

Brandon Parva, Coston, Runhall & Welborne Parish Council – Meeting Minutes

Wednesday 15th May 2019 at 7:30pm, Welborne Village Hall

Parish Councillors present: Carolyn Bailey (Vice Chair), Clare Kay, Clare Miller, Andrew Egerton-Smith, Mike Webb and Peter Wood. Also, in attendance: Bev Long (Parish Clerk), County Cllr Margaret Dewsbury and two members of the public

Carolyn Bailey – as vice chair took the chair in the absence of Simon Guest. Clare Miller was welcomed onto the parish council following the recent elections. Thanks were given to the outgoing Cllr Jaqui Russell.

1 Declaration of acceptance of office

Following the recent election all councillors signed the declaration of acceptance of office witnessed by the clerk.

2 Apologies for absence

Apologies were received and accepted for Cllr Simon Guest – medical and Runhall Countryside Ranger Jane Brown.

3 Members declarations of interest in items on the agenda and requests for dispensation

None declared

4 Election of officers – Chair & Vice Chair

Simon Guest was nominated for the position of Chair – proposed by Mike Webb and seconded by Peter Wood – all in favour. Simon was duly elected as Chair. Carolyn Bailey was nominated for the position of Vice Chair – proposed by Peter Wood and seconded by Clare Kay – all in favour. Carolyn was duly elected as Vice Chair.

5 Declaration of acceptance of office – chair

Simon to sign before attending his next meeting.

6 Register of Interests

Clare was given a ‘welcome’ pack which contained a register of interest form and was reminded it should be returned to the clerk within 28 days. All other councillors were reminded that now was a good time to review their register of interests forms and to send any amendments or a newly completed form to the clerk.

7 Approval of the minutes of the meeting held on 6th March 2019, 25th March 2019 (planning) and 10th April 2019 (annual parish meeting)

The minutes of all the meetings were approved and signed by the chair of the meeting as a correct record without amendment.

8 Matters arising from the minutes – not covered elsewhere

- 8.1 Annual Parish meeting – all agreed it was a good meeting. The speaker was knowledgeable and interesting. It was also well attended. Simon and Carolyn had spoken with Mr & Mrs Miller of Runhall regarding being our speakers for next year and they have agreed.
- 8.2 Welborne Village Hall grass triangle – Peter informed the council that the stakes had been removed and although the grass is still patchy there is nothing more he can do. Thanks were given to Peter for his time in rectifying the grass problem on the triangle.

9 Matters for discussion

- 9.1 GDPR – Clare advised the meeting she was happy for her email to be shared with Cllrs, and for her contact details to be included in the parish newsletter and on the website.
- 9.2 Runhall Recreation Ground trustees – deferred to the next meeting.
- 9.3 Newsletter – production and printing. As Jaqui is no longer a councillor a new editor was required. Mike couldn't offer his services for this one issue so after a discussion Andrew volunteered to write some news items and Clare M volunteered to create a newsletter from them. Clare would contact Jaqui for a template. It was agreed as there was no budget for printing that a one-off cost of £40 could be spent by Clare on the printing. The production of the newsletter would be placed on the next agenda for further discussion.
- 9.4 New councillor training – Clare M informed of training available and advised to let the clerk know of the most convenient date and it would be booked.
- 9.5 Community Service Completion – Clerk informed council that William Faircloth had now completed his service hours in the parish although he is planning to continue his volunteering as much as possible. The clerk had signed off his documentation and thanked him for his great work in the parish.

10 Planning

- 10.1 Planning History/Decisions 2019 – Simon had circulated an update prior to the meeting.
- 10.2 Application – 2019/0964: Barn adjacent to Brick Kiln Farm, Welborne – notification for prior approval for a proposed change of use and associated building works of an agricultural building to a dwelling house. Plans and associated papers were viewed and discussed. Questions arose as to whether it was truly an agricultural building – more storage than agriculture. It was also queried as to if it fell into the Class Q permitted

development category. It was proposed we refuse/object – all agreed. Carolyn to draft a reply for the clerk to submit.

- 10.3 Any time limited planning; 2019/0913: Hill House Farm, Stone Lane, Brandon Parva. Proposed single storey rear extension, extending 6.13m from the rear wall of the original dwelling house, with a maximum height of 3.98m and an eaves height of 3m. After discussion it was proposed and agreed to support this application.

11 Residents Questions

- 11.1 Question raised – concerning permitted development which was explained by Carolyn.
- 11.2 Question raised – concerning Holly Brook Farm. Query regarding application about agricultural. Change of use has occurred – there has been an increase in traffic on the roads and there is concern there will be lots of vehicles using a driveway which has been created at the back of the resident’s garden. Other concerns were raised – no site visit, applicant didn’t share plans with resident as was too busy, work continued whilst resident on holiday, road in a loop connect to farm. Also discussed about whether a change of use had been submitted, vehicles were very visible, no privacy, it has been a commercial business since Jan 2018. Following a discussion with the resident the parish council were concerned about access, the road and the business and agreed to contact South Norfolk Council enforcement officer/planning to clarify what is happening and to ask them to look at the change of use, roadway loop and traffic increase. Resident advised to speak with the planning department herself.
Mike Webb declared an interest in this item.

12 Reports from District Cllr, County Cllr and Parish Cllrs

- 12.1 County Cllr Margaret Dewsbury gave her report – Norfolk County Council has had it’s AGM; committees are now finished – replaced with a cabinet system; cabinet system made up of dep leader and 10 people overall, it is a quicker system.
- 12.2 Parish councillors reported; Mike – road name signs, many are damaged around the parish. South Norfolk are responsible – Cllrs to identify and report all to the clerk before the next meeting. Cllr – concern raised regarding a static caravan that has appeared at a property in Runhall – clerk to ask planning department. Clare K – another dog has fallen ill in Runhall – although home now the illness was serious. To be included in the newsletter asking dog owners to be extra vigilant. Carolyn asked if a dog fouling notice could be placed in the Coston notice board as it was now a problem in the area.
- 8.3 Simon Guest advised the meeting that he was now sitting on the Advisory group to the police and would be happy to liaise with them on any council issues.

13 Reports from Others; Litter wardens, Fuel co-ordinator, Countryside ranger

Nothing received.

14 Highways

14.1 Highways review with Bob West – Highways grid updated. Discussion followed; Item 2 - Runhall Rd pull ins – the condition is not good and should be chipped/improved. No signage – Margaret Dewsbury to investigate this. Item 5 – not all white lining in the parish has been completed. Item 12 – wrong spelling of Welborne (Welbourne) not addressed. Item 15 – verge repaired, potholes filled and posts in place. It was also noted that verges had been cut around the parish.

14.2 New highway matters – nothing received

15 Finance

15.1 Cheques for approval and signature – approval given for: Zurich Insurance - £167.44, Information Commissioner’s Office - £40, Runhall Recreation Ground grant (approved at Jan 19 meeting) - £126.

15.2 Accounts for approval – approved and signed by chair of the meeting

15.3 Annual Audit – approved and signed. Exemption also approved.

16 Correspondence

Only items circulated for information prior to meeting

16.1 Flyer regarding free private online network – discussed and doesn’t seem to be a problem. Can choose how often you want to hear the news – daily or weekly – similar ones have been/are already in operation with no problems.

16.2 Insurance for Volunteers – clerk confirmed that all councillors and volunteers working on behalf of the council were covered by the council’s public liability insurance.

16.3 Fibre roll out in Coston – update given

17 Next meeting

Agreed as 17 July 2019

15 News from BPCR & W parish council – agree items for next edition. Dog fouling, dog illness, election, chair/vice chair, review of annual parish meeting, trustees for Runhall Recreation Ground.

The Chairman closed the meeting at 9:30pm