

Necton Parish Council

Minutes No: 2017/7/1

Minutes of Parish Council Meeting held Monday, 06 November 2017 7.30 pm in the Necton Rural Community Centre



Parish Councillors (7) present:

Frank Woodward (vice-chairman), Joe Sisto, Phil Hayton, Fraser Bateman, Denise Axham, Frank Stopp, Jean Bass

Also in attendance:

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

1. To receive apologies for absence

Received from Cllr Matthews (work-related) and Cllr Thompson (illness). Cllr Woodward chaired the meeting.

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

Cllr Hayton in relation to item 11.4. Cllr Bass in relation to item 11.3. No requests for dispensations.

3. To approve minutes of Council meeting held on 02 October 2017

The Clerk highlighted the following errors on the published minutes:

Item 12 Finance:

The numbering of this item reads 8.1 and 8.2; it should read 12.1 and 12.2

Within 12.1 – to agree payments of invoices received during September, the following payment is missing from the table of agreed payments; Royal British Legion, Poppy Appeal, cheque no 102743, £20

Item 18 Next meeting: this reads 02 October and should read 06 November.

With the inclusion of these amendments, the minutes were agreed and signed by the Chairman.

4. Matters arising

4.1 progress on matters arising from last minutes

1. The renewed lease agreement between Council and NRCC relating to the playing field is carried forward to a future meeting– more time is required to review draft.
2. Induction training for Cllr Stopp has been re-scheduled for a 2-evening course, 14 & 21 November at Costessey.

4.2 Clerk's report

The Clerk presented a report and summarised some key points:

- The speed-monitoring unit (SAM2) has been moved to a new location on North Pickenham Road.
- Cllr Bateman enquired as to the progress on installation of extra safety markers on the North Pickenham Trod; there appears to be still only approximately five. NCC Highways will be contacted.

5. Reports from:

5.1 Norfolk County Council, Cllr Mark Kiddle-Morris:

- Budget planning time at NCC with a 4-year plan being considered. There is no intention to cut the mobile library service or the buildings; however, there will be some co-location of services to maximise the use of buildings. Similarly, with the fire service, which is co-locating with police in Wymondham.
- Mobile phone and broadband are essential for the county and a committee has been set up to look at connectivity. Fibre to property is the next phase of this technology that is being looked at. A new emergency blue light mast network is currently being installed, which will be offered to the commercial sector to 'piggyback' on, increasing the opportunity for better connectivity.

5.2 Breckland Council, Cllr Nigel Wilkin:

- Breckland Bridge, a commercial entity of Breckland Council, has also a number of housing developments – Mileham (completed), Attleborough (in progress), and another in the pipeline near Fakenham.
- Planning meeting on 18 December; invitation to a Councillor or the Clerk to be Cllr Wilkin's guest for the day to see the workings of the planning process.

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6. Public Participation Session opened at 7.54 pm

- A resident enquired about the modifications to St Andrew's junction and whether it now restricts large vehicles. Cllr Hayton explained that this Council had negotiated with NCC on this matter and a revised plan was agreed, which it is understood is the specification that the junction has been modified to. This will be clarified.
- A resident asked if the A47 traffic islands should be illuminated. There was collision between a car and one of the islands due to there being no illumination to make it visible. The Clerk will bring this to the attention of Highways England.
- Special Constable's report: A number of highway signs in North Pickenham and Ashill have been intentionally damaged and police are keen to hear from residents about any suspicious activity – report in on 101. Also, there is an increase in hare poaching and oil theft – again residents are encouraged to report any information, however small to the police on 101.
- The Football Club representative reported that crows are feeding on the playing field and causing ruts and holes. Cllr Woodward suggested that the Club seek advice from the Football Association as to how to manage.
- The Football Club have installed CCTV, covering their building and surrounding area.
- The forthcoming removal of PCSO from Norfolk Constabulary was discussed and Cllr Wilkin reported that within Breckland, the loss of PCSOs would be offset by the gain of the same number of Police Officers, plus one more.

Session closed at 8.09 pm

7. Planning Matters

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

The recent matter of TPO (North Pickenham Road) objection was considered by Breckland Council on 23 October. The matter was deferred to consider:

- Further information on specific trees worthy of retention
- A programme of works by Countryside Officer
- Ownership of the land affected.

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

3PL/2017/1284/F, Old Diner site: It was noted that development of this site is a positive move; however, the A47 access in close proximity to the Tun's Road junction may cause some traffic management problems.

Cllr Wilkin clarified that this site has an existing access, which this application is seeking to improve. He also clarified that the site is more likely to service a transient customer and not interfere with business of the village shop.

The Clerk reported receipt of many supportive comments for this application – new facilities, removal of eyesore, new employment. There are also some concerns received – increased traffic at and near the A47 junction, noise and potential disorder late at night, given the 24-hour trading.

It was **agreed** to support this application with comments relating to highway access and traffic management.

3PL/2017/1348/O, Old School site: It was noted that some of the properties that will have access directly from School Road, immediately across from the existing school gate. The design was noted to be poor, unimaginative and space not well considered. There were concerns regarding drainage management of the extensive hard surface 'home zone' area.

It was **agreed** to object to this application with comments relating to form & character and highway access.

Cllr Kiddle-Morris left the meeting at 8.40 pm.

3PL/2017/0069/F, Old Coach House: A revision of layout to accommodate the retention of a TPO tree at the site entrance. NCC Highways have also asked for the installation of passing places on St Andrew's Lane to accommodate the extra traffic. This revision was noted.

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7.3 Neighbourhood Plan – to consider the results of the public consultation

The Clerk reported that 69 survey submissions were received in total to the recent resident survey and 61 residents responded to the question regarding Neighbourhood Plan. This equates to approximately 6% of the village households. Of that, 59 said yes to a plan, 28 said they would engage with consultations and 15 said they would join a working group.

Members felt that they wanted to consider these results in detail before making any further comment on the production of a Neighbourhood Plan. The Clerk was asked to set up a meeting before Christmas.

7.4 Vattenfall Sub-stations - to note the commencement of statutory pre-application consultation & the process that this Council as statutory consultee will follow

The Clerk clarified that statutory pre-application consultation period runs from 7 November to 11 December. During this period, Council have the opportunity to read, consider and interrogate the proposal as presented in the Preliminary Environmental Impact Report (PEIR) and then submit comment to the developer (this comment will be registered also with the Planning Inspectorate). Members of Council will also meet with Vattenfall representatives – a meeting has been scheduled.

It was **agreed** to consider Council's consultation response as an agenda item on December's Parish Council Meeting.

8. Flooding – to note the scheduling of a meeting with Anglian Water

A meeting has been scheduled for 3 pm on Wednesday, 15 November 2017. Attendees include Cllr. Matthews, Cllr. Kiddle-Morris, Clerk, Anglian Water and NCC Highways.

9. Highways – to report on correspondence from Highways England regarding A47 junction

The Clerk reported receipt of a letter from Highways England to Mr George Freeman regarding the recent meeting. It states that Highways England '*now have a better understanding of the interest by local residents to improve safety and reduce delays for drivers using the junction*' and so they '*have commissioned a study to look at improvement options and this will include a roundabout. The study is likely to be complete by mid-summer 2018*' and findings will be reported.

10. Anti-social behaviour

10.1 To receive an update report

The Clerk reported that the PCSO leading the investigation confirmed that much intelligence had been gathered and whilst there was no clear evidence to support arrests a number of individuals were spoken to. There continues to be surveillance of activity at Erne Farm.

10.2 To consider installation of lighting (basketball and play area)

Cllr Sisto expressed his support of this initiative, mindful of the potential impact on residents. The Clerk reported that initial analysis of the recently undertaken resident survey indicates that there is a perceived lack of facilities for age groups 14-18 yrs. The wooden shelter and the basketball court are two facilities that are popular with this age group. Providing light through to 10.30 pm would make them accessible to young people and provide a safe place for them to 'hang out'.

Cllr Hayton offered to research options and provide a specification for Council to consider. Cllr Sisto offered to assist.

10.3 To agree to finance the upgrade of the CCTV within the NRCC grounds

A report was circulated prior to meeting detailing the proposed specification, options and analysis of options. It was **agreed** to accept the report recommendations:

- This project be financed directly by the Parish Council as it provides a community-wide benefit.
- Commission Edge Electrical Services as they offer best value, provide a service that meets requirement and they are a local business.
- To include a budget provision in addition to the actual costs for future adaptations.

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11. Finance

11.1 To agree payments of invoices received during October

The following payments were agreed.

Payee	Reason	Amount	VAT portion
Employment costs	October salaries, PAYE, pension	1,757.66	
BT	phone rental Oct	22.68	3.78
Eon	Street light energy September	321.55	53.59
TT Jones	Street light maintenance September	158.27	26.38
TT Jones	Removal and making safe damaged street light	1,246.24	207.71
Necton PCC	Extra photocopy services for resident survey	18.75	
Mona Hill Trust	Allotment & dog walk rent	750.00	
David Bracey	Annual play area inspection	120.00	20.00
G Lake	Playing field grass cutting	700.00	
F woodward	September expenses (mileage)	19.21	
G Joyce	Oct expenses (mileage, stationery, postage)	67.79	1.70
Norse Eastern Ltd	ID badges for Council staff & members	57.60	9.60
Norfolk PTS	Council staff & member training (GDPR)	30.00	

11.2 To receive current financial statement

Actual income yr. to date: £84,125.87. Actual outgoings yr. to date: £51,615.01 (this includes the above approved payments). New income during October: £125 (NRCC admin fee). Bank reconciliation to 02 November was circulated prior to meeting. Budget November 2017 also circulated. There were no questions to the RFO.

11.3 To consider a request for donations to Norfolk Ambulance Rescue Service and Necton Silver Threads

Norfolk Ambulance Rescue Service made a written request for a donation towards its services within Norfolk. It was **agreed** to donate £100.

Necton Silver Threads made a written request for a donation towards its Christmas meal for its members. This club has a membership of 35 older residents and provides a valuable weekly social meeting for an afternoon of activities. The club subsidise the annual Christmas lunch, which this year is £500 and entertainment is £75. It was **agreed** to donate £75.

11.4 Replacement of streetlight 9116 on Elizabeth Drive

It was noted that residents would like to see the reinstatement of a new light.

Two quotations were received - from the Council's existing maintenance contractor for £1,350 plus VAT and another local company for £1,421 plus VAT. Both companies have been used by the Council previously and are seen as reputable companies. It was **agreed** that the Council's existing contractor be commissioned.

It was also **agreed** to proceed with a reimbursement claim through the Council's insurance.

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12. Business Plan & budget setting 2018-2021

12.1 To present summary report of resident questionnaire

This was deferred.

12.2 To review and agree changes to Reserves Policy

It was **agreed** to make no changes to the current policy. The document review date will be updated.

12.3 PPS 2018/19 – to agree the commissioning of a Hale Road Trod extension

It was **agreed** to apply for a Parish Partnership Grant from Norfolk County Council to match fund an extension of the Hale Road trod from Ramm's Lane to Black Drift. The total cost of the scheme will be £14,000 and the Parish Council contribution will be 50% of this total cost.

12.4 To consider the budget proposal for 2018-19 draft v1

The Clerk presented this draft and invited Members to consider and make comment direct to the Clerk before the next meeting.

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

Cllr Sisto: reports of re-occurrence of Japanese Knotweed, erupting on the footpath on Mill Street.

Cllr Bass: the first cul-de-sac on Mason's Drive is missing signage to identify property numbers and this is causing problems for residents living there.

Cllr Woodward: Household emergency forms are available with the Clerk if any resident would like to collect one and create their own home emergency plan.

14. Forthcoming events – to confirm attendance

- Meet the leader of NRCC, Mattishall – Cllr Hayton and Clerk
- CPRE meeting, 27 November – Cllr Bass (agreed from previous meeting)
- Norfolk ALC AGM, 20 November – none

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

Community benches, plus items from above.

16. To confirm date and time of the next Parish Council Meeting Monday, 04 December 2017, 7.30 pm.

Confirmed. The Chairman also extended an invitation to members of the public to join the Council for a short festive reception following the December meeting.

17. To consider a resolution to exclude members of press and public for the following agenda item that pertains to employment matters

This resolution was **agreed**. Members of the press and public were asked to leave the meeting.

Meeting adjourned at 9.30 pm

Meeting reconvened at 9.38 pm

18. To receive and consider a report from the 2017 appraisal panel

The full report will be circulated to members for consideration, during November.

One of the report recommendations was proposed, seconded and **agreed** by all:

Salary scale for Clerk/Responsible Financial Officer be set at LC2 SP27 effective 01 April 2018.

19. To form an appraisal and remuneration panel to undertake future annual reviews

It was agreed to defer establishing this panel as the next round of appraisals are not until August 2018.

Meeting closed at 9.52 pm.

Minutes signed by Chair (or designate) _____ on _____