

# Necton Parish Council

Minutes No: 2017/9/1

Minutes of Parish Council Meeting held Monday, 08 January 2018 7.30 pm in the Necton  
Rural Community Centre



## Parish Councillors (6) present:

Frank Woodward (vice-chairman), Joe Sisto, Phil Hayton, Fraser Bateman, Frank Stopp, Ian Thompson

## Also in attendance:

Gabrielle Joyce (Clerk)  
Cllr Wilkin (Breckland Council)  
Chris Wray, Anglian Water representative  
20 members of the public

### 1. To receive apologies for absence

Apologies received from Cllr Matthews (personal business), Cllr Axham (personal health) and Cllr Bass (personal health). Apologies also received from Cllr Kiddle-Morris (Norfolk County Council).

Cllr Woodward chaired the meeting.

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

Cllr Thompson in relation to item 7.3. No requests for dispensation were submitted.

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

The Clerk highlighted the following typographical errors in the published minutes:

Parish Councillors (7) present, should read as (9)

Item 8 sub-items 7.1 and 7.2, should read as 8.1 and 8.2

Item 8.2 "Mr Freeman has suggested that a following...", should read as "that following"

Item 9 "...Ramm's Lane should be inform..", should read as "should inform"

With the inclusion of these corrections, the minutes were **agreed** by all and signed by the Chairman.

### 4. Matters arising

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

Item 7.1 – Cllr Woodward and Clerk made representation at the planning committee of 18 December confirming objection to planning application 3PL/2017/0992/O. The application was approved – outline planning with access from Brackenwoods.

Item 7.2 – Council's response to consultations on planning applications 3PL/2017/1428 and 1415 were submitted to Breckland Council.

Item 8.1 – a response to the Vattenfall Sub-Station consultation was submitted to Vattenfall on 8 December. A copy of this response is available on the Parish Council website.

Item 8.2 – the meeting between MP, Mr Freeman, Vattenfall, Parish Council and NSAG has changed to a confirmed date of Friday, 23 February 2018.

Item 11.3 – awaiting works start date to be carried out by Fenlend Leisure Ltd.

Item 11.4 – Completed on 8 January.

Item 12 – 20 tonne of hard-core and digger has yet to be ordered for Firs Field entrance. Cllr Matthews has yet to advise on his availability so he can be on site for delivery and works.

Item 15 – adopted policies (Lone Worker & Data Protection) uploaded to website on 19 December.

#### 4.2 Clerk's report

The Clerk presented a written report, explaining progress with ongoing items, noting new routine matters and correspondence received.

Left filter lane on Tun's Road to A47: this project is under review by NCC Highways in the light of Highways England assessment on the junction, which is expected to conclude in the summer. The Clerk was asked to follow up NCC's original commitment to complete this project.

# Necton Parish Council

Minutes No: 2017/9/2

## 5. Reports from:

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

- Received by phone prior to meeting:
- A government agreement to allow an overall council tax increase of 3% will be considered by NCC at a budget meeting on 12 February. It is likely that this extra 1% increase will be applied and the funds received considered for supporting public transport, highway maintenance and payroll commitments.

### 5.2 Breckland Council, Cllr Nigel Wilkin:

- Cllr Hayton accepted Cllr Wilkin's invitation to attend as guest the planning committee meeting at Breckland Council on 18 December. It was considered by all to be informative and useful in understanding how committee decisions come to be.

### 5.3 Anglian Water, Mr Chris Wray:

- Two issues identified as influencing water flooding at Elizabeth drive were confirmed: overflow of the pumping station and a fractured pipe. Once the pipe is repaired, there will be further hydraulic testing and assessments. It was noted that the existing station has sufficient capacity to support the needs and local improvement works may resolve the problems some residents are experiencing with surface and fowl water back-up within their domestic systems.
- Residents of Elizabeth Drive, attending the meeting, were invited to speak directly with Mr Wray outside of the meeting. This invitation was accepted.
- It is noted that significant highway surface water is entering the system and more research is required on the NCC Highway surface water networks.
- Ramm's Lane fractured underground pipe is noted and repairs will be done within 24 hours. It was noted that the water from this leak was not accessing the ditch network.

## 6. Public Participation Session opened at 8.15 pm

- Various comments and questions were addressed to Mr Wray.
- A representative of the football club thanked the Parish Council for their assistance in securing funds and arranging purchase of new team shelters for the playing field.

**Session closed at 8.29 pm**

Mr Wray departed the meeting at this point.

## 7. Planning Matters

### 7.1 To receive results & updates of outstanding applications

- 3PL/2017/0992/O – land off Brackenwoods – approved for outline planning access only, all other matters reserved.
- Erne Farm – to be considered by Breckland Planning Committee on 15 January. The key changes to the original submission are:
  - Revised proposal for 46 units of which 7 are affordable dwellings, establishment of a footpath along the site boundary to enable future connection to the public footpath network and small area of green space encircled by dwellings. This green space complies with DC policies at 0.2 Ha.
  - There is no longer a large community space provision gifted to the Parish as this has been converted to affordable housing provision, increasing it by 2 dwellings.
  - The management of the green space is to be confirmed –
    - adoption by District – unlikely
    - retention by developer and managed at their cost – possibly for a short period only
    - or a management company financed by residents – most likely
  - Landpro is investigating the opportunity of assisting with extending the footpath across other lands to access the Pettyguards network.

It was noted that members were disappointed that the community space gift is no longer on offer from the developer. Cllr Wilkin committed to expressing this disappointment at the Breckland Planning Committee.

# Necton Parish Council

Minutes No: 2017/9/3

## 7.2 To consider open space management in emerging developments in the village and agree a Council position

The Clerk presented a report on the emerging trend of District Council no longer accepting responsibility for open space management. The function is devolving to town and parish councils with commuted sums from developers. It was **agreed** that Cllr Hayton would research this item further and report back to the next meeting.

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

3PL/2017/1496/O No objections

3PL/2017/1526/D No comments

BLR/2017/0001/PIP Supported

BLR/2017/0002/PIP Supported for a maximum development of 4 dwellings. The Council expressed concern about the designs presented in recent applications for this site.

3PL/2017/1553/O Noted that this lacks sufficient amenity space for existing and proposed dwelling. Noted that the proposed entrance onto St Andrew's Lane is too close to junction and also requires removal of established hedge, which is a visual aspect of village landscape. It was **agreed** to object to this application.

## 7.4 To consider making a request to National Grid to change the name on their sign, removing Necton

Members of NSAG have asked for Council's consideration of this item. The sign is the responsibility of National Grid and their company policy is that the nearest town or village is used as the site identifier. There appears to be no breach of planning consent. It was **agreed** that no further action be taken on this item.

## 8. Finance

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

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

Payee	Reason	Amount	VAT portion
Mark Harrod Ltd	2 new team shelters for football field financed by S106 funding	4,008.00	668.00
BT	Phone line rental Dec	22.68	3.78
BT	broadband Dec-Feb	108.00	18.00
Employment costs December	Includes salaries, NI, tax and pension for two Council employees	1,795.99	
Cllr Stopp	Mileage expenses - travel for training	40.50	
TT Jones	Street light maintenance November	157.55	26.26
Eon	Street light energy November	321.55	53.59

# Necton Parish Council

Minutes No: 2017/9/4

## 8.2 To receive current financial statement

- Actual income yr. to date: £87,903.62. Actual outgoings yr. to date: £59,546.59 (not including the above approved payments). Bank reconciliation to 03 January 2018 was circulated ahead of this meeting. Total current funds stands at £73,323.96 in the bank (prior to above payments). Budget for January 2018 also circulated to members ahead of this meeting.
- VAT reclaim of £2,712.97 has been posted to HMRC on 04 January 2018. This covers all invoices from June to 31 December.

## 8.3 To confirm a date for internal control check of accounts Oct-Dec

Cllr Thompson, the appointed Internal Control Officer, completed this check on 8 January. No concerns were noted.

## 8.4 To consider a grant application from NRCC - £300 for A Christmas Carol production

It was **agreed** to grant this application. Cllr Sisto proposed a note of thanks for those involved in making it happen. **Agreed** by all. The Clerk will write a note of thanks to the volunteers assisting Cllr Bass with refreshments.

## 8.5 To agree adoption of proposed budget 2018/19

Following a meeting of the working party, they presented a proposal to approve the budget 2018/19 version 3.

This budget includes:

- £400 provision for audit increase 2019-20
- £100 Payroll software licence – no longer able to continue on a free licence effective 1 April 2018 (incorporated into equipment/software budget line)
- Provision for extra work associated with GDPR compliance (training, administration, old data disposal)
- Provision for extra staff to support the administration of Council. The elements of this provision include:
  - New admin assistant, 10 hours weekly
  - Reduction of Clerk weekly hours by 2
  - Increased Admin fee from NRCC from £125 to £150 monthly

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

## 8.6 To agree a proposed precept of £64,000 for 2018/19

To support the above budget, the working party proposed a precept of £64,000 for 2018/19. This represents an increase of just over 10% on 2017/18 (£57,000) as the tax base has increased from 699.10 to 713.70 as at October 2017. It represents an increase of £8.14 on the Parish Council's element of Council Tax for Band D properties in Necton.

It was **agreed** to raise a precept of £64,000 for 2018/19.

## 9. Community Garden – to decide how to progress this project

Cllr Bateman proposed himself as the lead on this project, enabling it to progress. It was **agreed** to accept Cllr Bateman's offer.

## 10. To adopt proposed amendments to the NRCC Committee Terms of Reference

The proposed amendments circulated to members on 2 January update the terms to reflect current practice. It was **agreed** to adopt the amendments.

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

- Cllr Sisto reported that a number of residents have asked if first aid training could be organised. He has made enquiries with the First Responder representative and will continue to progress this item.
- Cllr Bateman reported that the GDPR work group have yet to meet, but would like to extend an offer to Cllr Hayton to join the group. Cllr Hayton agreed to join.
- Cllr Hayton expressed thanks to Cllr Wilkin for his time and guidance at the recent planning committee, which was very informative.

# Necton Parish Council

Minutes No: 2017/9/5

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

As noted above.

**13. To confirm date and time of the next Parish Council Meeting Monday, 05 February 2018, 7.30 pm**

Confirmed.

**14. To agree a resolution to exclude members of press and public in advance of the next agenda items for reason of sensitivity on matters relating to contractual and employment obligations.**

This resolution was **agreed**.

Meeting adjourned at 9.13 pm & reconvened at 9.30 pm

**15. To consider and agree a strategy to resolve issues with a non-compliant contractor**

The Clerk reported that a satisfactory resolution of this matter occurred that morning.

**16. To note resignation of Clerk**

Noted and departure date of 31 March 2018.

**17. To consider and agree recruitment plans for new Clerk and Administrator**

It was **agreed** to focus immediately on recruitment of the Administrator. The Clerk will arrange this.

It was **agreed** to seek quotations from sector support organisations for a role evaluation and recruitment of a new Clerk.

Meeting closed at 10 pm.

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