

Necton Parish Council

Minutes No: 2016/12/1

Minutes of Council Meeting held Monday, 03 April 2017 7.30 pm in the Necton Rural
Community Centre



Parish Councillors (7) present:

David Matthews (Chairman), Frank Woodward (Vice-Chairman),
Joe Sisto, Phil Hayton, Jean Bass, Ian Thompson, Denise Axham

Also in attendance:

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

1. To receive apologies for absence

There were no absentees.

2. To consider the co-option of Mr Fraser Bateman to the Parish Council as Councillor

The co-option of Mr Bateman was agreed and he was invited to join members at the meeting table. Mr Bateman signed his acceptance of office form and provided the Clerk with a copy of his DPI form.

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

Cllr Hayton declared an interest on item 7.5 being a landowner approached by Vattenfall as part of their consultation and being a signatory on the anti-substation action group petition. There were no requests for dispensation.

4. To approve minutes of Council meetings held on 06 March 2017

It was noted that the sub-numbers on items 5, 6 and 7 were uncoordinated. The minutes were manually adjusted and then **agreed** by all and signed by the Chairman as a true record.

5. Matters arising

5.1 progress on matters arising from last minutes

- Dementia Awareness event: A general invitation to an event on 17 May has been published in Parish Link.
- St Andrew's Lane/Tun's Road junction adjustments: A revised layout plan was received from NCC Highways on 28 March, which does consider provision for heavy vehicle access into St Andrew's Lane. This plan is currently with NCC design team for checking and approval.
- Footpath group research project: Helen Chester has been commissioned and 9 May is being considered for meeting.
- SAM2: The list of sites was sent to NCC Highways on 15 March and we await their response.
- Kett's Hill footpath: awaiting indicative costs from NCC Highways. Item will be moved to the Clerk's Report priority items update, to ensure monitoring of progress.
- Annual Parish Meeting: NNAB are delighted to attend and have confirmed they will have Jeremy Goss with them.

5.2 Clerk's report

1. A47 left filter lane: NCC Highways have assured us that this is a priority item for 2017/18.
2. Tun's Road drainage scheme: NCC Highways have confirmed this as a priority for their team in 2017/18. We await drawings and proposals.
3. New pedestrian crossing on Hale Road by shop: Completed on 22 March 2017.
4. Outdoor table tennis: Project completed and in service on 28 March.
5. Necton Festival 2017: Website is live although we are still adding content. www.nectonfestival.co.uk Tickets are on sale at Windmill Pub, Butchers, Ceres Bookshop in Swaffham, TT Wells in Dereham, Adcocks in Watton. Necton Management has provided £100 sponsorship.
7. Annual Report 2017: Currently in production and will be included as an insert in May's Parish Link.

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8. NCC PPS 2017/18: successful applications for our path to school (£10,000) and bus shelter contribution (£6,794.50). Following notification from NCC, an application to Dudgeon Community Fund for £10,000 to support path to school scheme was submitted on 20 March.

6. Reports from:

6.1 Norfolk County Council, Cllr Mark Kiddle-Morris:

- Responding to a request from the Clerk, Cllr Kiddle-Morris is in dialogue with NCC Highways regarding a developer funded highway scheme to extend the 30 mile per hour limit to the parish boundary on Brown's Lane.
- Attended the Vattenfall consultation on 24 March and felt there were some problems with what was presented. The proposed statement by the Parish Council addresses these problems and Cllr Kiddle-Morris supports the Parish Council's proposed actions.
- There was a recent inspection undertaken of Norfolk Children's Services, which reported some good progress on areas of concern, although this was not reported in the local papers.
- Cllr Hayton reported ongoing wide vehicle damage on Chapel Road & Watery Lane. He asked if Cllr Kiddle-Morris could assist with new signage to restrict this route as a wide vehicle through route to Bradenham. Cllr Kiddle-Morris will endeavour to assist.

6.2 Breckland Council, Cllr Nigel Wilkin:

- Cllr Wilkin has been focusing on significant planning issues across the district. The 5-year housing supply is receiving pressure from developers. There are staffing changes and challenges within Capita. Mike Brennan is now fully seconded to Capita, he is still Cllr Wilkin's immediate contact. There is a new senior planning officer who is very capable.
- Prior to the elections at Saham Toney, Cllr Wilkin was supporting that ward's planning issues. That election has now secured a member; however, East Harling will be holding a by-election, following the resignation of Cllr Jolly and their planning matters will be supported by Cllr Wilkin in the interim.
- Dereham Town Council held a meeting to discuss transport issues, which was attended by Cllr Wilkin. MP, George Freeman also attended. Dereham, Swaffham and other market towns are suffering with traffic congestion that was never considered likely twenty years ago.

Cllr Thompson left the meeting at 7.49 pm to attend to a personal matter.

Public Participation Session opened at 7.49 pm

- A resident asked that St Andrew's Lane be re-designated as 30 miles per hour for the entire length. This has been raised by residents on many occasions. The road is a significant HGV route and a popular route for walkers. Cllr Kiddle-Morris committed to consulting with NCC Highways on this matter.
- A resident reported that on Friday lunchtime, they witnessed an altercation between a man and two other men. The resident thought this might have been drug related.
- Mr Banham, Special Inspector, advised that CrimeStoppers is a safe and confidential route for reporting such matters – 0800 555111. It is important to report.
- A resident asked what would happen with the proposed Kett's Hill footpath when it gets to their house. Cllr Bass explained that residents would be consulted prior to decisions on length and specific location.

Session closed at 7.57 pm

Cllr Kiddle-Morris left the meeting at 7.57 pm to attend other meetings.

7. Planning Matters

7.1 To receive results of outstanding applications (from Breckland Council)

3PL/2017/0139/Hou, 78 Brackenwoods permission granted.

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

3PL/2017/0307/F, Shell Field, Grove Lane, 1 new dwelling. There were no comments or objections presented by Council.

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7.3 To receive update on Local Plan

The Council was contacted last week by Breckland Officers to further consult on the final allocation of preferred sites and numbers to be presented in the Local Plan. A meeting was held with James Mann, Capital Planning Officer and Cllr Matthews and the Clerk on 31 March 2017.

Cllr Matthews summarised the outcomes of this meeting. The numbers required for new allocations currently stands at 70, due to recent planning permissions. There are uncertainties about some of the Parish Council's preferred sites and two of these (Erne Farm & Hale Road) are currently within the planning process, outcomes of which will influence the Local Plan allocations. The long-standing uncompleted allocations within the village were highlighted as a concern for the pressure they put on the village to identify new sites.

It was noted that the planning application on Hale Road was withdrawn by the developer ahead of decision by Breckland Council. A further meeting with Capita will be scheduled.

Cllr Thompson returned to the meeting at 8.01 pm.

7.4 To receive update on meeting with Erne Farm developers regarding open space adoption

The Clerk summarised the outcomes of this meeting, which discussed the opportunities and risks associated with the proposed open space gift to the Council. The Council welcomed in principle the opportunity for this new community space, although there is concern about the cost of management. Public consultations regarding the space and its potential use will be held following planning decisions, which are anticipated to be May.

Cllr Hayton has contacted the Norfolk Wildlife Trust who is willing to assess the potential of the site. Cllr Matthews noted a suggestion made that the historic asset be moved in whole or part to create a structure on the open space. Cllr Bass confirmed that the park would be a village asset and not reserved for the new houses. She said it was refreshing to meet and discuss with the developer and would hope this is the way that future development would be handled, with the Parish Council being engaged in the early stages.

7.5 Vattenfall Consultation event, 24 March – to agree the Council's response

Cllr Matthews read the following prepared statement:

The Clerk and Cllr. Hayton met with the Project Manager for Vattenfall at 10.30 am.

Reassurance was given by Vattenfall that no decisions have been taken in respect of final site selection and this consultation day was focusing on narrowing down the two most selected options from the previous consultation day back in October 2016 – which were all together at the existing site or a new self-contained site east of the existing.

The Project Manager stated that the areas outside the identified hatching on the display maps is "still up for consideration".

Cllr Hayton introduced an alternative option to the east in the area above Necton Wood and the Project Manager committed to investigate this option.

The Clerk stated the Council's concern about the apparent lack of connection between National Grid and Vattenfall in this consultation and pre-planning stage. The Project Manager gave assurances that both parties are working closely together. A meeting between the National Grid representative and Cllr Hayton was arranged for later that morning.

Alas, during the day, images were shown, that only appeared to consider a site to the south of the existing, bringing the project closer to the village. This is an option that the Parish Council have already indicated would not be acceptable.

It is now unclear to the Parish Council whether Vattenfall have actually already come to their decision, making the consultation event a waste of time or just displayed sheer incompetence with their choice of images to indicate the project. This is a matter that the Parish Council will be addressing with Vattenfall.

Actions to be agreed by Parish Council this evening (3 April 2017):

- To adopt this statement as our formal view on the public consultation to date.
- To contact the Vattenfall Project Manager seeking an immediate assurance that no decision has yet been made to the siting of the new sub station.

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- To explain the reasons why the only visually displayed option would not be considered acceptable if presented in a future application.
- To include our MP, District and County representatives in these communications with Vattenfall.

As stated earlier in this statement, the Parish Council cannot make a decision based on speculation and therefore will continue to meet with all stakeholders, including our M.P. to ensure that we are fully consulted and our Parishioners concerns are taken into account when deliberations take place as to the precise siting of the new sub station.

Action 1 – To adopt this statement as our formal view on the public consultation to date. This action was **agreed**.

Action 2 – To contact the Vattenfall Project Manager seeking an immediate assurance that no decision has yet been made to the siting of the new sub station. This action was **agreed**. Cllr Thompson asked if this communication would be sent also to the Planning Inspectorate. Cllr Matthews guided the Clerk to clarify the appropriateness of this.

Action 3 – To explain the reasons why the only visually displayed option would not be considered acceptable if presented in a future application. This action was **agreed**.

Action 4 – To include our MP, District and County representative in these communications with Vattenfall. This action was **agreed**.

Cllr Matthews confirmed that the Council have already had meetings on this matter with our MP and Breckland Council.

8. Community Spirits Awards 2017 - to note deadline for receipt of nominations from residents

Monday, 10 April 2017 is the deadline for receipt of nominations for this year. The Clerk will arrange a meeting of members to consider nominations after this date.

9. Council Action Plan

The Clerk reported that the circulated action plan is updated to the 31 March 2017, indicating a number of achievements satisfied. Two new actions were proposed for inclusion:

- Community Garden at NRCC: would meet objective of softening landscape area; provide community space; volunteer opportunities. Achievable through funding within 2017/18.
- Petangue Court: This suggestion has come from members of Indoor Bowls and other residents wishing to see some facilities suited to lower intensity outdoor sports. Achievable through funding within 2017/18.

It was **agreed** to do some further exploration of these two ideas.

Cllr Matthews asked that all members retain this document as a living plan of the Council.

10. Finance

10.1 To agree payments of invoices received during March

The following payments were agreed. The total payment being £4,545.37.

Payee	Reason	Chq no	Amount	VAT portion
Nest Pension	Pension	dd 23 Mar	24.43	
G Joyce	March Salary	dd 24 Mar		

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BT	March phone rental	dd 23 Mar	32.44	5.41
BT	Broadband Mar - May	dd 23Mar	108.00	18.00
L Luff	March Salary	102671		
HMRC	March Tx & NI	102672	304.09	
Eon	Streetlight energy	102673	299.89	49.98
TT Jones	Street light maintenance	102674	152.81	25.47
Mona Hill Trust	Firs Field lease	102675	750.00	
Gary Lake	Playing field grass cutting	102676	680.00	
Fenland Leisure	Rubber mulching (table tennis project)	102677	674.25	112.37
G Joyce	March expense – stationery, mileage, postage	102678	102.43	1.32

10.2 To receive current financial statement and progress against budget

Receipts in March:

£228.00 admin fee from NRCC
 £63.00 payment from Home Hale PC for delegate on training
 £80.00 Payment from Shipdham PC for delegate on training

Current actual income yr. to date: £93,133.70. Actual outgoings yr. to date: £106,119.45 (includes above expenditure & agreed carry over income from previous year for delayed project.) A reconciled bank statement and budget check were circulated to members. There were no questions raised.

The Clerk advised that the finances are becoming more complex and the spreadsheet account system is difficult to read via laptop. An accounting software package would be worth considering as we enter the new year. Cllr Matthews suggested that the Clerk discuss options with the Internal Auditor.

Internal Control covering the period October to March was carried out by Cllr Thompson on 29 March. He reported that no matters of concern were found and a good job was being done by our RFO (Clerk). Cllr Matthews echoed this, noting that the annual income had increased considerably enabling the Council to deliver more local initiatives.

10.3 To note arrangements for Internal Audit 2016/17

The Clerk confirmed that Luisa Cantera is commissioned and the books will be handed over in mid-April with an anticipated return in time for May's meeting. The external audit forms have been received from Mazars.

10.4 To consider a request from the football club for a grant for extra battery spotlights

Cllr Sisto explained the background to this application, which he has submitted on behalf of the club. The application is for £600 to purchase two more mobile floodlights, adding the existing lights. It will help to expand the offering for football teams. It was **agreed** to approve this grant.

10.5 To review & agree the Council's asset Register updates

The Clerk reported the following amendments to the register since last year; removal of damaged dog waste bin, one replacement and one new bus shelter, mechanical cleaner and rubber mulching at the play area. The Clerk proposed the following actions:

- That the mechanical floor cleaner be gifted to the NRCC as it is on their property and for their sole use.

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- That the rubber mulching also be included on the NRCC insurance policy as it is integral to their land. Both actions were **agreed**.

10.6 To consider & agree renewal options for Parish Council insurance

The Council's long-term agreement with the current insurance provider ends on 12 May 2017. Initial quotes from three known insurance providers indicate that savings can be made, however more time is needed to research. This item is deferred to May.

The Clerk asked for guidance from Members on the current specific items listed on our insurance policy. Cllr Matthews directed members to feed back to the Clerk on this matter to enable her to progress this item.

11. To review the Council's Equality & Diversity policy

The policy with suggested revisions was circulated to members in advance of the meeting. The policy, complete with revisions was **agreed and adopted**.

12. To review the Council's Risk Management Scheme

The scheme with suggested revisions was circulated to members in advance of the meeting. The scheme, complete with revisions was **agreed and adopted**.

13. To request submission of nominations for posts of Chairman, Vice-Chairman & outside bodies prior to next meeting

The Clerk asked members to submit nominations for themselves or others ahead of May's meeting.

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

- Cllr Hayton: the damage along the corner of Chapel Road and Watery Lane is encroaching onto private land.
- Cllr Matthews: agreed this area is in need of attention and some resolution with NCC Highways. Adequate signage should be re-instated along Chapel Road.
- Cllr Sisto: the pothole on School Road/Tun's Road is still a danger. Parking on School Road corner continues.
- Cllr Bass: the large pothole on North Pickenham Road has only been half repaired. It needs completing. The play area by footpath into Jubilee Way requires signage replacement.
- Cllr Axham: report from last SNAP meeting, no issues of concern raised about Necton.
- Cllr Matthews: the potholes on Ivy Todd road to West End are now so deep that a resident had an incident which damaged both tire and wheel, requiring road-side assistance.

A request from a member of public to say something was granted. Mrs Smedley commended the Parish Council for their agreed approach to the recent consultation event held by Vattenfall.

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

- Cllr Sisto proposed that the Council consider becoming a Living Wage Employer.
- Insurance renewal.

16. To confirm date and time of the next Parish Council Meeting Monday, 08 May 2017, 7.30 pm.

Confirmed & noted that this is also the Parish Council Annual Meeting. The forthcoming Annual Parish Meeting was noted as Thursday, 27 April 2017, 7.30 pm. The NRCC Annual General Meeting is 22 May 2017, 7.30 pm.

Meeting closed at 8.59 pm

Minutes signed by Chair (or designate) _____ on _____