

Necton Parish Council

Minutes No: 2017/6/1

Minutes of Parish Council Meeting held Monday, 02 October 2017 7.30 pm in the Necton Rural Community Centre



Parish Councillors (9) present:

David Matthews, (Chairman) Frank Woodward (vice-chairman),
Joe Sisto, Phil Hayton, Fraser Bateman, Denise Axham, Frank
Stopp, Jean Bass, Ian Thompson

Also in attendance:

Gabrielle Joyce (Clerk)
PCSO Hazel Tampin (Norfolk Constabulary)
Cllr Wilkin (Breckland Council)
26 members of the public

1. To receive apologies for absence

All members present.

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

Cllr Thompson in relation to item 7.2 – 3PL/20171204/O (neighbouring property).

3. To approve minutes of Council meeting held on 04 September 2017

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

4. Matters arising

4.1 progress on matters arising from last minutes

8.2 – Council's donation was sent to Citizens' Advice Bureau and a letter of thanks has been received.

8.4 – a renewed lease agreement between Council and NRCC relating to the playing field has been drafted incorporating the agreed recommendations. This item will be presented for resolution by Council in November.

8.5 – Agreed reserves transferred to appropriate funds/accounts. Play area budget increased to £1,500 and community garden project added with budget line as £10,000. Funding will need to be secured to progress this project, whilst play area budget will be supported from current funds/reserves.

8.6 – revised current year action plan has been published on our website.

10 - Reports of SAM2 data have been provided to September's SNAP meeting and published on our website.

4.2 Clerk's report

The Clerk provided a report and summarised some key points:

- An application for funds from S106 Mill St has been submitted to Breckland Council to support purchase of team shelters.
- Breckland Council can offer street licences for benches on green space at Elizabeth Drive and Mason's Drive. This project will be progressed.
- Solar panels were installed on the roof of the community centre on 8 September.

5. Reports from:

5.1 Norfolk County Council, Cllr Mark Kiddle-Morris: None received

5.2 Breckland Council, Cllr Nigel Wilkin:

- Closure of the junction; leading up to the closure there were several different messages about access restrictions, however, now it is determined as access out of the village only, with detours for inbound.
- Cllr Wilkin provided early traffic management assistance at the junction on Friday morning, 29 September, when there was a serious traffic incident.

6. Public Participation Session opened at 7.46 pm

- Several residents registered their concern about the recent incidents of malicious damage and vandalism.
- Residents from Chantry Lane and Brackenwoods registered complaints about ongoing flooding of their gardens, which happens at times of heavy rainfall. A resident stated that Anglian Water informed them it was a Highways issue and not Anglian Water.
- Cllr Wilkin confirmed he has witnessed incidents of such flooding as reported along Chantry Lane. It may be evidence of poor drain management – lack of regular clearing.

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- The fence around the playing field is being affected by the overgrowth on the farmer's side.

Session closed at 7.57 pm

7. Planning Matters

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

3PL/2017/1027/Var: 49a Hale Road, request to remove hedge and replace with fence – application withdrawn by applicant. The original condition remains in place and the hedge will be retained.

It was noted that the hedge has been removed. Cllr Wilkin committed to bringing this to the attention of the planning officers to ensure that the condition is not breached.

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

3PL/2017/1155/VAR: 21 Kett's Hill, Amendment of Condition 2 of 3PL/2016/1023/F: additional highway access: Previously considered when presented as an application for certificate of lawful proposed use, to which Council raised no concern or objection.

3PL/2017/0992/O: Land between Brackenwoods and Ramm's Lane, Proposed residential development with associated access: This application is to consider access from Brackenwoods only, with all other matters including number of new dwellings to be reserved for later. It was **agreed to object** to this application on the following grounds: surface water flood risk, restricted access, outside settlement boundary. It was also noted that this application is not included in the publically consulted emerging Local Plan and is contrary to the strategy for future development this village has agreed with Breckland Council.

3PL/2017/1204/O: 63 Hale Road, proposed residential development with access from Hale Road: This is a revision of an earlier withdrawn application. It was **agreed to object** to this application on the following grounds: surface water flood risk, outside settlement boundary. It was also noted that this village has many issues with lack of appropriate ditch management and this application with a significant ditch through the site needs to have an achievable ownership maintenance plan.

7.3 Sub-stations - to note correspondence from Vattenfall

A reply dated 18 September was received to our letter regarding alternative site investigation. In summary, the alternative site is being discussed with National Grid and members of the project team, information about this proposal will be circulated at the end of September. The Clerk read out the letter.

Information about this proposal was received and circulated to members on 2 October. It was noted that Members may not have had time to read the document. Cllr Matthews clarified that when the planning application is presented, this Council will be in a position to deliberate and make decisions. Vattenfall are conducting their next consultation event on 10 November at the Community Centre.

7.4 Neighbourhood Plan – to consider the opportunity this would provide to the village

Cllr Matthews provided a summary of what is involved in terms of cost, time and resource. A question is included in our resident's survey to ascertain the village view on such a project and the results of this survey may be available for November's meeting. It was **agreed to wait** for this information to inform considerations. Item carried forward to November.

8. Flooding – to progress a meeting with Anglian Water

Ongoing item - still trying to establish a point of contact at Anglian Water to progress to a site meeting. Cllr Kiddle-Morris is working on this. The Clerk is also waiting a call-back, anticipated by end of next week.

9. Highways

9.1 Report from resident, large vehicles using Ivy Todd for access to Bradenham

A resident reported with photos an incident where an articulated vehicle became stuck at Ivy Todd whilst trying to use this route, resulting in damage to the carriageway. This matter was discussed with Ben Rayner (Highways) on 27 September. The option of a further blue sign on St Andrew's Lane at the intersection with the old a47 access road will be investigated – this is the point at which vehicles could make a safe turn back to Tun's Road, should they not see the existing large sign adjacent to the old garden centre.

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9.2 Report from recent meeting between Highways England, Vattenfall, Mr Freeman & Parish Council

The Clerk reported on correspondence received from Mr Freeman's office regarding outcomes of this meeting:

- This should be the first of a series of such meetings, with the next one perhaps taking place early next year.
- Mr Freeman has commissioned his team to work on a number of steps that will support prioritising improvements on this stretch of the road.

10. Emergency Plan – to receive a report from Cllr Woodward

Cllr Woodward reported that a new officer at Breckland Council, Debbi Read has taken on this role. She would like to come to a meeting. The Clerk will contact Ms Read to arrange.

11. Anti-social behaviour – a report on recent vandalism

A list of specific incidents was provided to PCSO Hazel Tampin, who is currently investigating matters. There is clear CCTV footage, shared with the police to assist with their investigation. PCSO Tampin was invited to provide an update report. She emphasised the need and value of all incidents being reported via 101 – this provides the PCSO team with valuable intelligence upon which to build a clear case and help track down those responsible. The PCSO team work with younger communities especially on programmes of education and early intervention.

It was **agreed to submit** a large notice for publication in the Parish Link on this item.

12. Finance

12.1 To agree payments of invoices received during September

The following payments were agreed.

Payee	Reason	Chq no	Amount	VAT portion
BT	Phone line rental for September	dd	18.30	3.05
BT	Broadband for Sep - Nov	dd	108.00	18.00
September employment costs	Salaries, pension, HMRC		1,757.86	
NRCC	Annual hall hire for meetings	102740	299.00	
Eon	Energy for street lighting August	102741	332.27	55.38
TT Jones	Street light maintenance August	102742	157.79	26.30
Royal British Legion	Poppy Appeal	102743	20.00	

12.2 To receive current financial statement and progress against budget

Actual income yr. to date: £84,000.04. Actual outgoings yr. to date: £44,936.18 (this includes the above-approved payments). New income during September: £30,096.83 – precept and support grant, 2nd instalment. Bank reconciliation to 28 September and budget monitor to October circulated to members. There were no questions on these reports.

13. Business Plan review

13.1 to report on progress of resident questionnaire

The agreed questionnaire was included as an insert in the October Parish Link, now distributed to all homes in the village, via a wonderful volunteer network of distributors. The questionnaire is also available online and paper copies can be returned to the shop, pub or parish office. Deadline is 31 October for returns.

13.2 PPS 2018/19 – update on proposal for Hale Road trod extension

NCC Highways have returned with a cost for this trod, stretching from Ramm's Lane junction to Black Drift junction. The total cost is £14,000, making the parish contribution £7,500. It would be built to the same standard as the existing Hale Road Trod. Council will be asked to consider a decision to proceed at November's

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meeting, as part of the budget-setting item. Application deadline for PPS submission is 11 December.

14. Forthcoming events – to appoint representatives to attend

- Rural housing summit, 13 October – Cllrs Sisto and Hayton and Clerk
- Breckland Police parish meeting, 23 October – Cllrs Bass and Axham
- Swaffham & District Lions Thanksgiving, 26 November – Cllr Hayton
- CPRE meeting, 27 November – Cllr Bass and Clerk

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

- Cllr Bateman – attending a training course on 22 November, to understand how this applies specifically to medium sized councils.
- Cllr Thompson – a date for internal control check on Jul-Sep accounts will be arranged this month.
- Cllr Axham – Barnstorming event promoting the existence and activities of Operation Randall – tackling rural crime. Resources available to the operation include drones and mountain bikes. Any incidents of rural crime should continue to be reported via 101.
- Cllr Sisto – SNAP meeting was poorly attended. Our latest SAM data was provided to the meeting.
- Cllr Hayton – 4 attendees for the recent footpath meeting, researching some of the old estate deeds to see what might be gleaned. The group has chosen 2 paths to focus on, but now feel time is right to bring Helen Chester back for some research.
- Cllr Matthews – play inspection course to provide relief cover for play area inspection. Informative day attended also by Cllr Stopp. Some information regarding goalposts provided to Mr Woodbine of the Football Club.

16. Training – to review current year training records and consider future needs

The Clerk circulated a list of completed training undertaken by Councillors and staff during 2017/18. Members were invited to consider what further training they may wish to undertake during the rest of this financial year. It was noted that New Councillor training is still required for Cllr Stopp.

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

Noted as above.

18. To confirm date and time of the next Parish Council Meeting Monday, 06 November 2017, 7.30 pm.

Confirmed.

19. 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 9.25 pm

Meeting reconvened at 9.35 pm

20. To review employment contracts in accordance with recommendations from internal audit

A confidential report was circulated to members prior to meeting. The Clerk was asked to leave prior to the discussion of this item.

Following conclusion of discussion, the Clerk was invited to return. Cllr Matthews reported that members agreed:

1. The Appraisal panel who conducted the Clerks appraisal will consider the document submitted by the Clerk and report back to the November meeting, in private session.
2. To form an Appraisal and Remuneration Panel at November's meeting to undertake future annual reviews.

Meeting closed at 9.45 pm.

Minutes signed by Chair (or designate) _____ on _____