

# Necton Parish Council



## Minutes of Council Meeting held Monday, 7 March 7.30pm in the Necton Rural Community Centre

### Parish Councillors present:

David Matthews (Chairman)  
Denise Axham  
Joe Sisto  
Steve Cheshire  
Ian Thompson  
Christine Tilbury

### Also in attendance:

Gabrielle Joyce (Clerk)  
Cllr Nigel Wilkin, District Councillor (arrived at 7.35pm)  
16 members of the public

### 1. To approve apologies for absence

Apologies received & accepted from Cllr Woodward (personal). Apologies also received from Cllr Kiddle-Morris.

### 2. Declarations of interest

No declarations of pecuniary interest were noted.

### 3. To approve minutes of Council meeting

Minutes of Council meeting held on 01 February 2016 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.

- Update on St Andrew's Lane land: Breckland Property Services Dept are considering a cost effective proposal involving creating a hard core/shingle pathway along the front boundaries of the 3 left hand properties to be served by a single set of concrete paved steps to the off road parking area. This work is subject to full survey and cost considerations. A full feasibility study is scheduled to be carried out and it is anticipated that final decisions will be made by the end of April.
- Footway damage on Tun's Road: resident reported to Clerk on 18 Feb that one of the three BT manholes outside 19 Tun's Road had a broken support making it unstable underfoot and possible for other supports to give way. Clerk reported via NCC online system – 539471.
- Road markings for School drop off: Further to the discussions with Richard Fletcher, NCC Highways, during the autumn mid-term, the new markings outside the school to facilitate a "drop off" zone should be implemented by end of March. It is hoped that this will help keep traffic moving.
- Mark Jennings continues to monitor our children's play area and adult outdoor gym. He has noted some damage with climbing hand holds on one item, which he has removed. He is monitoring the other hand holds.
- The resurfacing project commenced on 26 February. Two items – seesaw and roundabout – require maintenance and resurfacing around these and the spring hen will be delayed.

### 5. Reports from:

Cllr Mark Kiddle-Morris: none  
Cllr Nigel Wiling: none

**Meeting adjourned for Public Participation Session at 7.39 pm**

- Two residents, Mr Phil Hayton and Mr Clive Pellett, declared their interest in joining the parish council and introduced themselves to members and public. The Clerk will contact them during the month to discuss how to proceed. Their co-option will be on the agenda of the April meeting.
- Mr Luff reported that a significant pothole has appeared on the footpath of Tun's road by the entrance to play area.
- A resident reported on the ongoing parking at the junction of School Road causing a dangerous obstruction to oncoming traffic.
- A resident of Brackenwoods reported that his garden is sliding into the ditch between his property and the farmer's field. Cllr Wilkin offered to follow this up.
- A resident commented on the difficulty with accessing the Local Plan online public consultation. They also expressed concern that there was not enough publicity about the consultation. Cllr Wilkin noted the comments.
- Mr Woodbine asked for an update on repairs of the car park of the centre.

Public session closed 7.56 pm

**6. Finance****6.1 To agree payments of invoices received during January**

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

<b>Payee</b>	<b>Reason</b>	<b>Chq no</b>	<b>Amount</b>	<b>VAT portion*</b>
NRCC	Received from Breckland Council into wrong account. Payment for room hire	102557	75.00	
Eon	Electricity charges for January 2016	102558	370.60	61.77
TT Jones	Street light maintenance for January 2016	102559	150.64	25.11
NPTP	Training courses	102560	85.00	
NRCC	Room hire February & March	102561	46.00	
BT phone	Rental & calls	direct debit	27.60	4.60
G Joyce	February salary	Stdg order		
L Luff	February salary	102562		
G Joyce	Reimbursement of expenses for office equipment, stationery and travel.	102563	131.72	20.45
SLCC	Registration fee for CiLCA 2015 for Clerk	102564	250.00	

\* VAT will be reclaimed at the end of March 2016.

**6.2 To note the requirement of cheque no 102557 to NRCC**

Breckland Council accounts paid hall hire (£75) into the Parish Council account rather than the NRCC bank account. Cheque No 102557 is to move the money to the right account and right organisation.

**6.3 To receive current financial statement and progress against budget**

Receipts for February: £75 received in error as above. Payments for February - £2,287.33 (as on chq list). Current account balance is £3,322.49.

**Budget against actual**

- Salaries over by £2,657 – revised pay award for Clerk in April 2015 & extra hours for Clerk in Oct to accommodate NRCC responsibilities. This is off-set by £1,334 to be cross-charged to NRCC, reducing the variance to £1,323.
- Lights over by £442 – increase in energy cost, 5 year testing not budgeted, offset by saving on contractor maintenance budget (new contractor)
- Admin under by £112 – maintaining vigilance on budget
- Total expenditure over by £2,118

**Extra current year income**

When the Parish Council took over trusteeship of the NRCC, they agreed an increase in the Clerk’s hours (5 hrs weekly) for 6 months (Oct-Mar 16) to support the operational management of the NRCC. The intention was that this would provide for the development of a business plan for the centre and its longer-term operation. (Reference; September minutes 2015/5/3 item 8.3) The funds to support this increase were to be charged to the NRCC at the end of the period (March 2016). This amounts to £1,334.

**6.4 To receive report from Internal Control Check**

Cllr Thompson presented his quarterly report.

HECK 3 (October – December)

1. Please check at least three payments and receipts

please advise Cheque Nos. 102524 / 102526 / 102529

Receipt Nos. 462-50 / Ver 1-72-92 / 2-29 / correct. Paid by J.


2. Please check staff time sheets. Have they been regularly submitted and authorised.  Yes / No

3. Have salaries been correctly calculated? (please check hours worked against salary rates)  Yes / No  
 Has a payment been made to the Inland Revenue in the last quarter for PAYE and NIC  Yes / No

4. Have receipts and payments been presented to the Parish Council against budget estimates in the last six months?  Yes / No  
 Date of meeting.. 4-1-16

Any other comments..... All correct via computer & manually.

Reported to Council Meeting on..... 7-3-16

Signature.....  Date..... 23-2-16

**6.5 To consider request from NRCC to purchase a mechanical floor cleaner for the centre**  
**It was agreed** that the Parish Council would make this purchase and donate it to the NRCC.

**6.6 To consider clerk’s request for early inclusion to a pension as a voluntary member**

The Council’s staging date is February 2017, the time by which a suitable pension scheme is in place and qualifying employees are included and receiving an employer contribution. Council have already agreed that NEST is the pension that will be provided. There is a facility to enrol voluntary members without penalty or

charge to the Council **it was agreed** that the Clerk could avail of this option and make contribution to her pension by salary sacrifice.

#### **6.7 To consider a solution to address current IT security risk**

Whilst the Clerk was investigating ways to include the Sports & Social Club within the Council's broadband/WiFi network, she learnt that the current network has some risk. WiFi at the community centre is accessible only via a password. However, once on the network, it is not impossible to access the Council's private IT files. This is a small risk as the Council's laptop is firewalled and not left on the premises when the office is closed, however, it was agreed that this risk should be addressed. **It was agreed** that the Clerk commission Julian Horn to assist with this matter within a budget of £40.

### **7. Planning matters**

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

None.

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

- 3PL/2016/0080, 28 Ketts Hill, conservatory extension. The Clerk has obtained an extension to the PC's consultation return. The Council expressed no concerns.
- 3PL/2016/0114/F, new house in The Grove. The Council expressed no concerns.

#### **7.3 To receive update on Local Plan**

The Clerk has submitted the Council's comments via the online consultation portal. Consultation closed on 22 February. The turnout at Breckland Council's drop in session on 11 February was steady, probably over 100 people attended during the 5 hours.

There will be further consultation once this data has been analysed.

#### **7.4 To consider adopting a delegation scheme for routine planning applications.**

The Clerk presented a scheme of delegation for householder applications. Discussion ensued and Members decided to defer a decision on this for the time being.

#### **7.5 To receive presentation from Lanpro – Mr Ian Reilly regarding Erne Farm proposal.**

Mr Reilly outlined the background to this proposal submitted to Breckland Council as part of their local plan consultation. It proposes to develop the old Erne Farm site to accommodate 31 dwellings, which would include social housing and possibly self-build sites. The proposal also includes good provision for green infrastructure, with a large community space, which would be developed in collaboration with the local community.

Cllr Matthews thanked Mr Reilly for the presentation and stated that this should be seen as a benchmark for other potential developers, with early inclusion of Parish Council and residents in consultation.

### **8. To consider and adopt a new Communications Policy**

The presented Communications policy was agreed and adopted.

### **9. To receive update from Business plan working group**

This group has yet to meet. The Clerk will offer potential dates.

### **10. To consider allowing the clerk to carry forward outstanding leave to the next financial year**

Due to business demands, the clerk still has two weeks of annual leave outstanding as this financial year comes to a close. **It was agreed** that these two weeks can be carried forward to be used before the end of May 2016.

### **11. To receive updates from individual council members**

#### **Cllr Sisto**

- Noted the recent article about goalposts circulated by the clerk. Could this be considered on the next agenda.
- Asked for an update on progress of monies from Statoil.
- Noted the ongoing risk of the School road junction were cars are parked too close to the junction.

- Suggests that the medal be given to the oldest person in the village or perhaps more could be ordered for all the 90 year olds. This will be considered.
- Noted that there is a large pothole opposite the church.

**Cllr Thompson**

- Noted that Fransham Parish Council is also waiting for an update on funding for their bus shelter project from Statoil.

**Cllr Cheshire**

- Attended the recent Norfolk ALC café cluster session.
- Will be presenting at the Autumn Norfolk ALC conference.

**Cllr Tilbury**

- Reported problems with parking outside Plowright Surgery and dangerous parking on the junction.
- Reported re-emergence of potholes along North Pickenham Road.

**Cllr Matthews**

- Reported on his recent site visit to the Statoil Sub-station, noting that the site once commissioned will be smaller than now as there will be no personnel on-site and current support infrastructure will be removed and the area landscaped.
- Reported on current Norfolk ALC matters, in particular discussions regarding devolution of central government powers to a new Norfolk, Suffolk, Cambridgeshire and Peterborough entity. Norfolk ALC is working closely with other CALCs on this.

**12. To receive update from Necton Allotment Society**

**Membership:** One further plot has been taken on. He has been allocated the plot nearest to the gate as he has limited mobility.

**Maintenance:** Repairs carried out to the stock fence (the original fence which encloses two sides of the allotments) as several of the posts had rotted through and the fence was at risk of collapsing. New posts have been put in and the wire has been re-tensioned.

The society is also preparing a selection of plots (This will involve strimming, spraying then rotavating) in the hope that a ready-prepared plot will be a more attractive proposition for prospective tenants.

**Improvements:** The old sliding wooden gate, which was heavy and difficult for some people to use, has been replaced with a metal field gate. The first of the three benches have been installed. Two further benches to be installed on the allotments and one within the dog walk when the weather permits and the right people are available.

**Car Park:** The car park remains closed due to the continuing wet weather.

**13. To receive any items for inclusion on the next agenda**

Co-option; goal posts, HM Queen Elizabeth 90<sup>th</sup> birthday medal

**14. Next meeting**

The date and time of next meeting of the Council is **Monday, 4 April**, 7.30 pm. Also noted is the Annual Parish Meeting, Thursday, 28 April, 7.30pm.

Meeting closed at 8.55 pm.

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