

# Necton Parish Council



**Minutes of Council Meeting held Monday, 06 July 7.30pm in the Necton Rural Community Centre**

**Parish Councillors present:** Jeanette Webb, Frank Woodward, , Denise Axham, Joe Sisto, David Matthews, Ian Thompson, Charles Carter

**Also in attendance:** Gabrielle Joyce (Clerk), 15 members of the public, Cllr Wilkin, Breckland Council & Cllr Kiddle-Morris, Norfolk County Council.

**1. Apologies for absence**

Cllr Cheshire. Cllr Wilkin advised that he would be running late as he was also attending a neighbouring Parish Council meeting.

**2. Declarations of interest**

No declarations of interest were noted.

**3. To approve minutes of Council meeting**

Minutes of Council meeting held on 01 June 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** – Breckland have rejected the Parish Council's appeal of their s106 funding decision, on same grounds that it does not fit with the policy. The Clerk has sent a letter to Necton Management asking if they would provide a contribution to this scheme, as it is adjacent to their land and beneficial to their current and prospective buyers.

**Swimming pool** – The Clerk is in communication with the Clerk of the Trust and awaits their guidance on the matter.

**Chapel Road damage** – Following an on-site meeting by the Clerk with Johnathan Winnett (NCC Highways) on 12 June, on-site, it is confirmed that suitable signage will be installed on Tun's Road. This signage will stipulate that the route is suitable only for HGV access and not through traffic. The Clerk also spoke with Tufts and Mr Saunders, local farmer, on this matter. Photographs received from a resident showing a specific incident where an HGV was stuck were provided to NCC Highways to support the request for signage. It is expected that appropriate signage will be installed by NCC Highways within the next 3 months.

**Weeds along playing field fence line** – Mr Saunders responded to our letter of 12 June by telephone to the Clerk. He advised that he would make good.

**Signage for fence** – The Clerk awaits an invoice from Sports & Social Club.

**School parking** – This matter is carried forward to July for action by Clerk.

**Planning application notification delays** – The Clerk wrote to Mike Brennan, Operations and Contracts Manager, Breckland Council on 16 June to our letter of 12 June. An acknowledgement and response was received.

**Meeting adjourned for Public Participation Session**

- Mr Kiddle-Morris, County Councillor, provided the following report:
  - NCC Highways Engineer, Jonathan Winnett, has submitted for consideration to NCC an improvement plan for the A47 junction. This capital project cost excluding land acquisition is £130,000. This is now under consideration between Highways England and NCC and if agreed would be in next year's work's plan. Cllr Kiddle-Morris will continue to press for this to happen.
  - NCC will have 2 by-elections this month following resignation by one councillor and banning by the other due to electoral fraud. A third by-election will be scheduled also, following the death of the incumbent councillor.
  - The Parish Partnership scheme is open again for consideration, with deadline for submission being December 2015.
  
- Special Inspector Banham reported the crime stats for June - 7 in total, no change on last month. With the warm weather, the inclination is to open doors and windows. Residents are urged to remain vigilant and keep security in mind, whilst in the garden.

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:

<b>Payee</b>	<b>Reason for payment</b>	<b>Chq no</b>	<b>Amount</b>
TT Jones Electrical Ltd	Street light maintenance	102487	150.40
Norfolk ALC	Summer conference delegate	102488	45.00
Eon	Electricity for lights May	102489	370.60
G Joyce	Expenses	102490	13.05
F Woodward	Expenses	102491	8.55
G Joyce	June Salary	102492	
L Luff	June Salary	102493	
HMRC	PAYE & NI	102494	180.44
NRCC	room hire	102495	22.00

**5.2** The RFO reported the current financial statement - receipts for June £3.03 (interest); payments for June as above and the current account balance £17,301.33. Transfer of last year' budget for lights fund has been moved to the lights account, making that £16,214.23.

**5.3** The Internal Control Check for Apr-Jun period was presented by Cllr Thompson. There were no issues or concerns. A copy of the report to follow.

**5.4** The Clerk advised that there are no changes to the Internal Control Check policy or procedure, only the form has been amended to include a check of our salary payment process. This amendment was accepted by the Council.

**5.5** The bank mandate has been amended following changes to new Council. Cllr Matthews is now a signatory in place of retired Cllr Willis. All other signatories remain as was. The correspondence address is now the Parish Clerk's home office.

**5.6** Following unsuccessful attempts to secure match funding from external sources for the proposed Trod installation through the NCC Parish Partnership Scheme 2015/16, the Parish Council considered the Clerk's proposal of utilising some of the current account carry forward from 2014/15 and a balance from the grant budget to provide the balance.

Madame Chairman adjourned the meeting to invite public participation on this item. A comment was made about the adjacent hedge and the need to keep it cut. Necton Management are responsible for this hedge and the Clerk will write to them. The general view was that it is a worthwhile investment. The meeting was resumed.

It was **resolved** to fund the £7,171.87 from internal sources in the following portions: £3,372 from monies brought forward and £3,800 from current year grant budget.

## **6. Planning matters**

### **6.1** Results of applications considered by Breckland Council

Two received.

### **6.2** New applications (comments sent to Breckland Council)

The first 3 applications on the agenda were received too late for the previous Council meeting and the deadline for Council response was before this meeting (6 July), so the Clerk sought Council member comments via email. The applications are listed on the agenda to note that the Council have considered and responded to consultation. Applications are 3PL/2015/0549/F (domestic extension), 3PL/2015/0588/F (domestic extension) and 3PL/2015/0594/O (9 dwellings).

3PL/2015/0588/F 9 new dwellings on 2 Tuns Road, is still under consideration by Breckland Council. The Parish Council have raised concerns about the density, impact on road and drainage infrastructure. The Clerk advised that the developer has been invited to submit a smaller plan. The Parish Council will continue to monitor this.

There was a discussion concerning how the Council may best engage public participation on planning applications. It was **resolved** put an item in the next Parish Link, inviting people to raise concerns with their local council members.

3PL/2015/0629/F, Mona Farm Cottages is a retrospective planning application, with work in progress. There were no objections raised by Members.

**6.3** To receive an update on the Breckland Local Plan. Cllr Carter updated members on the Parish Council's decision to maintain a watching brief on the local plan development, which is relevant to the Parish Council's decision on the production of a neighbourhood plan.

The Clerk reported on the latest update from the Local Plan Working Group:

- The open space assessment concludes that there is a deficiency of open space to recommended standard across Breckland.
- The group are currently looking at 500 sites that have been put forward for consideration of development across the district.
- A water cycle study is currently being carried out and a flood risk assessment would be done with Anglian Water and the Environment Agency.

## **7. To adopt the proposed revisions in the Council's Financial Regulations, circulated prior to meeting**

The present value of £10,000 remains as the threshold for contracts requiring tender. The circulated Financial Regulations were **adopted** by the Parish Council.

## **8. To adopt the revisions in the Council's Standing Orders, circulated prior to meeting**

Following last month's query relating to order 3.0 on page 6, the Clerk clarified that the extra new wording is not recommended and therefore has been removed. The circulated Standing Orders were **adopted** by the Parish Council.

## **9. To pass a resolution supporting our application for the Local Council Award Scheme, Foundation level**

Preparation work is now complete for the Council's application to the Local Council Award Scheme at

Foundation level. The final action required is a council resolution confirming that the relevant documents are in place and published online where required. The full checklist was circulated with the meeting papers.

**9.1** The Council **confirms by resolution** that it publishes online the following documents: Standing Orders, Financial Regulations, Code of Conduct, link to Councillors' registers of interest, publication scheme, last annual return, transparent information about council payments, calendar of all meetings, minutes, current agendas, budget and precept information, complaints procedure, contact details, action plan, evidence of consulting with the community, advertising council activities and evidence of participating in planning.

**9.2** The Council also **confirms by resolution** that it has a risk management scheme, register of assets, contracts for employees, disciplinary and grievance procedures, training policy and records for staff and councillors and a Clerk who has achieved 12 CPD points in the last year.

#### **10. To consider the long term plan for the leased land on North Pickenham Road**

This land is currently split equally between allotments and open space which is well utilised by dog walkers, who enjoy the freedom of letting dogs off the leash. This is the only facility of this kind in the village or neighbouring Holme Hale. The original idea for this land was to develop a community garden and there were some outline discussions and plans. As yet, there has been no public consultation to assess the interest in a community garden and there appears to be no lead group or person to take such a project forward.

##### Recommendations

- That the Council consider retaining the area as a dog-walking facility and promote this as a village resource.
- That some user research be undertaken through on-site surveys. This would be beneficial for future development and funding opportunities.

The Council **resolved** to accept the recommendations. The Allotment Society has offered to help with the survey.

#### **11. To confirm nominated delegate for Norfolk ALC Summer conference on 7 July**

Cllr Webb is confirmed as the nominated delegate to attend this conference.

#### **12. To receive Action Plan updates**

**12.1 A47 bus shelters.** Cllr Woodward updated members on his recent meetings with Nigel Fernig, Highways England and IRS, a supplier of bus shelters.

- Highways England have advised that the scheme cost is in region of £4,698.99 inclusive of agreeing design of shelters, undertaking risk assessments & recording the process, site supervision, RSA2 & RSA3. They want £2,500 up front to carry out any further preparatory work in order to provide a more firm cost estimate for the above works.
- Awaiting costings for shelters and their installation.
- NCC may provide up to 50% funding for project.
- The Clerk is awaiting an update from Nigel Thompkin regarding accessing the Statoil grant.
- The Council accounts can provide £2,500 on the understanding that it will be returned following receipt of funding from NCC/Statoil.

The Council **resolved** to wait for clarity of the overall project cost and assurance of the external funding prior to bridging the project with internal funds.

**12.2 Reserves policy.** Cllr Thompson suggested that members consider ahead of the next precept meeting. Members are invited to provide their ideas to Cllr Thompson, who will collate and move forward to form a policy.

**12.3 Parish Office.** This item was deferred to after item 21 as there is some overlap on discussions.

#### **13. To receive update on A47 junction improvement.**

See above for update from Cllr Kiddle-Morris.

The Clerk advised that there were two accidents at the junction recently (3 and 4 July). Police attended both. The Clerk has posted a news story on the website and invited comments from residents to help with the

Council's campaign on this matter.

**14. To confirm the nominated councillor for Health & Safety**

Cllr Matthews was confirmed as the nominated councillor for Health & Safety matters.

**15. To receive update on Emergency Plan**

Cllr Woodward updated members on his progress with revisions of the Emergency Plan. There is concern that the local representative of First Response is no longer available.

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

- Cllr Woodward – 4 welcome packs distributed during June.
- Cllr Webb – at a recent meeting with volunteer, Hilary Bewes, the welcome pack was reviewed and updated.
- Cllr Axham – next SNAP meeting on 21 July. The matter of the overgrown hedges along St Andrew's Lane obstructing the speed sign will be raised. The speeding resulted in the death of a cat.
- Cllr Sisto – the area of playing field under the 5-side goal posts needs re-seeding. The Clerk was asked to write to the NRCC on this matter.
- Cllr Sisto – the corner of School Road continues to be a dangerous junction due to road-side parking. Can this matter be investigated with appropriate authorities.
- Cllr Matthews – provided an update on Norfolk ALC matters.

**17. To receive correspondence**

As listed on the Clerk's report.

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

The following items will be added to August's agenda: NRCC, bus shelters, dog walk survey, school parking,

**19. Next meeting**

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

**20. That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

The Council agreed this motion and resolved to continue the meeting in private.

**21. To consider the NRCC due diligence report, circulated in advance to members.**

Members discussed the report and its recommendations. The Council **resolved** to agree in principle to taking sole trusteeship of the NRCC as not to do so would jeopardise its sustainability. More discussion and consideration of the application of this adoption of responsibility is required.

The report recommendations were accepted by the Council and members will make submissions as to the operation ahead of the next full council meeting.

**22. To consider the establishment of the Parish Office at the NRCC.**

The Council agreed the presented proposal for the establishment of a Council office at the community centre.

Meeting closed at 9.50 pm.

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