

# Necton Parish Council

Minutes No: 2017/2/1

Minutes of Parish Council Meeting held Monday, 05 June 2017 7.30 pm in the Necton Rural  
Community Centre



## Parish Councillors (6) present:

David Matthews, Frank Woodward, Joe Sisto, Phil Hayton, Jean Bass, Fraser Bateman

## Also in attendance:

Gabrielle Joyce (Clerk)  
19 members of the public  
Cllr Mark Kiddle-Morris (Norfolk County Council)

### 1. To receive apologies for absence

Apologies received from Cllrs Thompson (away) and Axham (away). Apologies also received from Cllr Wilkin (Breckland Council).

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

Cllrs Sisto and Woodward declared an interest on item 10 being members of the NSSC committee.

### 3. To approve minutes of Council meetings held on 08 May 2017

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

### 4. Matters arising

#### 4.1 progress on matters arising from last minutes

- Footpath group met on 9 May 2017.
- Erne Farm planning application, now likely to be considered in July by Breckland Planning Committee.
- Council insurance new provider, Came & Co, is commissioned, paid and we are in receipt of our policy documents.

#### 4.2 Clerk's report

- Necton Festival event group meeting on 8 June.
- No cold calling zones in place across Oaks Drive, Ash Meadow, Maple Drive, St Andrew's Way and part of St Andrew's Lane. Thanks to residents, Mr Thompkins and Mr Miller. Cllr Hayton asked for clarity on whether this scheme applies to election canvassing, as it appeared that candidates have been chased away from some doors. The Clerk believed it did not, but would clarify following the meeting.
- New changes to Data Protection legislation comes into force in May 2018 and the Clerk has booked a short SLCC delivered webinar course to prepare for these changes.
- Repairs to the Cone Climber are anticipated during mid-June as parts are on order. Cllr Hayton asked if there is an age restriction on the children's play area as there have been sightings of adults playing on the equipment, which is specifically for children.

### 5. Reports from:

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

- Following the elections in May, Norfolk County Council is now a single party council for the next 4 years. With the forthcoming general election, Purdah exists and so there is no news to report.
- With regards to extending the 30 mph limits along the full extent of St Andrew's Lane, Cllr Kiddle-Morris is discussing the inclusion of this into a development application that is being considered by Breckland Council.

#### 5.2 Breckland Council, Cllr Nigel Wilkin: no report.

### Public Participation Session opened at 7.44 pm

- A resident asked if there is any update on the Old Diner as some activity, which appeared to be hole-boring by the old petrol pumps was carried out today. There is no official update yet.
- A resident asked if there is any update on removal of Dudgeon signage on the A47. Cllr Hayton reported that he is still waiting to hear back from Highways England (HE). The Clerk reported that according to the

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Project Manager, Dudgeon have not completed their works on site and would not wish to remove the signage until they are completely finished, which was anticipated to be end of May. The Clerk will follow this up. Cllr Hayton reported that the street-works Co-ordinator at HE was unaware the signage was still in place as there appears to be no extension request.

**Session closed at 7.48 pm**

## 6. Planning Matters

### 6.1 To receive results of outstanding applications (from Breckland Council)

- Variation of condition 2 of 3PL/2016/1023/F - Reduce size of garage from double to single. 21 Kett's Hill – approved.
- Residential development for 10 dwellings, Necton old School – refused on grounds of overdevelopment and insufficient information to assess potential impact on flooding and surface water drainage.

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

- 3BT/2017/0005/BTM – mobile phone network mast. The exact proposal that members considered in May has been submitted for planning permission. Council's pre-application comments have been noted by the applicant in their submission, but have not made changes. Cllr Bateman highlighted that the application states there are no residents within 180 metres of the mast, in fact there are 3 residents, so this is a factual inaccuracy. It was **agreed** to add this to Council's previously submitted comments.

Cllr Kiddle-Morris left the meeting at 7.51 pm

### 6.3 To receive update & agree the Council's position for the next Breckland LPWG meeting on 16 June

With the delay of consideration of Erne Farm development by Breckland Planning Committee until July, there is increased pressure from Breckland Local Plan Officers to re-introduce sites on Ramm's Lane for provision of approximately 30 dwellings, the likely shortfall of development allocation for the village. This is not what the village wants as evidenced in previous Parish Council reports.

Cllr Woodward asked did the Parish Council not originally provide options that would have provided in full for required 75 new allocations? The Clerk explained that the sites proposed have received objections from other statutory organisations, which have taken precedence over the Parish Council view. There is also a statutory objection – flood risk - diagonally across the large Ramm's Lane site, which would reduce any allocation from 90 to about 30 dwellings located in the north-west corner, with entry via Brackenwoods.

Cllr Bateman stated that Ramm's Lane is a completely green field site and therefore should not be considered above Erne Farm, which is a brown field site. Cllr Woodward stated that development on Ramm's Lane was successfully stopped previously with a 25-year restriction placed upon it. Cllr Bass asked that the support of Cllr Wilkin as Ward Member be secured. Cllr Bass asked if any wildlife surveys have been undertaken or could be undertaken on Ramm's Lane.

It was agreed to take comments from members of the public: a retired Anglian Water employee stated that the drainage system along Brackenwoods would not accommodate further development. Another resident advised that the Norfolk Bat Survey might provide an opportunity to survey the area.

The Clerk will prepare a report and statement for the LPWG meeting, further comments from members welcome before 10 June. Cllr Matthews also suggested that any residents wishing to attend the 16 June meeting would help support the village.

### 6.4 Vattenfall – to receive update on Vanguard & Boreas proposed sub-stations

A meeting between Councillors and representatives of Vattenfall is scheduled for 14 June at which the very latest information compiled from consultations (public and landowners) will be shared with Parish Council.

The Parish Council's response to the Secretary of State regarding the commencement of the process for Boreas

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was submitted on 25 May. A paper copy of the Impact Statement for Boreas, produced by Vattenfall, will be available at the Parish Office once received on 14 June. This statement is already available on the Planning Inspectorate website for general public use.

## 7. To receive an update on the SAM2 project

Cllr Hayton confirmed that the project and equipment is now ready to go. A briefing session will be arranged for all volunteers along with a rota for timely moving of unit around the locations. Cllr Hayton will arrange.

## 8. Finance

### 8.1 To agree payments of invoices received during May

The following payments were agreed. The total payment being £2,683.63.

Payee	Reason	Chq no	Amount	VAT portion
BT	Phone rental May	dd on 24 May	32.28	5.38
G Joyce	May Salary	SO on 24 May	██████	
NEST pension	May Pension	dd on 25 May	60.30	
L Luff	May Salary	102695	██████	
HMRC	May liabilities	102696	349.62	
Norfolk Parish Training & Support	Internal Audit	102697	113.75	
SkyBlu (Helen Chester)	Void cheque error on writing	102698	0.00	
Necton PCC (Parish Link)	Print, publish & distribution of Annual Report 2017	102699	200.00	
G Joyce	May expenses - mileage	102700	22.50	
Helen Chester	Footpath project	102701	50.00	
Eon	April street light energy	102702	321.55	53.59
TT Jones	April street light maintenance	102703	153.05	25.51
M Jennings	Play area sundries	102704	32.64	1.93

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

Actual income yr. to date: £ 35,367.41. Actual outgoings yr. to date: £16,463.80 (this includes the above approved payments). Bank reconciliation to 31 May 2017 and budget monitor June 2017 were circulated to members prior to meeting. There were no questions.

### 8.3 To consider membership of Affinity – an outsourced procurement service provided free by AF

Affinity provides significant buying power with over 700 public sector, charity and commercial businesses as members. There are no fees, just a single monthly invoice for any purchased services. There are opportunities to save on energy, telecoms, water, waste management, building materials, stationery & office, etc. Clerk's time can also be saved as Affinity do the legwork on sourcing quotes and come back with the best deal. Membership of Affinity is compatible with our Fin Regs – item 11.1 provides. There are no commitments to purchase once in membership. It was **agreed** to apply for membership for both NPC and NRCC.

### 8.4 To approve the annual governance statement 2016/17

The Internal Audit report, considered by Council last month, confirms that internal controls are in place and providing sound basis for protecting public funds.

Cllr Matthews read out each of the nine statements for Council to consider. The annual governance statement was **approved** and signed by both the Chairman and the Clerk.

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## **8.5 To approve the accounting statement for 2016/17**

The summary receipts and payments 2016/7 presented to Council in May form the basis for the accounting statement for 2016/17. This statement was **approved** and signed by the RFO and the Chairman.

## **8.6 To confirm the process by which electors may exercise their rights of inspection of Annual Return**

The unaudited return must be published on the council's website before the 30 working day period of public right. This will be done during the forthcoming week. The inspection period must include the first 10 working days of July, therefore, for practical purposes, the RFO is setting the period to start on Monday, 12 June and end on Friday 21 July. This will be notified to the External Auditor and will be published on our website and notice board.

## **8.7 To confirm a date for internal control review of Apr-Jun accounts**

The Clerk will liaise directly with Cllr Thompson to arrange this date.

## **8.8 To agree the payment of repairs to the entrance to allotment/dog-walk car park**

The Allotment Association has researched the work and materials required to make improvements to the car-park entrance and has made an application to the Parish Council for funding to cover this work. Their application was circulated prior to meeting. There is already in place a budget line for such maintenance and is sufficient to cover the projected cost of £488 (ex Vat) It was **agreed** that this work be paid from the Council's budget.

## **9. To adopt revised Financial Regulations 2017**

Circulated to members on 25 May, along with a copy of the current governance and accountability guide March 2017. 4 minor amendments and 1 recommendation to increase the fund transfer value on item 5.5 (c). It was **agreed** to adopt the revised document.

## **10. Grants from Parish Council – to consider an application from Necton Sports & Social Club**

This item was deferred from May's meeting to clarify whether this was for replacement or improvement. The current refrigeration units are no longer working properly and a replacement is needed, this application is to provide an improved replacement that would better serve the club. Since May, the club has secured £500 towards this purchase from another source, so the application requirement is now £592.95. It was **agreed** to provide £592.95 as a match-funded grant to this application.

## **11. To receive reviewed policies for consideration**

- Health & Safety reviewed by Cllr Matthews. There were minor amendments and the policy was circulated prior to the meeting. The revisions were **agreed**.
- Communications reviewed by Cllr Bass. No amendments proposed to the policy wording, but with regard to planning applications, Cllr Bass proposed that the previous system of displaying paper copies prior to the council meeting for public examination be reinstated. Cllr Bass volunteered to be responsible for this. It was **agreed**.
- Dignity at Work reviewed by Cllr Hayton. This policy still complies with current legislation and no changes are proposed.
- Expenses reviewed by Cllr Axham. Deferred to next month.

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

Cllr Bass – the requested signage on the green space off North Pickenham Road (in Jubilee Way) has been installed, however it does not state that dogs need to be on a lead. Two signs have been fitted but at waist height.

Cllr Sisto – are there any areas within the village where we could install some benches for people to stop and chat? Cllr Sisto volunteered to do some local research on this.

Cllr Woodward – errors on the listing of councillors on the Parish Link again this month. Has commenced work on updating the Village Emergency Plan.

Cllr Matthews – there are a number of skid risk signs along the roads Ivy Todd, Bradenham and Holme Hale,

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which Cllr Matthews has reported to Cllr Kiddle-Morris as they are no longer required.

Cllr Hayton – the footpath group met with Helen Chester and a productive meeting which provided new research and has chosen a way to proceed. Necton Hall estate deeds have been secured which will be used within the group to further their research. With regard to a query raised by the Clerk about installation of a Teslar electric car charging point, unfortunately the village energy supply is not strong enough to provide for a 100KW battery re-charge.

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

Norfolk Mediation Services request for donation; Standing Orders review; Vattenfall update.

**14. To confirm date and time of the next Parish Council Meeting Monday, 03 July 2017, 7.30 pm.**

Confirmed.

Meeting closed at 8.51 pm

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