

Necton Parish Council



Minutes of Council Meeting held Monday, 02 November 7.30pm in the Necton Rural Community Centre

Parish Councillors present: Jeanette Webb (Chairman), Frank Woodward (Vice-Chair), Denise Axham, Joe Sisto, Steve Cheshire & Ian Thompson.

Also in attendance: Gabrielle Joyce (Clerk) and 13 members of the public and County Councillor Mark Kiddle-Morris.

1. To approve apologies for absence

Apologies received and approved for Cllr Matthews (business related)

2. Declarations of interest

No declarations of interest were noted.

3. To approve minutes of Council meeting

Minutes of Council meeting held on 05 October 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.

- TT Jones has been commissioned to carry out the electrical testing of 103 (old) lights. Work is expected to be carried out on 28 October. Confirmation of work carried out is yet to be received.
- Process has started on the application for funding from NCC PPS 2016/17 for the North Pickenham Trod. A request for support was sent to Cllr Wilkin and Cllr Kiddle-Morris. Cllr Kiddle-Morris responded positively.
- A resident from Chantry Court advised the Clerk of misuse by a small number of local residents of the dog waste bins in Chantry Court. Large plastic bag collections of dog waste from private gardens are being deposited in the public bins. The Clerk has included this issue in the November Parish Link.
- Gary Lake was commissioned to deal with the issue of moles in the play area and field.
- NCC Highways will install two safety triangles on the Tun's Road approaches to the play area.
- The two misaligned lights by Hale Road/Chantry Lane junction have been reported to Westcotec to investigate.
- The Council has been awarded Council of the Week by NALC.
- The Clerk met with Richard Fletcher (NCC Highways) and Ian Dalglish, School Governor at the school gate on 27 October, to consider options to help reduce congestion and risk at school times. The introduction of a designated 'drop off' zone will be investigated.
- Thank you to two village volunteers, Mr Brian Coles and Mr Peter Fitz'harris, who made improvements to the village during October.

Meeting adjourned for Public Participation Session

- Special Inspector Banham stated that a number of trees along Tun's Road and Hale Road are obscuring the street lights. He also reported that crime figures for October were unavailable due to changes in IT systems.
- A resident reported that the traffic island on the A47 is damaged.

Cllr Kiddle-Morris, County Council ward member, advised that NCC is inviting public engagement with their budget consultation. Major savings are required and the public have the opportunity to contribute to the discussion until 14 January 2016. Details available on NCC website and in the current Your Voice magazine that is distributed to houses.

There are also 2 by-elections in the county on 19 November, which may change the political landscape at County Hall.

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

5. Finance

5.1 To agree payments of invoices received during October.

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
G Joyce	Oct Salary	102524	
L Luff	Oct Salary	102525	
HMRC	PAYE & NI	102526	282.60
G Joyce	Oct Expenses	102527	43.71
F Woodward	Expenses	102528	13.50
G Lake	Playing field & Tun's Road garden maintenance	102529	667.50
Mona Hill Trust	Allotment lease payment	102530	750.00
Parish Link	Annual fee for space	102531	340.00
Norfolk ALC	Autumn Conference booking for Clerk	102532	40.00
TT Jones	September street maintenance	102533	150.64
Eon	September energy	102534	358.66
BT phone	October line rental	direct debit	27.60

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

The RFO reported the current financial statement – Receipts for October - £462.20 (allotment rent banked). Payments for October - £3,634.38 (as on chq list). Current account balance is £15,098.43 (with the £5,000 budget for light refurbishment having been moved to that account).

The VAT claim for April to September was submitted on 20 October, a total of £727.90.

5.3 To receive Internal Control Audit for July to Sept period.

Cllr Thompson presented his report and confirmed all was in order.

CHECK 2 (July - September)

1. Please check at least three payments and receipts

please advise Cheque Nos. 102499, 102509, 102518

Receipt Nos. NO RECEIPTS

2. Please check a VAT Return.

Has the return been submitted on time Yes / No. Is the return correctly totalled Yes / No Are all entries legitimate. Yes / No

3. Has the Annual Return been presented to Council, agreed, signed and submitted to the External Auditor? Yes / No Date of meeting... 7-9-15 TT Jones

Has a report from the Internal Auditor been presented to the Parish Council Yes / No Date of meeting. 02-11-2015

4. Has a bank reconciliation for the treasurer account been carried out on a monthly basis? Yes / No

Any other comments Via COMPUTER + MANUALLY

Reported to Council Meeting on 2-11-15

Signature [Signature] Date 09-10-15

5.4 To consider draft budget 2016-19, version 2

The Council discussed the prepared budget. It is proposed that a precept of £50,000 be requested to provide for improvements to the village facilities and infrastructure, such as a trod along the North Pickenham Road and refurbishment of the lighting stock.

The Council **agreed** to accept version 2 of the draft budget and make final decisions in December.

5.5 To consider the merits of financing the running costs of the play areas directly from Parish Council budget.

The NRCC currently cover the running costs of the play areas from income generated by users of the community centre, however the facilities are used by the entire village and not restricted to users of the NRCC (community centre). Proposed by Cllr Thompson, seconded by Cllr Cheshire, the Council **resolved** to finance from the precept, the ongoing and future costs of the play areas and playing field. This will not impact on the ownership of the land, which will continue to rest within the NRCC.

5.6 To receive report from Cllr Webb on pension provision options.

Cllr Webb presented her report and the options were considered. Proposed by Cllr Thompson, seconded by Cllr Cheshire, the Council **resolved** to utilise the government NEST pension scheme.

6. Planning matters

6.1 Results of applications considered by Breckland Council

3PL/2015/1128/F 18 Chantry Lane – approved by Breckland Council.

3PL/2015/1089/F Nutts Barn – approved by Breckland Council.

6.2 New applications (comments sent to Breckland Council)

3PL/2015/1185, new dwelling on Hale Road – no concerns raised by members.

3PL/2015/1208, refurbishment of extension, 1 School Road – no concerns raised by members.

6.3 To receive an update on the Breckland Local Plan

It is likely that the next public consultation on the Local Plan will be during November.

6.4 To report on updates regarding the Old Diner site.

Mr Gray responded to the letter from the Parish Council. He advised that he does not intend on taking the trees down at present. The building will be knocked down once a sale has been secured, he declined to say when that may happen. The building entrances and site are secure and not for public admittance. Mr Gray attended this meeting and provided the Council with copies of a survey which identify the specific type and rating of asbestos found within the building, confirming that the asbestos is of a 'very low to low' potential to release asbestos fibres. Mr Gray was thanked for his contribution.

7. To consider proposed changes to Norfolk ALC constitution.

The Council considered the proposed constitution and **resolved** to agree the new constitution.

8. To schedule review of documents listed as due in January and February 2016

- Information & Communications policy, to be reviewed by Cllr Thompson.
- Dignity at work; bullying & harassment policy, to be reviewed by Cllr Cheshire.
- Equality & Diversity, to be reviewed by Cllr Webb.
- Complaints & Compliments policy, to be reviewed by Cllr Webb.
- Training & Development policy, to be reviewed by Cllr Sisto.

9. To receive updates from individual council members

- Cllr Sisto reported that the football club has a 3rd team, increasing membership.
- Cllr Woodward reported 1 welcome pack was distributed in October. Nothing to report from Sports & Social Club. The Lights working party (FW, JW, DA) have done an on-site review of the lights in Brackenwoods and will be reporting on their findings plus recommendations at December's meeting.
- Cllr Webb provided an update from the allotment association. She also provided an update on apprenticeships and its viability for the parish council.

10. To receive correspondence of note

As listed on the Clerk's report.

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

Budget sign-off, bus shelters update, lights working party recommendations.

12. Next meeting

The date and time of next meeting of the Council is **Monday, 07 December**, 7.30pm.

Meeting closed at 9.15 pm.

Minutes signed by Chair (or designate) _____ on _____