

Necton Parish Council

Minutes No: 2017/1/1

Minutes of Annual Council Meeting held Monday, 08 May 2017 7.30 pm in the Necton Rural
Community Centre



Parish Councillors (8) present:

David Matthews, Frank Woodward, Joe Sisto, Phil Hayton, Jean Bass, Ian Thompson, Denise Axham, Fraser Bateman

Also in attendance:

Gabrielle Joyce (Clerk)
15 members of the public
Cllr Nigel Wilkin (Breckland Council)

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

Cllr Woodward chaired this agenda item. Cllr Matthews was proposed by Cllr Hayton and agreed by all as the elected Chairman. Cllr Matthews signed the declaration of office form and chaired the rest of the meeting.

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

Cllr Woodward was proposed by Cllr Thompson and agreed by all as the elected vice-Chairman.

3. To receive apologies for absence

Apologies received from Cllr Mark Kiddle-Morris (NCC) as he had other Parish Meetings to attend.

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

Cllrs Sisto and Woodward declared an interest on item 11 being members of the NSSC committee.

5. To approve minutes of Council meetings held on 03 April 2017

The minutes were agreed to be a true record of events and signed by the Chairman.

6. To approve minutes of the Annual Parish Meeting held on 27 April 2017 – for accuracy

The accuracy of these minutes was agreed. The minutes will be formally adopted and signed at the next Annual Parish Meeting April 2018.

7. Matters arising

5.1 progress on matters arising from last minutes

- Dementia awareness event planned for 17 May; no bookings for this event, advertised in Parish Link.
- Footpath group meeting confirmed for 9 May, 7.30 pm with Helen Chester at the NRCC.
- Community Spirit Awards 2017, held on 27 April and a full story and photos are now available on the Parish Council website. Nominations for Awards 2018 are now open.
- Pothole on North Pickenham Road – reported again ENQ900076362. Repaired.
- Pothole by School Road junction – reported ENQ900076380. Repaired.
- Play area by Jubilee Way – request for signage regarding dogs sent to Breckland Council. A positive response was received and signage will be put in place.

5.2 Clerk's report

1. NCC Highways have confirmed that discussions with the developer of Erne Farm have secured the extension of the 30 mile per hour limit out to the southern boundary of the land for the proposed community space. Whilst this is not to the village boundary, it is an improvement on where the sign is currently sited and will provide some protection to walkers on our Trod. This development is dependent on Erne Farm securing planning permission, which is likely to be considered by Breckland Planning Committee in June.
2. The Cone Climber (Witches Hat) play unit is still awaiting repair. Discussions continue with the original installer.
3. A letter of thanks was received from Norfolk & Norwich Association for the Blind for the Council's donation.

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8. Reports from:

6.1 Norfolk County Council, Cllr Mark Kiddle-Morris: None available on this occasion.

6.2 Breckland Council, Cllr Nigel Wilkin:

- Cllr Wilkin's focus continues to be on planning matters district wide in his remit as Chair of the Planning Committee. The Council has had a number of concerns regarding performance with Capita and there have been discussions to address this. Capita now have a new Director of Planning and two new Planning Officers and a vast improvement of service delivery is expected.

Public Participation Session opened at 7.45 pm

- A resident asked if there is any update on the Old Diner site. Cllr Wilkin stated that he put it forward as a suggestion to Breckland Bridge as a potential development site, but has not heard further on this. He also confirmed that a section 215 notice on the property is in progress, but no update as the Enforcement Officer is away.
- Mr Leonard Luff expressed his gratitude for his nomination and selection in the Community Star Awards. Cllr Wilkin led applause of thanks to Leonard, as he was not able to attend the event evening.
- A resident reported on the persistent parking of a vehicle on Chantry Lane that causes an obstruction to safe egress onto Hale Road. The matter will be investigated.

Session closed at 7.53 pm

9. Planning Matters

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

3PL/2017/0307/F – Shell Field. This application was refused.

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

3PL/2017/0487/
HOU Council expressed no concerns about this application.

3PL/2017/0069/F Council expressed support for this application although would wish to see appropriate visibility displays at entrance to St Andrew's Lane. The application promotes a walking route to the village via St Andrew's Lane. There is concern that this is a dangerous route for walkers and Council would like if the applicant would consider investigating an alternative route using the 'Letter Walk' running adjacent to the school playing field.

3PL/2017/0490/
HOU Council expressed support of this application.

3PL/2017/0456/
HOU Council expressed support of this application.

3PL/2017/0529/F Council stated that their original objections of density and flood risk remain; indeed the proposed application appears to be a larger footprint than the previous.

3PL/2017/0536/
HOU Council expressed support of this application.

Pre application consultation – Valcon Telecom; proposed mobile phone mast at Hall Farm. This matter was previously withdrawn from Breckland's planning process before decision. Council consider that a reduction of 3.5 metres in height and a move of 100 mm of the mast location is not a serious recognition of the planning officer's guidance on the previous application. Cllr Wilkin commented that whilst mobile network coverage improvement is necessary, moving the mast to the other side of the farm would give similar coverage for the local area. Cllr Hayton stated that whilst there is no actual evidence of health risks associated with proximity to such infrastructure, he would agree that the mast should be co-located with the farm buildings rather than very close to the residential properties. This **was agreed** to be the Council view.

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9.3 To receive update on Local Plan

Cllr Matthews reported a summary of the recent meeting he and the Clerk had with Local Plan Planning Officer, James Mann on 3 May. The present number of new allocations required within Necton is 75. If the development of 46 dwellings on Erne Farm is successful at planning then our allocation of numbers for the Local Plan will be incorporated within that development. If it is not successful, Breckland Officers will be wanting to re-introduce a site on Ramm's Lane. It was stated again that development on Ramm's Lane is not acceptable for the village.

Cllr Wilkin, speaking as Ward Member, stated that it appears the officers are trying to get the Parish Council to do their work. If there are no acceptable sites within the village, then officers will have to look for those numbers within the district and not seek to use sites that are deemed unacceptable within Necton.

The application for Erne Farm is anticipated to be considered at the Breckland planning committee meeting on 5 June.

10. Finance

10.1 To agree payments of invoices received during April

The following payments were agreed. The total payment being £9,684.33.

Payee	Reason	Chq no	Amount	VAT portion
Norfolk & Norwich Association for the Blind	Agreed donation Min ref:2016/11/6.12.4	102679	100.00	
The Windmill Necton	Community Spirit Award prizes, donated by Town Farm Cars Min Ref: 2016/11/5.11.2	102680	120.00	
BT	Phone line rental April	dd on 24 Apr	32.28	5.38
G Joyce	Apr Salary	SO on 24 Apr	████████	
<p>Note: Actual salary for G Joyce is ██████████. However, the SO instruction change was not actioned by the Bank in time for April's SO payment, hence actual payment of ██████████ debited on 24 April.</p> <p>The overpayment of ██████████ has been credited back by G Joyce on 01 May.</p>				
NEST pension	Apr Pension (employee & employer contribution)	dd on 25 Apr	60.30	
L Luff	Apr Salary	102681	████████	
HMRC	Apr Tx & NI	102682	349.62	
G Joyce	Apr Expenses	102683	158.25	10.51
SLCC Enterprises Ltd	VAT training course for Clerk	102684	114.00	19.00
Norfolk PTS	New Cllr training course	102685	45.00	
norfolk ALC	Annual membership fee	102686	348.99	
Eon	Electricity for streetlights March	102687	332.02	55.34
TT Jones	Street light maintenance March	102688	152.81	25.47

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Fenland Leisure	New table tennis, surfacing & installation (grant funded)	102689	4249.20	708.20
Fenland Leisure	Repairs & maintenance (precept funded)	102690	801.96	133.66
NSSC (Football club)	Grant award 2016/12/5.10.4	102691	600.00	
Necton Little Oaks	Grant award 2016/9/4.13.3	102692	440.40	
Necton PCC	Grant award 2016/9/4.13.3	102693	350.00	

10.2 To receive current financial statement and progress against budget

Receipts in April:

03-04-2017	125.00	NRCC admin fee
04-04-2017	100.00	Town Farm Cars donation for Community Spirit Awards
07-04-2017	28,500.00	Precept 1st instalment
07-04-2017	717.50	LA grant 1st instalment
28-04-2017	5,718.35	VAT repayment from 2016/17

Bank reconciliation to 30 April 2017 was circulated to members.

Budget review to 30 April 2017 was circulated to members. It was **agreed** to split the budget line 'Village maintenance' be split into 'playing field management' at £1,500 and 'village maintenance' at £500.

10.3 To receive and consider the Internal Auditor's report and review of Council's internal controls

Our internal audit report was circulated to members prior to meeting. All members confirmed receipt. The content was noted and accepted as satisfactory. The report noted that employment contracts meet national minimum obligations, however, there is no commitment to pay review within the contracts and it recommends that a review of contracts be made during the year 2017-18. This recommendation was noted and will be carried out during the year.

Having considered this report the Council **agreed** that the controls currently in place are adequate and effective in the safeguarding of public money.

10.4 To confirm existing direct debit and standing order instructions

The following list of direct debit and standing order instructions were confirmed as being in place for the year 2017/18. All have been mandated in accordance with Financial Regulations.

- BT phone line rental, monthly
- BT broadband, quarterly
- G Joyce salary, monthly
- Information Commissioner, annually
- Nest pension, monthly

The Council **agreed** that the present banking instructions and mandates are in order.

10.5 To receive nominations and confirm a member as internal control officer for 2017/18

Cllr Thompson was proposed and Council **agreed** that he continue as the Internal Control Officer for 2017/18.

10.6 To agree the selection of insurance provider for renewal on 12 May 2017

The Clerk reported on the three quotes received – Zurich our current provider, Came & Co, a broker specialist in the sector and Norris & Fisher, also a broker. The Clerk recommended that Council consider Came & Co, as their policy best suits the Council's needs and their quote is competitive. The Council **agreed** to selection of Came & Co and **agreed** to enter into a 3-year agreement, thereby securing a 5% discount on premium.

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11. Grants from Parish Council – to consider an application from Necton Sports & Social Club

An application for £1092.95 was received from Necton Sports & Social Club to purchase an upright freezer and glass door display fridge. This figure represents 36% of the Council's grant budget for this year. Of the £3000 grant budget for 2017/18, there is currently £1,490.40 available, following the payment of 3 previous applications by other local organisations (Necton Little Oaks, Necton Churchyard and Football Club). Cllr Bateman asked if there is a cap on the level of grant available per application as this appears to be a very large portion of the budget. Alternatively is there an option to provide match-funding. Cllr Matthews clarified that there is currently no cap on the application request and match-funding is an option that has been used previously. Cllr Hayton asked if the existing units are broken or is this an application for an improvement. The application did not make that clear. It was **agreed** to delay decision on this until further information is available.

12. To consider a motion that the Parish Council become a Living Wage Employer

A Living Wage Employer commits to pay at least a living wage, currently £8.45 per hour. This is higher than the statutory national minimum wage of £7.50 per hour. The lowest level of pay for this Council's staff is currently £7.65 per hour, effective 1 April 2017. The item was discussed. A motion to become a Living Wage Employer effective from 1 November 2017 **was agreed** by vote of four in favour with two abstentions.

13. To nominate a member to review one each of the following policies

The following members agreed to review policies:

Dignity at Work – Cllr Hayton
Health & Safety – Cllr Matthews
Expenses – Cllr Axham
Communications – Cllr Bass

14. To receive and consider nominations for representatives on outside bodies

The following members agreed to be the Council representatives:

Necton Sports & Social Club – Cllr Woodward and Cllr Sisto
Necton Football Club – Cllr Sisto
Safer Neighbourhood Area Partnership (SNAP) – Cllr Axham and Cllr Bass
Iceni Partnership Swaffham – Cllr Woodward
Necton Allotment Association – Cllr Matthews

15. To elect members and substitutes for NRCC committee

The following members agreed to sit on the NRCC committee:

Cllrs Matthews, Sisto, Thompson, Bass, Woodward. Cllr Axham agreed to be a substitute member. The NRCC Committee is responsible for fulfilling the Council's role as Sole Trustee for the NRCC.

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

Cllr Sisto – thanks to NCC Highways for dealing with the pothole on School Road. Congratulated Cllr Kiddle-Morris on his re-election as County Councillor. The old coalhouse plaque looks very faded, he will investigate cleaning options and report back.

Cllr Bass – thanks to NCC Highways for dealing with the potholes on North Pickenham Road.

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

Cllr Bateman – working on an initiative for prescription walks and hoping to meet with Plowright surgery to discuss. Supporting the Clerk with work to find quotations for solar PV panels for the NRCC. Attending new Councillor training this month.

17. To receive update from Necton Allotment Society

Cllr Matthews reported that new fencing has been installed to increase rabbit-protection and the allotments are looking well-tended. There are an increasing number of dog-fouling incidents on the dog-walk and the gate to the walk is being left open. The next meeting of the allotment association is on 11 May.

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

As noted above.

19. To confirm date and time of the next Parish Council Meeting Monday, 05 June 2017, 7.30 pm.

Confirmed.

Meeting closed at 9.17 pm

Minutes signed by Chair (or designate) _____ on _____