

# Necton Parish Council



## Minutes of Council Meeting held Monday, 9 May 7.30 pm in the Necton Rural Community Centre

### Parish Councillors (6) present:

David Matthews (Chairman), Frank Woodward (Vice-Chairman),  
Denise Axham, Joe Sisto, Ian Thompson, Steve Cheshire

### Also in attendance:

Gabrielle Joyce (Clerk)  
27 members of the public

### 1. To receive nominations for the post of Chairman and elect a member to the post

Cllr Thompson proposed Cllr Matthews, seconded by Cllr Sisto and agreed by all. Cllr Matthews was elected Chairman of the Parish Council for the forthcoming year.

### 2. To receive nominations for the post of Vice-Chairman and elect a member to the post

Cllr Thompson proposed Cllr Woodward, seconded by Cllr Sisto and agreed by all. Cllr Woodward was elected Vice-Chairman of the Parish Council for the forthcoming year.

### 3. To approve apologies for absence

Apologies received & accepted from Cllr Pellett (family reasons)

### 4. Declarations of interest

No declarations of pecuniary interest were noted.

### 5. To consider the co-option of Mr Phil Hayton to the Parish Council

Cllr Matthews proposed this motion, seconded by Cllr Thompson and all agreed the co-option of Mr Hayton to the Parish Council. Mr Hayton was welcomed to the table by the Chairman and he signed the Acceptance of Office form in the presence of the Clerk.

### 6. To approve minutes of Council meeting

Minutes of Council meeting held on 04 April 2016 were confirmed as a correct record and duly signed by the Chairman.

### 7. 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.

- Norfolk County Council has a new online reporting system that tracks progress. This is for public use and not just a parish council facility.
- Outdoor table tennis: following some interest from residents, the clerk is pursuing some funding opportunities.
- A longstanding resident, Mrs Joan King, celebrated her 90th birthday with a party in the Community Centre. The Parish Council presented Mrs King with their HM Queen Elizabeth II 90th Birthday commemorative medal and a bouquet of fresh flowers.
- Breckland Council are currently doing a district wide survey on lights. The Parish may be invited to contribute to this survey.
- A revised unmetered supply certificate was received from UKPN. This means that the new LEDs are now on their inventory and savings will be reflected in the Council's future electricity bills.
- Still awaiting update from NCC Highways on the date for installation of warning signage for the play area on Tun's Road.
- The Community centre will be closed for internal painting during the weekends 21, 22, 28, 29 May, 4 & 5 June.

### 8. Reports from:

8.1 Cllr Mark Kiddle-Morris, Norfolk County Council: none received.

8.2 Cllr Nigel Wilkin, Breckland Council: none received.

**Public Participation Session opened at 7.50 pm**

- Mrs Jenny Smedley, with concerns about speeding within the village, has started a campaign to bring a 20-mile limit throughout the entire village. The campaign “20s the limit” is a widely known initiative with good resources to help a campaign be successful. Mrs Smedley will publicise this campaign and hopes that it will receive support from the Parish Council. There were voices of support within the audience for this initiative. The Council will consider their support at the next meeting.
- Mr Banham advised people that any dangerous driving should be reported to police so that action can be taken.
- A resident expressed concern about the planning application for 20 Hale Road, change of use on the grounds of increased traffic and car parking congestion. Other residents expressed similar concern.

Public session closed 8.07 pm

**9. Finance****9.1 To agree payments of invoices received during April**

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>
G Joyce	April Salary	Standing Order on 25 April 2016		
BT phone	Line rental	Direct Debit on 26 April 2016	27.60	4.60
Norfolk ALC	New Councillor books (training)	102575	25.00	
Necton PPC	Grant to support churchyard grass-cutting	102576	350.00	
L Luff	April Salary	102577		
G Joyce	Apr Expenses (stationery & travel)	102578	187.00	13.44
TT Jones	Street light maintenance for March	102579	150.64	25.11
Eon	Street light energy for March	102580	370.60	61.77
Mona Hill Trust	Allotment lease 1 <sup>st</sup> instalment for 2016	102581	750.00	
Fenland Leisure Products	Rubber mulching surface in play area (1 <sup>st</sup> payment)	102582	22,681.61	3,780.27
Julian Horn	IT consultancy relating to public access WiFi provision	102583	40.00	
Necton Sports & Social Club	Grant to support purchase of new tables	102584	378.00	
Necton Football Club	Grant to support purchase of mobile lights for pitch	102585	760.00	

### **9.2 To receive current financial statement and progress against budget**

Receipts in April: 27,042.75. Payments as per cheque list. Current account balance is £47,515.20.

### **9.3 To receive and consider the Internal Auditor's report**

The Internal Audit Report 2015-16 was circulated to members prior to meeting. There were 5 notes highlighting minor issues, which were discussed and actions agreed to rectify. The report stated that the accounts are well managed and organised and found to be correct on inspection. The report was noted and accepted.

### **9.4 To confirm existing direct debit and standing order instructions**

Existing Direct Debit instructions: BT phone on 26<sup>th</sup> every month and BT broadband every 3 months.

Standing order instruction: G Joyce salary on 25<sup>th</sup> every month. These instructions were noted and agreed.

### **9.5 To consider the annual internal control review**

The Council considered the presented review document and agreed that the current controls are satisfactory. It was noted that going forward this review be carried out by the Internal Control Officer and not the RFO.

### **9.6 To receive nominations and confirm a member as Internal Control Officer for year 2016/17**

Cllr Thompson was nominated and agreed to continue for a second year as Internal Control Officer.

### **9.7 To note updated asset register**

The asset register was updated to include new items, mechanical floor cleaner and play area resurfacing and circulated to members. It was agreed.

### **9.8 To agree revised additional items listing on Parish Council insurance prior to renewal**

The revised additional items listed on the parish council insurance were agreed. The policy premium adjusted to reflect this new list is £2,073.69, which is an increase on budget, but ensures adequate insurance of assets.

## **10. Planning Matters**

### **10.1 To receive results of outstanding applications**

None received.

### **10.2 To receive new planning applications relevant to the village and make comment**

3PL/2016/0393/HOU, Mr McKay, 6 Chantry Lane. Conversion of garage and extension – no objection.

3PL/2016/0422/D, Castle Well Developments, Old Garden Centre, 9 new dwellings – no objection.

3PL/2016/0491F, Brethren Church, 20 Hale Road, change of use from residential to church hall – following objections raised;

- The location of this property at the corner of a busy junction is such that it will add to traffic congestion when the hall is in use,
- The loss of a bungalow from the housing provision within the village, a type of property that is in decreasing supply, but increasing demand with an aging population.

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

Cllr Matthews reported the highlights of his meeting with officers of Breckland Planning department. Cllr Wilkin and the Clerk also attended this meeting. Within the current Local Plan figures, there is a potential for about 400 new dwellings within the village if all are allowed to go through. However, there are 219 dwellings already committed, yet to be built, and with the current infrastructure restraints, the view expressed to Breckland was that the figure of 300, including the present 219, would be the maximum that this village could realistically accommodate by way of new commitments over the life of the emerging Local Plan.

Cllr Woodward stated that the facilities in the village cannot cope. The school is not large enough.

Cllr Cheshire stated that road access appears not to be considered in the currently proposed development sites which are mostly on the side of the village where access is poor.

### **10.4 To consider the potential development of land at Charnwood and Shell Field, St Andrews Lane**

The Parish Council was invited to comment on the potential development of two sites of land adjacent to the Old Garden Centre and A47. This land has already been submitted to Breckland Council for consideration in the

Local Plan. Cllr Thompson suggested that some community green space would be a positive element of any plan. Cllr Matthews is concerned that a high-density development will exacerbate the already congested A47 junction. Cllr Thompson suggested that the old slip road be considered for filtering traffic into the village ahead of the junction. Council await the production of a plan before further comment.

**10.5 To receive a report on progress with Erne Farm development proposal (Lanpro Services)**

Mr Ian Reilly was invited to deliver an update presentation on this development proposal. Various surveys are currently underway on site and their reports will inform the final proposal, however the initial plan suggests that with preservation of significant trees, there is opportunity for 40 dwellings and a community space. The mix of dwellings being bungalows and houses. LanPro will provide a public consultation to inform the development of the new community space. This event is likely to be in June and will be advertised.

**11. To receive and consider nominations for representatives on outside bodies**

- 11.1 Necton Sports & Social Club – Cllr Woodward was appointed.
- 11.2 Necton Football Club – Cllr Sisto was appointed.
- 11.3 Safer Neighbourhood Area Partnership (SNAP) – Cllr Axham was appointed.
- 11.4 Icen Partnership Swaffham – Cllr Woodward was appointed.
- 11.5 Necton Allotment Association – Cllr Matthews was appointed.
- 11.6 Norfolk ALC – nobody appointed.

**12. To establish a Personnel Working Group to carry out Clerk's annual review**

Personnel working group was established with Cllrs. Matthews, Cheshire, Woodward and Hayton. This group will consider note 4 of the Internal Audit Report. The Clerk's appraisal will be conducted by Cllrs Matthews and Cheshire. A date will be arranged.

**13. To adopt a revised Complaints Policy**

The revised policy was adopted and will be published on the website.

**14. To adopt a new WiFi & Public Access policy**

The policy was adopted and will be published on the website.

**15. To confirm NRCC Committee terms of reference & to elect members and substitutes**

The terms of reference were agreed. Members are Cllrs Matthews, Sisto, Axham, Thompson and Woodward. Co-opted member is Mr Woodbine. Substitutes are Cllrs Hayton, Cheshire, Pellett.

**16. To consider updated business plan and recommendations from the business plan working group**

Cllr Cheshire recommended that more time be given to this plan and its execution alongside the potential development that the village is likely to face within the emerging local plan. It was agreed that a further working group meeting be held to facilitate this. The Clerk will circulate dates.

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

Cllr Sisto reported that he accepted a donation of £1,500 from Statoil on behalf of NRCC.  
Cllr Axham reported that light 9080 is still out.

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

No report at this meeting.

**19. To receive any items for inclusion on the next agenda (for information only)**

20s the Limit campaign, Financial regulations revision, Business plan, report from working group.

**20. Date and time of the next Parish Council Meeting is Monday, 06 June 2016, 7.30 pm.**

Meeting closed at 9.21 pm.

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