5.1 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	180.44
G Joyce	May Salary	
L Luff	May Salary	
Eon	Electricity	301.32
K&M	Maintenance 13 May to 12 June	183.58
NRCC	room hire	33.80
Necton Sports & Social Club	Grant 2014	152.34
L Cantera	Internal audit yr end 2015	120.00
G Joyce	May expenses	22.79

5.2 The RFO reported the current financial statement - receipts for May: £561.99 (VAT reclaim); payments for June as above and the current account balance £19,996.61.

Progress against budget:

- Variance of £615 (up) on salary due to recent pay adjustments
- Variance of approx. £600 (down) on lights due to contractor change on 12 June 2015
- Variance of approx. £280 (up) on electricity due to energy increase
- Variance of £313 (down) on insurance premium, following asset review

5.3 The internal Audit report 2014/15 was noted and accepted.

5.4 Cllr Webb read out the figures included in the accounting statement 2014/15 (part of the annual return). The statement was noted and accepted. The statement was signed by the Chairman and the RFO.

5.5 Cllr Webb read out the statements in the annual governance statement 2014/15 (part of the annual return). The statements were agreed by the Council. The statement was signed by the Chairman and the Clerk. The Annual Return will be posted to the external auditor, Mazzars for their inspection. There will also be an opportunity for parishioners to inspect the accounts.

5.6 The Council agreed to retain Ms Luisa Cantera as Internal Auditor for 2015/16.

6. Planning matters

6.1 Results of applications considered by Breckland Council

None received

6.2 New applications (comments sent to Breckland Council)

At the time that the agenda was published there were no applications for consideration. However notification of outline permission for 9 dwellings at 2 Tuns Road was received by the Council on 1 June 2015. The Clerk has asked Breckland Council for an extension of time for their consultation, so that it can be considered on 6 July 2015. The Clerk was **instructed** to bring this application to the attention of Mr Kiddle-Morris in advance of the meeting relating to the A47 on 19 June.

6.3 To consider NCC proposal to establish 20mph along Woodward Avenue

At the time of this meeting, this work was already completed.

7. To review the Council's revised Standing Orders

Cllr Axham noted the suggested amendment to order 3.o on page 6 may not be appropriate as the order is listed in bold and the recommendation from NALC to Parish Councils is that no change is made. The Clerk will **clarify** this amendment.

8. To review the Council's Financial Regulations

The Clerk **was asked** to clarify the definition of a contract as referred to in Reg 11.b. Is a one off in year purchase only or could it be a contract spanning a period of years.

9. To receive an update on the purchase of new bus shelters for the A47

Cllr Woodward reported that following his contact with the Highways Agency, they stated that they need to do a new site assessment with their contractors, Amey. Cllr Woodward will meet Mr Fernig on site on 2 June 2015 in respect of this.

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

Cllr Webb has accepted this project. Cllr Cheshire will provide assistance once the research has been collated.

11. To receive and update on Neighbourhood Development plan consideration

Following the meeting with Breckland's Mr Iain Wittington on 28 May, Cllr Webb outlined the process steps to begin a plan. Based on draft figures presented at that meeting, it would appear that Necton has already achieved its annual growth target in terms of residential development. The Breckland Local Plan is close to going back out to public consultation on site options. The Parish Council agreed wait until the Local Plan is complete and then re-consider how a NDP may impact positively in relation to the District's plan. It will be included on the agenda for September 2015.

12. To receive update on the A47 junction improvement

Cllr Kiddle-Morris reported on this at the top of the meeting.

13. To receive and consider nominations to Norfolk ALC executive committee

One nomination received from Cllr Matthews and agreed by Council to be put forward to Norfolk ALC. If Cllr Matthews' nomination is successful, his appointment will continue for 4 years.

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

- Cllr Matthews provided an update on Norfolk ALC matters.
- Cllr Axham attended the last SNAP meeting, however, it was very rushed and she had no opportunity to raise the issue of car- parking. She will raise it at the next available meeting.
- Cllr Woodward reported that 1 welcome pack was issued.
- Cllr Sisto reported on a meeting he had with Mr Ian Dalglish about school parking. A written report was provided to the Clerk. The Clerk **was instructed** to follow up in writing to Norfolk County Council.
- Cllr Sisto also reports that there is a light out on School Road. The Clerk will report this.
- Cllr Webb advised that the various allotment thefts were reported to the police. There is a meeting on 2 June to consider the entrance condition.

- Cllr Wilkin advised that Breckland Council commended the Necton Emergency Plan at a recent internal meeting as being a very good model of a plan. Congratulations and thanks given to Cllr Woodward for his work on producing the plan.

15. To receive correspondence

None of note.

16. To receive items for inclusion on the next agenda.

The following items will be added to July's agenda: Reserves policy, Allotment, Emergency plan, Financial regs, Standing orders, NRCC due diligence

17. Next meeting

The date and time of next meeting of the Council is Monday, 6 July, 7.30pm.

Meeting closed at 9.02 pm.

Minutes signed by Chair (or designate) _____ J Webb _____ on __ 6 July 2015 _____