

# Brandon Parva, Coston, Runhall & Welborne Parish Council

## Minutes of the Annual Parish Council Meeting, held on Wednesday 17<sup>th</sup> May 2017 In Welborne Village Hall at 7.30pm.

**Councillors present;** Mike Webb (chair), Trevor Curson (vice-chair), Peter Wood, Andrew Egerton-Smith and Simon Guest.

Also present were Bev Long (clerk), Jane Brown (footpath warden), County Cllr Margaret Dewsbury (from 7:40pm) and one member of the public.

**Apologies received;** Cllrs Carolyn Bailey & Clare Kay and District Cllr Michael Edney.

**Declarations of Interest;** *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.*

**To receive declarations of interest in items on the agenda and requests for dispensation:** None received

**Election of Officers;** Mike Webb was proposed for the position of Chair by Andrew Egerton-Smith and seconded by Trevor Curson – all in favour. Mike was duly elected as chair. Simon Guest was proposed for the position of Vice Chair by Mike Webb and seconded by Peter Wood – all in favour. Simon 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. 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 8<sup>th</sup> March 2017 and Annual Parish meeting on 19<sup>th</sup> April 2017 were agreed and signed.

### **Matters Arising; (not covered elsewhere)**

1... Anglian Water Sewerage work – Peter updated the meeting and a discussion followed regarding the wrong information on associated road signs. These have now been corrected. Concern was raised regarding grass height on verges – along diversion route especially – Mike to contact Bob West, Highways engineer.

2... Notice Boards – clerk informed the meeting that delivery was expected within two weeks.

3... Annual Parish Meeting – feedback given was positive with everyone very impressed with the presentation given by Richard Took and Linda Groom.

### **Residents questions;**

1. Notice boards – where to leave posters? Advised to send electronically or hand deliver to clerk who will post on the boards

2. Old advertising posters – could these please be removed once event is finished. Mike apologised for this – most had been removed regarding Annual Parish Meeting but not those in Runhall which will be actioned immediately.
3. Parking problem in Runhall. Member of the public outlined the problem; commercial truck parking on the verge near entrance to play area on The Green. Contents of truck have contained scrap/old fridges etc which could be a health hazard especially so close to the play area. Owner of vehicle is a resident of Runhall and chooses to park on verge rather than on own property. Matter discussed – health concerns, legality of parking on a verge, possible solutions. District Cllr Michael Edney had been informed and was investigating further so it was agreed that the parish council would ask the local PCSO to have a look at the situation and advise accordingly. Clerk to contact PCSO.
4. Tolgate Farm, wooden/ posts at entrance and metal post on verge. Concern about cars pulling in to allow others to pass along road. Agreed situation would be reviewed once road was open following sewerage works. Mike to ask Bob West, Highways engineer what is allowed at entrances/verges in this situation.

### **Matters for discussion;**

1.. Governance Review – Mike had attended the presentation by South Norfolk and submitted to councillors a summary of the presentation. Discussion followed; not compulsory to combine parish councils, looking at resources/capacity to cope, think about following District council boundaries, if so, this would restrict who to join with as Mattishall in a different district. It was agreed that the parish plan indicated that residents were happy with the current set up of the parish council incorporation the four villages and that there would be no benefits to change this. Clerk outlined questionnaire response – Simon volunteered to draft the council's response and submit to councillors for approval. Final submission must be completed by 12 July.

2...PC Newsletter – Councillors present were happy with the current arrangements.

### **Parish Plan - action plans;**

1... Updates given; No response from NCC regarding school catchment areas; community based groups have now been set up; planning – there is a need for more houses in the district but it has been agreed at South Norfolk District Council that it is unfair to keep asking the larger towns – i.e. Wymondham/Costessey etc to build them all. Some smaller villages in the district would like 1 or 2 houses therefore a discussion will take place over the summer/autumn about the possibility of smaller villages being given the opportunity to develop.

2... Next steps; Clerk to tabulate steps already taken and circulate to councillors – item to be placed on next agenda to review.

### **Reports from District & County Councillors & Parish Councillors;**

Margaret Dewsbury - Norfolk County Councillor – was congratulated for being re-elected. Margaret reported that NCC are trying hard to balance the budget – some items are on hold due to the forthcoming general election but all is positive.

### **Reports from others;**

**Parish Cllrs** – none

**Litter warden** – none

**Footpath warden** – Jane (Runhall) requested Mike asks Bob West about footpath signs and she was having very little success contacting them. A possible face to face meeting would be beneficial. Jane reported that the footpath across Banham's field had been weed killed

but the crop had not yet been cut; the turkey farm footpath was not in good condition but Mr Jewson had cut his footpath which was now in a good condition.

### **Highways;**

1... Clerk informed councillors of Norfolk County Council Highways restructuring.

2... Bob West - new highway engineer. Agreed that Mike would contact Bob and invite him to join councillors for a 'tour' of the villages - to discuss issues including signs and passing places.

### **Finance;**

1... Cheque payments; Norfolk Parish Training & Support (NPTS) - £37.46 Zurich Insurance - £167.44 and Grant payments as previously agreed to Runhall Play Area - £197.09 and Trustees of Runhall Recreation Ground (allotments) - £123.19 were agreed and signed.

2... CIL payment of £236.25 had been received.

3... 2016/2017 accounts were discussed, agreed and signed

4... Annual Audit return was discussed approved and signed. Clerk to submit with necessary papers 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, Norfolk Police & Crime newsletters.

1... Email - parking and rubbish - The Green, Runhall. Item discussed during resident's questions.

### **Planning;**

1... South Norfolk Application; 2017/1089 - 3 School Cottages, School Lane, Runhall. Two storey side extension with extension of the existing single storey building to the rear of the property. Application viewed and discussed. Councillors supported the application.

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

**Next Meeting - agreed as 19<sup>th</sup> July 2017**

**There being no further business the meeting was closed.**