

# Necton Parish Council

Minutes No: 2016/5/1

Minutes of Council Meeting held Monday, 05 September 7.30 pm in the Necton Rural  
Community Centre



## Parish Councillors (7) present:

David Matthews (Chairman), Frank Woodward (Vice-Chairman),  
Denise Axham, Joe Sisto, Ian Thompson, Clive Pellett, Phil  
Hayton.

## Also in attendance:

Gabrielle Joyce (Clerk)  
13 members of the public  
Cllr Nigel Wilkin (Breckland Council)  
Cllr Mark Kiddle-Morris (Norfolk County Council)

### 1. To receive and approve apologies for absence

Received from Cllr Cheshire (work commitment).

### 2. To receive any declarations of interest from Members & consider requests for dispensation

None.

### 3. To approve minutes of Council meeting held on 01 August 2016

The minutes were **agreed** by all and signed by the Chairman as a true record.

### 4. To report progress on matters arising (Clerk's report)

The Clerk circulated a written report prior to the meeting and summarised some of the key points:

- Bus shelters – the tender deadline is 20 September and results will be considered at next meeting.
- North Pickenham Road Trod – awaiting installation date from NCC Highways.
- Play area resurfacing – anticipated completion early September, following the arrival of a new see-saw.
- Out-door table tennis – awaiting result of funding application to s106 Mill Street fund for surface.
- NCC PPS 2017/18 – deadline for submission of applications is December 2016.
- McDonalds rubbish in car-park and village – Clerk is meeting with representative of McDonalds to discuss.
- Councillor training – a planning workshop delivered by Nigel Wilson is scheduled for 13 September.

### 5. Reports from:

#### 5.1 Norfolk County Council, Cllr Mark Kiddle-Morris:

Norfolk County Council's Devolution consultation has ended with a significant majority in favour of devolution and an elected Mayor. There were 14,500 respondents. No other matters of note as August was a quiet month.

The Chairman brought item 8 (see detail below) forward to this point to enable Cllr Kiddle-Morris to report before attending other Parish Council meeting commitments.

#### 5.2 Breckland Council, Cllr Nigel Wilkin:

August has been a quiet month in Breckland Council too, so nothing to report on matters not elsewhere on the agenda.

He received many complaints about the weeklong closure of Tun's Road. The work could have been done within two days rather than spread over the entire week. There are two further closures scheduled for this area in the near future.

Verge at Eastgate – NCC Highways have agreed to carry out a traffic management survey to clarify ownership of trees on the verge. If confirmed as belonging to the owner (Cllr Wilkin) they will be removed and the boundary fencing replaced. This would assist visibility for the entrance to Eastgate.

### Public Participation Session opened at 20.02

- Mr Woodbine brought to the attention of members a defective window and outside light at the community centre. He also asked about the status of car-park improvements.

### Session closed at 20.05

Cllr Kiddle-Morris left the meeting at 20.05

## 6. Planning Matters

### 6.1 To receive results of outstanding applications

3PL/2016/0846/VAR – approved

3PL/2016/0824/HOU – approved

3PL/2016/0491/F – approved

3PL/2016/0772/O – refused

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

3PL/2016/1003/HOU 10 Hale Road, single story side & rear extensions: Members noted that the application includes a second access with a drop kerb. If this were agreed, then the Council would wish to see the footpath made good to recognised standards. Members had no objection to this application.

3PL/2016/1023/F 21 Kett's Hill, sub-division of garden & erection of new dwelling and garage: Members had no comment or objection to this application.

### 6.3 To receive update on Local Plan

The proposed Local Plan to be published for second public consultation on 19 September was considered by Breckland Council's Cabinet on 30 August. Cllr Wilkin reported on this meeting. He stated that the issues raised by the Parish Council regarding suitability of sites have not been adequately addressed in the consultation document. He also stated that the officers producing this plan must consider improvement plans for the A47 as has been done for the A11. As a service centre siting right on the edge of the A47, Necton with many facilities, we should be receiving benefit to support development rather than just increased residential capacity. Cllr Matthews stated that the Parish Council has taken a realistic approach to residential development within the village for the life of the plan, but we would not agree to dwelling numbers in excess of those already agreed.

The Parish Council will help facilitate resident participation in the forthcoming consultation with the provision of online access at the Parish Office. Details to be published.

The Clerk reported the receipt of correspondence from CPRE sharing their concerns about the housing targets in the emerging Local Plan.

### 6.4 To receive an update on the Parish Council's request to Breckland Council to issue a section 215 notice on the old diner site and the old school sites

Simon Wood, Interim Planning Manager (Capita) for Breckland Council replied to this request on 30 August, stating that "*....visited the sites referred to. It is considered that the sites are not in such a condition as to adversely affect the amenity of the area.*" The Clerk responded with a request for further detail on why these sites did not warrant any action. A subsequent response from Mr Wood advised that their position would be re-considered.

### 6.5 To consider the introduction of an area of prohibition of waiting alongside new development on Tun's Road

Cllr Wilkin confirmed that any decision will not impact the planning application. Members resolved to support the introduction.

## 7. To receive an update on highway improvements for crossing facilities at Hale Road

Jon Winnett, Highways Engineer, NCC, visited the site on 25 August to assess the works required. The Clerk and Cllr Hayton met with him. The works to be carried out and funded by NCC Highways will include the installation of a dropped kerb and tactile slabs at a point north of the shop. A date for installation is yet to be confirmed.

## 8. To receive a response from Cllr Kiddle-Morris regarding the matter of ongoing internal residential flooding at Elizabeth Drive

Cllr Kiddle-Morris reported that he is still trying to identify appropriate people within Anglian Water to deal with this matter. The matter is likely to be connected with illegal surface water entering into the foul drainage

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system and identifying where and how this is happening is difficult.

Cllr Hayton asked if original drawings would be available, to ascertain what the system provision is.

The Chairman suggested that a site meeting with appropriate decision makers would be a way forward. This matter has been going on for years and there should be no further book-shoving on the matter.

Cllr Kiddle-Morris stated he would continue to progress this matter and return with an update at next meeting.

## 9. 2026 Public Rights of Way deadline

Under the Countryside and Rights of Way Act (2000) Parliament decided that old unrecorded and under-recorded ways should be extinguished to provide certainty to landowners, but allowed 25 more years for the legal record to be brought up to date. Any rights not formally recorded by this cut-off date will be lost to us forever. The only way we can ensure that these lost rights are restored is through undertaking historic research to provide sufficient evidence to establish rights on a glance of probabilities and to then submit a definitive map modification order (DMMO). This is a lengthy process and requires someone with dedication and the relevant skills, knowledge and experience required to undertake the research and submit applications. Helen Chester is an expert on such matters and she is known to members who attended the recent Parish Paths Seminar in Dereham. She charges £25 per hour for research and support services.

### 9.1 To agree investigation of potential paths suitable for application as a definitive map modification order

The footpath-working group has already started to identify some potential routes.

Cllr Hayton proposed that a discussion be held with Helen Chester to consider a feasibility study for this project.

Cllr Thompson seconded this proposal and members agreed this resolution.

### 9.2 To agree the commissioning of an expert to help with this process

Agreed as detailed above.

### 9.3 To agree a budget for this work

It was agreed to set an initial maximum budget of 4 hours of Ms Chester's time at this point.

## 10. To consider the proposed remedial works by Breckland Council of land on St Andrews Lane

The plans were noted by members.

## 11. To receive an update from the '20s plenty' campaign

The petition, which is available at the butchers, the pub and online at [www.nectonandivytodd.20splentyforus.org.uk](http://www.nectonandivytodd.20splentyforus.org.uk) continues to attract interest and signatures. 65 leaflets were distributed by the organisers along Mill Lane and School Road recently.

## 12. To receive update from Necton Allotment Society

There is no update on new committee members for the society, or confirmation of AGM date as yet. The Clerk continues to monitor this matter.

## 13. Finance

### 13.1 To agree payments of invoices received during August

The following payments were agreed.

Payee	Reason	Chq no	Amount	VAT portion
G Joyce	August Salary	SO on 24 August		
BT	Phone line rental & calls for August	DD on 24 August	36.12	6.02
L Luff	August Salary	102612		

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D Matthews	Aug expenses	102613	29.25	
F Woodward	Jul expenses	102614	4.05	
TT Jones	Street light maintenance July	102615	152.81	25.47
Eon	Street light energy July	102616	332.02	55.34
Mazars	External Audit	102617	390.00	65.00
G Joyce	Aug expenses	102620	16.58	0.50
SLCC	SLCC membership renewal	102618	199.00	
NALC	LCAS Quality status application	102619	48.00	

### 13.2 To receive current financial statement and progress against budget

A current bank reconciliation and budget statement were circulated to members. No matters of note to report.

### 13.3 To note return of Annual Return from external auditors

The Annual Return 2016 has been approved and returned by the external auditor. The full return is now published on our website <http://nectonparishcouncil.norfolkparishes.gov.uk/finance-and-grants/>  
Also published is a statement that the audit has been concluded and published and the rights of inspection.

### 13.4 To agree purchase of poppy wreath from the Royal British Legion for Remembrance Sunday

This was agreed. Cllr Pellett volunteered to lay the wreath at the forthcoming Remembrance Sunday Memorial Service. Cllr Sisto will do a reading at the following church service.

### 13.5 To agree payment of the Clerk's membership of the Institute of Local Council Management

This payment of £50 was agreed.

### 13.6 To agree the purchase of replacement toddler swings for the play area

The purchase of replacement swings was agreed.

## 14. Local Council Quality Status application

The Parish Council currently holds Foundation status, but work is now complete to enable advancement to Quality status. This would provide public recognition of good practice and a forward thinking Council.

### 14.1 To agree to make this application

Members agreed to submit an application for quality status.

### 14.2 To pass resolutions that support the Council's application

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.

The Council confirms by **resolution** that it also publishes draft minutes of all meetings within four weeks of meeting, a Health & Safety policy, its policy on equality, councillor profiles, a community engagement policy, a grant awarding policy, evidence showing how electors contribute to the Annual Parish Meeting, an action plan and related budget, evidence of community engagement and evidence of helping the community plan for its future.

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The Council 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.

The Council confirms by **resolution** that it has a scheme of delegation, addressed complaints, two-thirds elected councillors, a printed annual report, a qualified clerk, a clerk employed according to agreed terms, a formal appraisal process and a training policy and records.

## **15. To confirm the Council meeting dates for 2017**

Full Council: 9 Jan; 6 Feb, 6 Mar, 3 Apr, 8 May, 5 Jun, 3 Jul, 7 Aug, 4 Sep, 2 Oct, 6 Nov, 4 Dec

Annual Parish Meeting: Thursday, 27 April

NRCC Committee meetings: 16 Jan, 20 Mar (AGM), 22 May, 17 Jul, 18 Sep, 20 Nov

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

Cllr Woodward – 4 welcome packs were distributed during the last month.

Cllr Thompson – subsidence reported on the path between Chantry Lane and Court.

Cllr Sisto – some young teenagers asked about having a skate-park. He will investigate interest levels.

- Could we consider including seats around the village.

Cllr Matthews - anti-social activity at a house on St Andrew's Lane. Flagship involved and neighbouring residents have been invited to provide evidence statements.

Cllr Axham – apologies for absence at forthcoming NRCC committee meeting. No substitute available.

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

Budgets.

## **18. To confirm date and time of the next Parish Council Meeting Monday, 03 September 2016, 7.30 pm.**

Confirmed.

Meeting closed at 21.15

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