

Brandon Parva, Coston, Runhall & Welborne Parish Council

Minutes of Meeting, held on Wednesday 18th May 2016
In Welborne Village Hall at 7.30pm.

Councillors present; Mike Webb (chair), Trevor Curson (vice chair), Carolyn Bailey, Andrew Egerton-Smith, Stephanie Austin, Peter Wood and Clare Kay.

Also present were Bev Long (clerk) and County Cllr Margaret Dewsbury

Apologies received; none received

Declarations of Interest; *Trevor Curson is a Trustee of Welborne Village Hall, Mike Webb & Trevor Curson are members of one of the committees of Welborne Village Hall. Andrew Egerton-Smith is a member of the Parochial Church Council of All Saints Church, Welborne. Peter Wood and Mike Webb are trustees of Runhall Recreation Ground. In a small village, some overlap of membership between village organisations is inevitable. There may be occasions when decisions are taken which affect Welborne Village Hall, Runhall Recreation Ground or Welborne Church and it is not possible to carry out the business of the council without those named being involved in such decisions.*

Nothing further declared.

Election of Officers; Mike Webb was proposed for the position of Chair by Peter Wood and seconded by Trevor Curson – all agreed. Mike was duly elected as chair. Trevor Curson was proposed for the position of Vice Chair by Andrew Egerton-Smith and seconded by Clare Kay – all agreed. Trevor was duly elected as vice chair.

Declaration of acceptance of office and Register of Interests; Declaration of acceptance of office form was signed by Mike Webb as chair. All Cllrs were reminded about updating their register of interests if necessary. Any new interest, if small can be declared to South Norfolk via email and if any major changes occur then a new form will need to be completed. South Norfolk are now displaying register of interests form on their website rather than a grid. Clerk to check and send any updates to South Norfolk along with a link on our own website.

Minutes of meeting; the minutes from the meeting on 2nd March 2016 and the Annual Parish Meeting on 13th April 2016 were agreed and signed.

Matters Arising; (not covered elsewhere)

1...Tree Warden – no response from newsletter article.

2...Footpaths – no response has been received regarding footpath warden(s). It was reported that there was a problem with access to one of the footpaths – wet and muddy and actual route – Coston – Herring Lane (approximately half way along the footpath). Clerk to contact the land owner. It was also reported that there was a problem with access on the footpath from Welborne to East Tuddenham, the field had been planted with potatoes but no footpath/route had been allowed across it. Mike Webb to contact the chair of East Tuddenham Parish Council.

Residents questions; none

Matters for discussion;

1.. Annual Parish Meeting – good attendance, great presentation. Discussion followed regarding a re-use event. It was decided our venue was probably not big enough and we

should promote local events rather than hold our own. Item to be placed in the next newsletter.

2...Parish Picnic – Stephanie updated the council of the arrangements for the event. Joint event with Welborne Church, 12th June. 12:30-2:30. At Welborne Village Hall gardens and church. A grant had been received from South Norfolk and this would be spent on a clown, face painting and cakes for the children. A flyer would be included with the newsletter.

3...Email – concerns about deterioration of the appearance of the area. Email from local resident was read out and discussed. It was agreed that areas of the parish were in need of work done to repair and tidy them. Clerk to reply to the resident and forward his email to Highways requesting some work to be completed.

4...Email – local thefts. Carolyn Bailey reported that she had had items stolen from her porch. Clerk had also received an email from Mark Gill informing the council that items had been stolen from Gills farms. These had occurred in daylight most probably by 2 men with a Yorkshire terrier dog in a white transit van. Item to be placed in the next newsletter to ask everyone to be extra vigilant.

5... Anglia Water Sewerage Scheme – no further news had been received

6...Parish Walks – Stephanie to organise a date, probably during the school summer holidays.

7... Insurance – quotes had been received from Zurich and Hiscox/Game & Co – clerk to ask Zurich if they could give a better quote as the preferred company otherwise councillors happy to proceed with Hiscox's quote.

8... Norfolk ALC membership – after a discussion the council agreed to not renew membership with Norfolk ALC and to look at membership of SLCC

9...Review of council procedure documents – Standing Orders. Two documents were circulated prior to the meeting – our original document with a few amendments and a new document - very similar just updated. Councillors agreed to adopt the new document. Clerk to circulate to Cllrs and add to the website.

Parish Plan - action plans;

1...Welborne PCC, advising them that Welborne residents are not always clear of their activities – Andrew will take this to the next Welborne PCC meeting and report back to the council.

2...Next items from the plan to take forward would be discussed at the next meeting. Clerk to add to agenda.

Reports from District & County Councillors & Parish Councillors;

County Cllr Margaret Dewsbury updated the council with Norfolk County Council's news after she was congratulated by Mike for becoming Chairman of the Communities Committee.

Reports from others;

No reports

Highways;

1...Flooding issues in Coston – near Herring Lane. Although the situation is ok at the moment it appears drains are blocked along with the ditches and old/broken drainage pipes have silted over, flooding is likely to return when rainfall is heavy. Highways have been out once to have a look but no action seems to have taken place. Clerk to chase Highways.

The meeting was then closed to the general public (8:20pm) to allow councillors to discuss the review of the clerk's hours, contract and job description. Mike spoke about the meeting with himself, Stephanie and the clerk and the recommendations that had been discussed at that meeting and subsequently circulated to the councillors.

Following the discussion, the council agreed all the recommendations and requested the clerk keep a timesheet now and again. Mike to formally write to the clerk to detail the new hours, job description and contract.

The meeting reopened at 8:30pm

Finance;

1...CAN (community action Norfolk) Membership – councillors discussed and agreed not to renew membership.

2...CIL payment – clerk explained how this money had come to the council - £106.91. This will need to be spent within 5 years of receipt and a report must be sent to South Norfolk Council no later than 31st December following the reporting year stating what the money had been spent on or if it had been held over. The money can be spent on many things – to support the development of the area.

3...2015/2016 accounts for approval. Accounts had been circulated prior to the meeting. The accounts were approved.

4...Annual Audit return was viewed, discussed, agreed and signed. Clerk to arrange internal audit before completing remaining paperwork and sending back to external auditors.

Correspondence;

Clerk to continue forwarding electronic information received. Items since last meeting; Weekly listings of new and decision planning applications from South Norfolk Council, Police Connect messages, Police & Crime Commissioner (PCC) for Norfolk round up, Streamlining the Planning process, District Boundary review, South Norfolk Corporate plan 2016-20.SNC rubbish & recycling changes, Norfolk ALC parish Paths Seminar, Norfolk PTS.

1...Email – Change to collection days – household rubbish and recycling bins – information to be included in the next newsletter.

2... Email – Flexi bus service. Item to be placed in the next newsletter to ascertain if there was a need in Welborne.

Planning;

1... Planning application procedures. Carolyn spoke to the council following her recent attendance to a planning training seminar. The seminar was interesting and, although spoke mainly about individuals opposing an application rather than approving an application, all the information could easily be used at parish level. Carolyn detailed some suggestions to help the council respond to future applications, making sure that they were all treated the same and in a clear and straightforward way. Following a discussion, it was agreed that when an application was received the clerk would begin the procedure of organising a planning meeting if the timescale was outside of our regular meeting. This procedure would be reviewed in a year.

2...Application 2016/0477; Coston Lodge, Church Lane, Coston – New dwelling to replace existing bungalow – update – application withdrawn

3...Application 2016/0789; East View, Welborne – Variation of condition 2 following planning application 2015/1451 - 2NO. roof lights added, wall cladding covering the 3

intermediate brick piers to south side of the new garage building, the left end window size reduced and new roofed enclosure added to west end to contain the relocated biomass boiler from the main house including flue. Plans were viewed and discussed. Council agreed approval – no loss of amenities.

4...Breckland Council – planning appeal; Thynnes Lane, Mattishall. Erection of four detached dwellings, garaging and associated access. App. Ref. 3PL/2015/1138/F – appeal ref. APP/F2605/W/16/1347186. Appeal discussed and agreed the appeal should be dismissed – no street lighting, narrow country lane is totally unsuitable for this development.

Next Meeting – agreed as 20th July 2016

Mike would produce a draft newsletter and circulate for all to agree.

There being no further business the meeting closed at 9.15pm