

Necton Parish Council

Minutes No: 2017/10/1

Minutes of Parish Council Meeting held Monday, 05 February 2018 7.30 pm in the Necton Rural Community Centre



Parish Councillors (8) present:

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

Also in attendance:

Gabrielle Joyce (Clerk)
16 members of the public
Cllr Kiddle-Morris (Norfolk County Council)
arrived at 8 pm, left at 8.24 pm

1. To receive apologies for absence

Apologies received from Cllr Stopp (personal health).
Apologies also received from Cllr Wilkin (Breckland Council).

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

Cllr Hayton in relation to item 17, Cllr Thompson & Cllr Matthews in relation to 8.4.
No requests for dispensation were submitted.

3. To approve minutes of Council meeting held on 08 January 2018

The minutes were **agreed** by all and signed by the Chairman.

4. Matters arising

4.1 progress on matters arising from last minutes

Item 4.2 – Left filter lane: further to discussions last month, clarification of NCC Highways position regarding the start of these works. As Highways England is in the process of commissioning a survey and report to look at all of the options any works undertaken by NCC Highways before this could be abortive.

Item 7.3 – planning application consultation comments were submitted to Breckland Council.

Item 8.6 – notification of precept request was submitted to Breckland Council and acknowledgement received.

4.2 Clerk's report

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

Cllr Sisto will assist to progress the community benches project.

5. Reports from:

5.1 Norfolk County Council, Cllr Mark Kiddle-Morris:

- NCC Council Tax will increase by 5.99% for 2018/19. This will support the current public transport subsidies and save making further service reductions. It also supports the increasing demands of Adult and Children's Social Care and extra payroll obligations.
- There is consideration of an amalgamation of the fire and police services. Both Norfolk services have prepared a business case which is being considered at present. There will be an opportunity for public consultation.
- There is a significant escalation in the supply of drugs through 'hot-lines' – mobile phone numbers to organisations based in London, Birmingham and other cities. The target audience for recruits into this supply chain are children. Police are seeking community support in identifying suspicious behaviour

5.2 Breckland Council, Cllr Nigel Wilkin: No report this month.

6. Public Participation Session opened at 7.37 pm

- A request for an extra street light to be considered adjacent to the garage on Tun's Road.
- The road damage (sunken trench) by junction of St Andrews' Lane and Tun's Road was reported. The Clerk confirmed that this has been reported to NCC Highways.
- A resident from Elizabeth Drive expressed their thanks to the Council for helping to resolve the long-

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standing water management issues. Anglian Water have repaired the manhole, added a new valve and it appears to have resolved the issue. The good communication of Anglian Water's representative was noted.

- A resident raised the question of extending the 30mph limit in St Andrews Lane and Cllr Kiddle-Morris agreed to re-visit this.

Session closed at 7.43 pm

7. Vattenfall sub-station development – to agree to undertake a site visit as part of preparation for meeting with Mr Freeman and Vattenfall on 23 February

It was **agreed** to carry out a site visit and the Clerk will make arrangements for a date that suits the majority.

8. Planning Matters

8.1 To receive results & updates of outstanding applications

- 3PL/2017/1584/HOU, 56 Chantry Lane – approved
- 3PL/2017/0069/F, St Andrews Lane – approved
- 3PL/2016/0983/O, Erne Farm – approved, with condition for extension of 30 mph speed limit on Browns Lane.

8.2 To consider attendance at Examination of the Breckland Local Plan

This invitation was received in error and only applies to those consultees that responded to the most recent consultation on process. Item withdrawn.

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

Cllr Hayton spoke through his report. It was **agreed** to investigate this further through discussions with Breckland Council.

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

3PL/2018/0007/VAR	Variation of no 2 on 3PL/2016/0422/D Residential development (9 dwellings) - brick walls changed to timber fencing (plots 2, 3,4, 6, 8 & 9)	No objections.
3PL/2017/1449/D	erection of 4 dwellings - revised plans	No objections.
3PL/2018/0035/VAR	Variation of pp 3PL/2017/0487/HOU - reduce footprint, remove two side extensions	No objections.

9. Finance

9.1 To agree payments of invoices received during January

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

Payee	Reason	Amount	VAT portion
The Keeper's Daughter	Min ref: 2017/9/4 8.4	300.00	
Employment Costs	January costs for salaries, PAYE, NI, Pension	1,795.99	
BT	phone rental Dec	21.60	4.32
G Joyce	Dec/Jan expenses (stationery, postage, travel)	85.28	9.09
Eon	Light energy December	332.27	55.38

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NRCC	VAT refund	99.00	99.00
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9.2 To receive current financial statement

- Actual income yr. to date: £90,741.59. Actual outgoings yr. to date: £69477.42 (not including the above approved payments). Bank reconciliation to 31 January 2018 circulated to members before the meeting.
- VAT reclaim of £2,712.97 was received to bank on 25 Jan.
- Pension new mandatory contribution rates: will apply from 1 April onwards
 - Employee min contribution goes from 1% to 3%
 - Employer min contribution goes from 1% to 2%
- There were no questions from members.

9.3 To consider a grant application from Necton PCC - £300 to support the annual grass-cutting

It was **agreed** to grant this application. The payment will be made in April 2018.

9.4 To agree to fund a training session on CPR & Defibrillator use for village residents

Cllr Sisto proposed and offered to co-ordinate this training to be delivered by First Responders. They are willing to provide the training free, so costs would be for hall hire only. It was **agreed** to fund this.

10. GDPR – to receive a report from working group and consider next actions

Cllr Bateman presented the report. Next actions are to await clarification of who can be the Data Protection Officer and continue with the information audit.

11. SNAP meeting 16 January – to receive a report from Cllr Bass and Cllr Axham

Cllr Bass reported that they did not attend.

12. Norfolk ALC Spring Conference – to consider attendance

No member wished to attend.

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

- Cllr Woodward reported that 3 welcome packs were issued during January. He attended an Icen Partnership Trustee meeting and advised that Swaffham community centre had the following organisations: Homestart, Family Action, Mind, Red Cross, WN community transport and a good café.
- Cllr Bass reported the presence of 3 potholes on North Pickenham Road and a complaint about the lack of signage in Mason's Drive.
- Cllr Hayton reported another articulated lorry travelling Chapel Road to Watery Lane became trapped at the corner and damaged the road verge again.
- Cllr Bateman reported the presence of significant potholes on Ramm's Lane.
- The Clerk advised that NCC have a good online reporting system for any highway related faults and it would help speed up resolution if Members were to make use of this system.

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

As noted above.

15. To confirm date and time of the next Parish Council Meeting Monday, 05 March 2018, 7.30 pm

Confirmed.

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16. 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 8.47 pm & reconvened at 8.49 pm

17. To receive a report on matters relating to a maintenance services contract & consider action

The confidential report, circulated prior to the meeting, was considered. It was **agreed** to accept the recommendation of the report.

18. To receive update on recruitment of Parish Assistant & confirm interview panel

A number of applications have already being received and the closing date is 22 February. It was **agreed** that the interview panel would be Cllrs Hayton, Bateman, Bass and Axham.

19. To consider a report to Council on recruitment of Parish Clerk and agree progression

The confidential report was circulated to members prior to the meeting. The decisions listed in the report were agreed as follows:

1. Neither external provider would be commissioned.
2. Not considered.
3. Not considered.
4. Not considered.
5. Not considered.
6. Presented documents were not adopted. An alternative set of documents were circulated at the meeting by Cllr Matthews. The Clerk advised that these documents had not had the benefit of a review for legal and procedural compliance and advised caution before adoption.
7. Not considered.
8. Not considered.

Meeting closed at 9.30 pm.

Minutes signed by Chair (or designate) _____ on _____