

# Necton Parish Council

Minutes No: 2017/8/1

Minutes of Parish Council Meeting held Monday, 04 December 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)  
Cllr Wilkin (Breckland Council)  
Cllr Kiddle-Morris (Norfolk County Council)  
28 members of the public

### 1. To receive apologies for absence

There were no absentees.

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

There were no declarations submitted.

### 3. To approve minutes of Council meeting held on 06 November 2017

The minutes were **agreed** by all, without amendments and signed by the Chairman.

### 4. Matters arising

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

- Item 7.3 Neighbourhood plan – Members wished to meet before Christmas to consider the survey results in more detail before commenting further on this item. The Clerk has circulated an invitation to meeting with 2 date options. Many Members have already indicated non-availability. This will slip into the New Year.
- Item 10.3 CCTV – The contractor has been commissioned (accepted) and expected start date is second week of December.
- Item 11.4 Replacement light – has been installed and a reimbursement claim will be made this month.
- Item 12.3 Trod extension – the application is in final draft mode, awaiting input from NCC Highways. It will be submitted within the deadline.
- Item 13 Councillor updates – The potential occurrence of Japanese Knotweed has been reported to Breckland Council Environmental Health. This matter will continue to be progressed. The adjacent tarmac footpath is being broken by either tree or weed roots.

#### 4.2 Clerk's report

The Clerk presented a written report.

- It was noted that Council would consider progression of the Community Garden project in January.

### 5. Reports from:

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

- No items to report.

#### 5.2 Breckland Council, Cllr Nigel Wilkin:

- No items to report.

### 6. Public Participation Session opened at 7.53 pm

- A NSSC committee member asked how would the community garden be policed as they have concerns that it will become a 'drug den'. Cllr Matthews advised that CCTV is incorporated into the project.
- A complaint was received about the mud outside the Social Club, where cars park. There will be consideration of some temporary measures.
- A resident asked for an update on progress with recent anti-social behaviour. Cllr Bass reported on a recent conversation with the PCSO confirming that whilst no arrests were made a number of people had been counselled. Another resident reported some improvement.

Session closed at 8.12 pm

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Minutes No: 2017/8/2

## 7. Planning Matters

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

- No results received.
- It was noted that application no. 3PL/2017/0992/O, land off Brackenwoods, will be considered by Breckland Planning Committee on 18 December. It was **agreed** that representation would be provided by a member of this Parish Council, stating the Council's opposition.

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

3PL/2017/1428/O, 18 Mill St, Necton. It was noted that the site is too small to accommodate this development. A question was raised about ditch management as there is no access with this proposed development and the impact of site drainage on the properties behind the site. It was noted that this is an indicative plan. It was **agreed** to oppose this application with comments as noted.

3PL/2017/1415/O, Lawn Cottage, Chapel Lane. It was noted that this site lies outside the settlement boundary. It was **agreed** to oppose this application for this reason.

## 8. Vattenfall Sub-stations

### 8.1 To receive report and consider consultation response

The Clerk summarised the report and options available to Council. It was **agreed** to submit a consultation response to the PEIR document, identifying comments and concerns relating to the PEIR contents. The Clerk will prepare the response in accordance with identified points and members will have an opportunity to review this response before it is submitted.

It was also **agreed** to ask the Developer to establish a Liaison Group with this Council and Breckland Council as members, to commence discussions on community benefit. Cllr Kiddle-Morris would wish Norfolk County Council to be involved in this group.

### 8.2 To agree and confirm a date for a meeting chaired by Mr Freeman, MP for mid-Norfolk

Mr Freeman has suggested that following on from the first meeting in September (between Vattenfall and Highways England) that another meeting this time with representatives from Parish Council, Vattenfall and nominated spokespeople from NSAG might be beneficial in tracking progress. It was **agreed** to participate in this meeting and the agreed date to be Friday, 26 January 2018, 2 pm.

## 9. Flooding – to receive report on recent Anglian Water meeting

Cllr Matthews summarised the background to this item and an overview of the meeting. The following outcomes of the meeting are:

- Anglian Water committed to re-visit the issues at Elizabeth Drive and if there is a solution that residents can implement, this will be reported.
- NCC Highways committed to checking the surface water drainage systems at Elizabeth Drive as the maps presented at the meeting did not clarify.
- Regarding Chantry Lane, NCC Highways would undertake a survey of the highway water system.
- Cllr Kiddle-Morris would seek clarification as to jurisdiction of Internal Drainage Board.
- NCC Highways would confirm ownership/responsibility of ditch network on Ramm's Lane – identified as blocked.

The Clerk confirmed that the representative from Anglian Water hopes to attend the Parish Council meeting in January. It was noted that the results from NCC Highways regarding Chantry Lane and Ramm's Lane should inform the consideration of planning application 3PL/2017/0992/O.

## 10. Highways - to report on new correspondence from Highways England regarding A47 junction

Highways England has formally responded to the Old Diner development application recommending approval. They do not anticipate the development of the site will interfere with their study or pose further safety concerns at the junction. Cllr Kiddle-Morris confirmed that he has put a representation to the HE/NCC Highways liaison meeting, which is scheduled during December, regarding bollards and pedestrian safety on this junction.

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## 11. Finance

### 11.1 To agree payments of invoices received during November

It was **agreed** to make the following payments.

Payee	Reason	Amount	VAT portion
November Employment costs	Salaries, Tax, NI, Pension	£1,796.19	
BT	Nov line rental	22.68	
G Joyce	Nov Expenses – stationery, postage, mileage	106.37	13.02
Eon	November energy	332.27	55.38
TT Jones	November maintenance	157.55	26.26
Norfolk PTS	New cllr training	45.00	

Cllr Kiddle-Morris left the meeting at 9 pm.

### 11.2 To receive current financial statement

Actual income yr. to date: £84,250.87. Actual outgoings yr. to date: £55,505.59 (this includes the above approved payments). Total current funds stands at £72,414.27 in the bank (prior to above payments). Bank reconciliation to 29 November and Budget monitor to December were circulated to members before the meeting. The Clerk identified the potential liability of Toil hours, which may arise by year end.

### 11.3 To agree to commission the remedial works identified at the play area

It was **agreed** to carry out the identified works.

### 11.4 To confirm a date for internal control check of accounts Jul-Sep

Cllr Thompson, the appointed Internal Control Officer, will arrange a date with the Clerk.

### 11.5 To agree accreditation application as a Living Wage Employer

Council has already agreed to be a Living Wage Employer and pay the real living wage. This has been set up effective of 1 November and all directly employed staff have been included. Accreditation to the Living Wage Foundation would cost £60 per year. It was **agreed** not to apply for accreditation.

### 11.6 To note appointment of new external Auditor

New auditor for 2017-18 and onwards (5 years) will be PKF Littlejohn. Standard fee is £300 for 2017-18 audit, however, as it is based upon income, a budget of £400 for 2018-19 and onwards will be required.

## 12. Firs Field (dog-walk and allotment site)

### 12.1 To agree repair works to site entrance

It was noted that the current remaining budget falls short of the entire project and a phased approach would help with a lesser amount needed from reserves this financial year. Phase two could be accommodated in next financial year's budget. It was noted that the inclusion of French drains would assist. The visibility display is adversely affected by unmanaged verge undergrowth. It was **agreed** to phase the works, with initially 20 tonne to address the right-hand side of the entrance.

### 12.2 To agree a member to oversee the works on site

Cllr Matthews agreed to oversee these works.

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Cllr Wilkin left the meeting at 9.10 pm.

## 13. GDPR

### 13.1 To receive a report

The Clerk presented a report and summarised key points of note.

### 13.2 To establish a working group

It was **agreed** establish a working group, with Cllrs Bateman, Bass and the Clerk. This group will report to Council at the February 2018 meeting.

## 14. Business Plan & budget setting 2018-2021

### 14.1 To receive comment on the Resident Survey, circulated November

Disappointment was noted with the poor response from residents. It was noted that this village may benefit from significant funding opportunities and a vision of what is wanted would help inform how this money is spent. It was noted that the Council would review the survey

### 14.2 To consider the budget proposal for 2018-19 draft v2

It was **agreed** to form a working party to consider and bring back recommendations in January to form final decision on budget and precept. The working party members will be Cllrs Axham, Thompson, Stopp and the Clerk.

## 15. To adopt the following Policies

### 15.1 Lone Worker November 2017

It was **agreed** to adopt this policy.

### 15.2 Data Protection November 2017

It was **agreed** to adopt this policy.

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

- Cllr Woodward – 7 welcome packs. The concrete bollards at the junction require to be re-instated.
- Cllr Sisto – will be co-ordinating a commemoration event on 18 November 2018 and has already begun contacting a number of local organisations.
- Cllr Thompson – could NCC Highways install more speed signage in Kingfisher Drive.

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

Noted as above.

## 18. To note forthcoming events

Norfolk ALC Spring Conference, 6 March 2018, Green Britain Centre – noted.

## 19. To confirm date and time of the next Parish Council Meeting Monday, 08 January 2018, 7.30 pm

Confirmed.

Cllr Matthews took the opportunity to thank all those who work with and contribute to the community and this Council.

Meeting closed at 9.32 pm.

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