



Minutes No:
2020/20

Necton Parish Council

**Minutes Parish Council Meeting held
Monday 8th June 2020 at 7.30 pm held virtually via Zoom**

Parish Councillors (8) present:

Councillors Jean Bass (Chair), Fraser Bateman, Mark Jennings, Ken Barrett, Phil Hayton, Alice Spain, Joe Sisto and Thirza Hicks

Additional attendees:

Mark Kiddle- Morris- Norfolk County Council
Justine Luckhurst- Parish Clerk
4 members of the public

Date: Monday 8th June 2020

Time: 7.30 pm

Place: Meeting held virtually via Zoom

1. To receive apologies for absence

None received

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

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Necton Parish Council Code of Conduct for Members and by the Localism Act 2011.

None declared

3. To approve minutes of Council meeting of 11th May 2020- (to be signed retrospectively at first face to face meeting held).

Minutes from the meeting held on 11th May were approved and duly agreed to be signed retrospectively at the next face to face meeting of the Parish Council. (proposed by Chair Bass and seconded by Councillor Bateman, agreed unanimously)

4. To ratify business decisions taken whilst meetings were postponed

Successful completion of probationary period for Clerk and subsequent confirmation as a permanent member of staff. Noting this to include a 4 Spinal Column Point scale pay increase backdated to take effect from 7th April 2020. The successful completion of the probationary period was proposed by Chair Bass and seconded by Councillor Bateman

and the agreed increase of the Spinal Column Point scale was proposed by Chair Bass, seconded by Councillor Bateman and both points were agreed unanimously.

5. To allow Annie Turner, Genine Curtis and Frank Stopp express their interest in becoming a Councillor (5 minutes allowed)

The Clerk confirmed Annie Turner had confirmed the withdrawal of her application via email correspondence and therefore Frank Stopp and Genine Curtis addressed the Council.

6. To vote on the co-option of a new Councillor onto the Council by a show of hands

The Chair requested the Councillors vote by a show of hands and 6 votes were cast in favour of Genine Curtis and 2 votes in favour of Frank Stopp. The Chair confirmed Genine Curtis to be successfully co-opted onto the Council. The Clerk confirmed that as Genine was unable to complete and sign the required forms she was invited to remain for the remainder of the meeting but would be unable to participate as a Councillor and therefore unable to vote or comment until such forms were completed.

7. To approve the annual governance statement 2019/20.

To approve the accounting statement for 2019/20.

To confirm the process by which electors may exercise their rights of Inspection of the Annual Return.

To receive the internal auditors report.

The approval of the Annual Governance statement of 2019/2020 was proposed by Chair Bass, seconded by Councillor Bateman and unanimously agreed.

The approval of the account statement for 2019/2020 was proposed by Chair Bass, seconded by Councillor Jennings and unanimously agreed.

The Clerk confirmed the rights of inspection of the Annual Return would be published on the website and on the noticeboards and the inspection would be via hardcopies sent via the post or electronically as the Parish Office is currently closed.

The internal auditors report had been provided to all Councillors prior to the meeting for their consideration and no questions were raised.

8. Public Participation (10 minutes allowed)

No items were raised.

9. Reports from:

Parish Council Clerk – Justine Luckhurst

The Clerk read her report which is attached to the minutes

Norfolk County Council- Councillor Mark Kiddle- Morris

Councillor Kiddle- Morris confirmed that Norfolk County Council are continuing to adapt and adjust during the pandemic and weekly updates are sent to all local Councils.

Councillor Kiddle- Morris also confirmed that those registered on NHS lists as extremely vulnerable and had received a letter to this effect are receiving a care call from Norfolk County Council staff, further commenting that this is unique to Norfolk.

Chairperson, Jean Bass

The Chair confirmed she had noticed that on the green area outside 17 Jubilee Way some tyres had been placed there and decorated with plants and flowers. Unfortunately these cannot remain as its common ground. It may also impact on the grass being cut. The Chair requested the Clerk to write a letter confirming this to the occupants of 17 Jubilee Way

Councillors

Councillor Barrett confirmed he is still monitoring the street lighting and bollard issue on the A47. Confirming that he has now received confirmation that these should be working soon. He will continue to follow up with Highways and update at the next meeting.

Councillor Hicks confirmed that she will start to investigate possible grants to support the costs for the second phase of the MUGA and will revert at the next meeting.

Councillor Bateman confirmed that the support group NESS are now receiving minimal calls and noting only one call for a prescription collection was requested last week. Noting this to potentially be positive but aware that there may be a second wave and so the support group to remain in place. The Necton Festival has unfortunately been cancelled for this year due to social gathering restrictions. The Festival will continue next year and the date set is 10th July 2021. The Festival Committee have liaised with all acts booked to rescheduled for next year. It was noted the hedge outside 4 Ketts Hill is now very overgrown and thus forcing pedestrians to walk further into the road. A discussion was held regarding next steps and responsibility and it was agreed in the first instance the Clerk would draft and send a letter to the occupier of 4 Ketts Hill asking for this to be cut back. The Clerk confirming this would be undertaken and an update provided at the next meeting.

Councillor Sisto informed the Council that Norfolk Football Association have confirmed football training can resume (following all guidelines) and thereafter this will commence this week on the playing field.

10. To approve Bills made, to be made and approve late payments as necessary. To receive financial update for consideration.

Chair Bass proposed the bills detailed on the published list can be paid. Seconded by Councillor Spain. Approved unanimously. Financial update received for consideration confirming current position and balances held.

11. To discuss and approve the reviewed Policies

- **Freedom of Information-** proposed by Chair Bass, seconded by Councillor Jennings and agreed unanimously.
- **SAM II-** proposed by Chair Bass, seconded by Councillor Bateman and agreed unanimously

- **Equality and Diversity-** proposed by Chair Bass, seconded by Councillor Hayton and agreed unanimously

The Councillors were provided with these to consider prior to the meeting.

12. Planning matters – to note new planning applications and discuss.

REFERENCE **3PL/2020/0469/O**
 PROPOSAL Erection of up to 22no. residential units along with landscaping, drainage and associated infrastructure (all matters reserved except for access)
 LOCATION Land north of Charnwood, St Andrews Lane
 APPLICANT Greystoke Land and Oxygen

Discussions were held and it was agreed that the commentary to Breckland Council should state that the proposed site and build is outside of the settlement boundary. A left turn into the old road Grove Lane should be considered to ease traffic volumes at the top of Tuns Road and to consider the impact on the drainage systems in Necton which are already at capacity.

Councillor Sisto offered his apologies and confirmed he needed to leave to meeting.

13.To discuss first steps of proposed Neighbourhood Plan, including which Councillors will be part of the Steering Committee.

Councillor Spain recently attended a training event in this regard and confirmed the following steps should be taken.

1, Forming a Steering Committee.

It was recommended this would ideally be 10 people, half parish councillors and half members of the community. Between 8 and 15 members has worked well in the past. We can ask for volunteers now through our contacts, our website and the Necton Facebook Page. Normally we would put an article in the Link but publication has been suspended. In these extraordinary times, we could start with a smaller group and expand if we get volunteers later on.

2. The Steering Committee need a Set of Aims and a Vision Statement

It should be possible for the steering committee to put together aims and a vision statement through a Zoom meeting that the Clerk could arrange. This could then be shared with the Parish Council and agreed at one of our meetings. The Neighbourhood Plan addresses what we would like the parish to look like in 20 years time. It's not just a broad wish list. It can only include items requiring planning permission. It covers the built environment, footpaths, green areas, allotments, etc. A Neighbourhood Plan falls below Breckland's Local Plan and they have to incorporate it into their planning approval process once it's adopted. A good set of aims and vision statement will promote a good Neighbourhood Plan.

3. The Steering Committee need a Set of Objectives

For each element of the vision statement, there should be at least one objective. These would be broad statements of intent, what we're seeking to achieve through the Neighbourhood Plan. Once all this is available in draft, it has to be shared with the

community. At this point we would probably want to set up a community workshop event to get involvement and ideas to flesh out a plan for future work.

4, A Plan

Quite a detailed plan, including community events and use of consultants will be a requirement of the process.

5. Organise a Community Workshop

This could be an item in our plan where we would utilise a consultant. We have to show a lot of evidence of community involvement throughout the process of generating a Neighbourhood Plan and it's usually best to use someone who will make sure we cover everything. This would be the first item that will have to happen after the current lockdown has been lifted.

6. Apply for Grant Money

Locality will provide a grant of £10,000 to us if we apply for it. It appears you apply for the full amount up front and then re-apply for what you haven't used each year until it's gone. Breckland are supporting the development of Neighbourhood Plans and have their own officer allocated to help with them.

Councillor Spain confirmed the first step would be to propose a steering committee can be set up. Thereafter Councillor Spain proposed a steering committee be approved, seconded by Chair Bass and agreed unanimously. Volunteers for this committee were noted to be Councillors, Spain, Barrett, Bateman, Hayton, Jennings, Curtis and Chair Bass.

14.To consider email regarding footpaths from resident and propose next steps

Discussions were held and it was agreed that initially Councillors Hayton and Bateman would design and provide some maps of the local footpaths that can be placed on the noticeboards and along the various footpaths. Thereafter it was agreed the Footpaths Committee would be resurrected in order to plan and undertake discussions with landowners regarding restricted walkways and investigating footpaths around Necton.

Both points raised were proposed by Councillor Hayton, seconded by Chair Bass and agreed unanimously.

15. Purchased kiosk - consider and approve any maintenance and discuss usage thereafter.

Councillor Barrett confirmed that BT have now removed their equipment and the broken pane of glass has been replaced. The kiosk needs to be assessed initially to determine what works are required to clean, restore and improve its appearance. A task force of Councillors Barret, Bateman and Jennings will undertake this and report back to the Council to determine next steps. It was noted Clerk has requested volunteers from the village to support – see Clerks report. It was proposed by Councillor Bateman and seconded by Chair Bass and agreed unanimously that the Clerk can add the kiosk to the current insurance policy with a maximum of an

additional £25.00 premium per annum (noting this to be within the range of quotes previously provided) The Clerk will also add to the Asset Register.

16. Boreas / Vanguard update

Councillor Spain confirmed that the Boreas decisions have been delayed and, in the meantime, virtual Open Floor Hearings have been arranged, Councillor Bateman has been registered to attend and speak at these hearings on 2nd, 15th and 22 July. Councillors Barrett, Spain and Hayton are also registered to attend these hearings. Councillor Spain has produced a list of questions that will be distributed amongst the attendees. Chair Bass thanked Councillor Bateman for agreeing to represent the Council and also thanked Councillor Spain for her continued work on this subject.

17. Adjournment for public participation (5 mins)

No comments raised.

18. To confirm date and time of the next Parish Meeting

The next meeting will be on Monday 13th July at 7.30pm via Zoom (unless restrictions are lifted whereby face to face will be considered)

19. Discuss Caretaker probationary period review and consider any pay increase accordingly- In Camera

Chair Bass sought permission to enter this part of the meeting in camera. Following Liz Goddard's appraisal, it was confirmed she has successfully passed her 6 months probationary period. Discussion was held regarding a pay rise to reflect this. An increment of 1 Spinal Column Points was agreed. The Clerk to draft and send a letter confirming that she is now a permanent member of staff of the Parish Council.

The meeting closed at 21.40