

Necton Parish Council



Minutes of Council Meeting held Monday, 07 September 7.30pm in the Necton Rural Community Centre

Parish Councillors present: Frank Woodward, Denise Axham, Steve Cheshire

Also in attendance: Gabrielle Joyce (Clerk) and 6 members of the public

Cllr Woodward chaired the meeting.

1. Apologies for absence

Received from Cllr Webb (holiday), Cllr Matthews (work), Cllr Carter (other council matters), Cllr Sisto (health), Cllr Thompson (work).

2. Declarations of interest

No declarations of interest were noted.

3. To approve minutes of Council meeting

Minutes of Council meeting held on 03 August 2015 were confirmed as a correct record and duly 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 – Norfolk County Council received the council's contribution to this project and they confirmed that ongoing maintenance of the Trod will rest with NCC as part of their verge management.

New Parish Office – New telephone number is 01760 721665. This has an answer machine and will be promoted widely once office opening hours have been clarified and in time for full operation in October.

Bus Shelters – The deposit payment to Highways England has been received and the council await a progress update from the agency.

Vehicles parked in Chantry Court – Following interception on this matter by PCSO Thurlow, the owner of the 5 vehicles came to the parish office. He indicated that 2 of the vehicles would be removed within the next few weeks (black jaguar car and white transit van) and the motor home would be utilised for holidays before the end of the year. He confirmed that the paperwork relating to the motor home was legal.

Meeting adjourned for Public Participation Session

- Mr Woodbine, representing the Sports & Social Club, asked if the Council, in their capacity as forthcoming trustee of the NRCC, would be charging the football club ground rent for the playing field. The Clerk advised that no decisions on such matters had yet been made.
- A resident reported that the ditches along St Andrew's Lane, particularly by the small bridge are in need of clearing as they are flooding during the heavy rain. The Clerk will report this to Norfolk County Council Highways.
- PSCO Paul Bailey from Swaffham Safer Neighbourhood Team (SNT) and Sgt Oakenfold from Dereham Police Station were welcomed to the meeting. Their arrival follows the council's invitation to the Police Commissioner.
- PSCO Bailey reported the crime stats for Necton during August as being 6 in total. The recent increase in the crime stats is a result of increased reporting by members of the public. It also reflects a new method of

internal police reporting of figures, where issues they transfer to social services are now included in their 'other' classification.

- PSCO Bailey advised that the highway code is not enforceable by the police. The only time police action would be taken is when a parked car is causing an obstruction. The control of parking was transferred to Breckland Council back in 2011, who subsequently contracted out the work to Kings Lynn Borough Council. The point of contact there is Martin Chisholm on parking.operations@west-norfolk.gov.uk

There being no further questions from the public, the chairman resumed the meeting.

5. Finance

5.1 To agree payments of invoices received during August.

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

Payee	Reason for payment	Chq no	Amount
HMRC	PAYE & NI for August	102506	180.44
G Joyce	August Salary	102507	
L Luff	August Salary	102508	
TT Jones	Regular maintenance fee for July	102509	151.12
EON	Electricity for July	102510	370.60
Mazars	Audit Fee	102511	240.00
Necton Sports & Social Club	"No Dogs" sign for playing field	102512	15.00
Society of Local Council Clerks	2015/16 membership fee	102513	131.00
NPTP	Clerk's CiLCA training	102514	250.00
F Woodward	Exp for July	102515	13.05
G Joyce	Exp for August	102516	104.99
TT Jones	Regular maintenance for August	102517	150.64

5.2 To receive the current financial statement and progress against budget.

The RFO reported the current financial statement – no receipts for August and the current account balance £4,765.55. A budget flowchart was circulated to members. The second instalment of the council precept is expected during September.

It was noted that the current account funds were now extremely low; however, two significant village projects were in progress.

5.3 To receive External Auditor's report on Annual return year-end 2015.

The council's annual return was returned signed by Mazars, external auditor, and no matters of concern noted. A copy of the return is available on the council's website and village noticeboard.

5.4 To consider and agree the CiLCA Training Agreement with the Clerk.

The Clerk's CiLCA training commences on 9 September and continues through to April 2016 through a combination of monthly training sessions, study and practical application (work and building of portfolio) SLCC believe that the qualification is a commitment of approx. 200 hours (20 hrs training sessions, 40 hrs study and

160 hrs at work). The council commitment is to support the costs and up to 30 additional hours in recognition of study time to complete the portfolio. The Clerk would be happy to take some of these hours as TOIL. Cllr Cheshire asked if these additional hours be allocated a budget.

It was **agreed** that the clerk would work out costs and prepare a proposal that apportions the cost against a budget.

5.5 To consider how to progress with the works identified in the annual inspection of lighting stock.

The report was discussed. The report identifies that 70 lights are now obsolete, which means that specific components are no longer manufactured and it may not be possible to repair any other fault apart from bulb replacement. Breckland council have been asked to trim their trees surrounding lights in Elizabeth Drive. It was **agreed** that the clerk would contact the previous maintenance contractor to ascertain when the last electrical tests were carried out.

The matter will be carried forward to the next agenda.

6. Planning matters

6.1 Results of applications considered by Breckland Council

3PL/2015/078/F permission

3PL/2015/0629/F permission

6.2 New applications (comments sent to Breckland Council)

No new applications.

6.3 To receive an update on the Breckland Local Plan

Statement of 5 year housing land supply is the latest report from Breckland local plan working group and it is available on their website. The relevant data for Necton states that currently there are 222 proposed dwellings of which **159** are still to be built up to year-end 2020. These figures do not include the most recent outline planning consent for **4** dwellings on Tun's road.

7. To finalise the dog walking survey volunteer roles

A number of slots were filled and the survey will be carried out during the week of 14 September.

8. To receive update on progress towards trusteeship of the NRCC

8.1 The final meeting of the existing committee will be on 17 September, 7.30 pm. From 1 October, business will be attended to in monthly meetings of the sole trustee (Parish Council) immediately ahead of the regular Parish Council meetings, commencing at 7 pm. It is intended that this meeting will close promptly at 7.25 pm to allow the PC meeting to be held on time.

8.2 Bank mandates will require changing to include two members of the Council as signatories. Existing signatories, Heather Field and Gabrielle Joyce, remain unchanged for the present. Two councillors will be added to the signatory list.

8.3 As per the due diligence recommendations, the Parish Clerk's hours will increase by 5 hours weekly (to 21 hours) from 1 October 2015 to 31 March 2016, to support the operational management of the charity. These arrangements will be reviewed during that 6-month period alongside the development of a business plan for the Community Centre. The intention is that the cost of these extra hours will be recharged to the charity at the end of the period.

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

- Cllr Woodward reported that two welcome packs were delivered during August.
- Cllr Axham reported that she would be attending the next SNAP meeting on 15 September and welcomes comments to take to it.

10. To receive correspondence

As listed on the Clerk's report.

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

None noted.

12. Next meeting

The date and time of next meeting of the Council is **Monday, 5 October 2015**, 7.30pm.

13. To pass a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press for a confidential item

The resolution was agreed.

13.1 To consider quotes received for grounds maintenance of the playing field.

The Clerk invited four contractors to bid for this contract. Two quotes were received and considered by the Council. The Council **resolved** to accept the quote from their existing contractor and continue to employ their services for a further three years.

Meeting closed at 8.50 pm.

Minutes signed by Chair (or designate) _____ on _____