

Brandon Parva, Coston, Runhall & Welborne Parish Council

Minutes of the Parish Council Meeting, held on Wednesday
7th March 2018 in Welborne Village Hall at 7.30pm.

Councillors present; Mike Webb (chair), Peter Wood, Clare Kay, Carolyn Bailey, Andrew Egerton-Smith and Simon Guest (vice chair).

Also present were Bev Long (clerk), District Cllr Michael Edney, County Cllr Margaret Dewsbury, Clare Miller and Jaqui Russell.

Apologies received; none

Declarations of Interest; *Mike Webb is treasurer 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.*

To receive declarations of interest in items on the agenda and requests for dispensation: no declarations received.

Chair position; Mike to continue as chair but due to other commitments more jobs will be delegated to Simon as vice chair.

Minutes of meeting; the minutes from the meeting on 17th January 2018 were agreed and signed after correction of 'apologies received - Count to County Cllr'

Matters Arising; (not covered elsewhere)

1. Broadband & Mobile phone coverage - no further updates available regarding broadband in the parish but Michael Edney advised the council about progress South Norfolk are making on this issue. Michael to investigate our 'problem' postcodes - clerk to send information. Simon had researched mobile phone coverage and informed the council that the coverage is down to the individual company providers. Ofcom provide a mobile coverage checker. Details to be placed in the newsletter.
2. Members Highway Grant - play area sign. Sign has been ordered but not yet installed.
3. The Green - road condition. Item to be included in the newsletter.
4. South Norfolk Council's Big Litter Pick 2018 - Clare Miller advised the council that she had registered to organise this - she will inform the council of the date and any further information.

Matters for discussion;

1. Anglian Water Sewerage work. Offer of £1000 from Anglian water to complete work to reinstate 'triangle' outside Welborne Village Hall was discussed and agreed that Anglian Water would be asked to negotiate with Norfolk County Council to complete the work. Simon to contact Anglian Water.
2. Co-option. Jaqui and Clare were invited to speak to the council about why they had applied to be co-opted onto the council. The chair thanked both for their applications and explained the procedure to co-opt.

3. Annual Parish Meeting – Clerk to provide refreshments and to send out invites as per previous years. Mike to contact Tom McCabe to clarify contents of presentation. Councillors to let Mike know ASAP if they have any thoughts as to what they would like Tom to talk about.
4. Countryside Warden – Jane Brown had kindly drafted a ‘poster’ to advertise this voluntary position. Clerk to put on notice boards and it will be included in the newsletter. Simon to contact Easton & Otley College to see if they would advertise this position in their organisation.
5. New Data Protection regulations – council discussed ‘action’ list previously circulated by Mike. The following was agreed: The Council is the data controller; the ‘data processor and data protection officer’ should be the clerk; each councillor need to identify and document personal data we hold – whether in writing or electronically. It was also agreed the clerk would: register the council with the ICO; draft any necessary procedures; document personal data held by each of the councillors, with reasons etc and bring to the next meeting; dispose of personal data held on behalf of the council, unless there is a valid reason to keep; quantify additional on-off work required (keep record of time); estimate the ongoing work required; Item to be included on the next meeting’s agenda.

Residents’ questions;

No questions.

Parish Plan - action plans;

1. Website communication. Simon had looked at local council websites and all were very similar. Items were discussed – Cllr pictures, links to other bodies, district & county councillor information. Simon to liaise with clerk on possible additions to the website.

Reports from District & County Councillors & Parish Councillors;

Margaret Dewsbury – County Cllr reported; lots of gritting had been completed, New vision – caring for the County, improvements being made to the website, Steering group being set up for road safety.

Michael Edney – District Cllr reported; Community Volunteer awards – looking for nominations, details on the website, lots of work being done, consultation out on development with a link on their website.

Mike thanked both councillors for their reports and continued supported and expressed the councils pleasure in seeing Michael well recovered and attending our meeting.

Parish Cllrs – thanks to everyone for help in the recent bout of snow – to be included in the newsletter; photocopier not now at the village hall – sourcing out to South Green Park, not sure if this will affect printing of the newsletter.

Reports from others;

Litter warden - none

Footpath warden (renamed Countryside Ranger) - none

Highways;

1. Councillors to email any problems/potholes to clerk to report to Norfolk County Council.

Finance;

1. Cheque payments; Norfolk Parish Training & Support subscription £37.46, Clerks pay & expenses - £677.58 were agreed and signed.
2. Bank Signatories and name change - Simon to retake change of signatory's paperwork into bank. Once accepted clerk to action name change.

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, Your PCC news update, OP Randall Rural Crime Newsletter and A Vision for Norfolk 2021.

Planning;

1. Applications for consideration;
SNDC - 2018/0313 - Linden Cottage, Welborne Common. Welborne - First floor extension to side and single storey rear extension. Council had no comments to make.
2. Any time limited planning issues; None
3. Any planning notifications - emailed prior to meeting
4. Planning issues; None

Items agreed for the newsletter, Mike to draft and circulate for approval.

Next Meeting - agreed as 25 April - Annual Parish Meeting and 23 May Annual General Meeting.

County and District Councillors left the meeting along with Jaqui Russell and Clare Miller at 8:55pm when the meeting was closed.

Councillors discussed the two co option applications and it was agreed Jaqui Russell would be offered the position. Mike to contact both applicants.

There being no further business the meeting was closed at 9:10pm