

OUTWELL PARISH COUNCIL

The Minutes of an Ordinary Meeting (the 289th), of the Council, commenced on Tuesday 7th June 2016, with Chairman Councillor Mr J Wake presiding.

Attending :-

Councillor's Mr P. Smith, Mrs J. Gooch, Mr D. Boyce, Mr J. Watts, Mrs T. Rust, Mr A. Mould, Mr P. Brenchley Mr F. Keer and Mr J. Hollands.

Borough Councillor Mr. Chris Crofts.
District/ Borough Councillor Mr. Harry Humphrey

4 member's of public

Apologies for absence :-

Councillor Mr P. Cutting.

Public Forum :-

The Chairman welcomed members of public to speak at this time.

Mr Chris Dawson – speaking re- planning application at the bottom of Whetstone Way being withdrawn. He is going to re- submit plans on behalf of his client and requests Council to give valid reasons of support. He would like to attend the meeting that the application is discussed.

Mr George spoke about changing use of a building behind the Indian Takeaway on Isle Road- he is wanting to make it into a gym and fitness place and asked for Parish Council support. This was given.

3 Members of public then left the room.

Councillors' Declaration of Interest in tonight's Agenda Items (as per Standing orders):-

None.

Police reports :-

No local update given. There are no longer Parish Figures available- it's now regional.

Minutes of the last Meeting (3rd May 2016) :-

These having been circulated before the meeting, they were then accepted – as a true record - on a proposal by Councillor Mrs. J. Gooch and seconded by Councillor Mr J. Holland.

Matters Arising :-

a). Councillor Mr. Paul Brenchley reported that plans have been drawn to landscape the piece of land near the Bridge. This will cost the Parish Council as well a £50.00 fee to Middle Level to gain their permission. Council want all the costs submitting before a decision is made.

b). No progress as yet to the Land on Whetstone way and the fence at the bottom- this is a Civil matter.

c). Planning application has been sent to BC for the Tramway Memento- awaiting the plans for this then Council will be informed as to when the memento will be 'unveiled'.

d). Email of the SNAP minutes from 6.4.15 was sent to all Councillor's updating the report from Rascals. Also an attachment was available for Parish Councils fixed penalties. Information at this time.

Correspondance :-

- a). Two Notifications of Property Address Changes- copies of Emails sent to all Councillors.
- b). Aon have sent their quote and it is lower than last year with every aspect covered- they have also offered a three year fixed price with 5% discount. This was accepted -payment of £411.73 to be paid at this meeting. It was also voted on as to whether to keep the Terrorist Claim on- this was passed with the Chairman's casting vote.
- c). E.mails were received from 2 residents concerned about the condition of repairs carried out on A1101- Isle Road near Timber Supplies- Clerk had already been in touch with Highways- Copies sent to all Councillor's- still awaiting outcome of works to be carried out. Council's now have to report to NCC Highways in Norwich and these sent to the Saddlebow Office in Lynn.
Also Councillor John Hollands contacted both Clerk and Upwell Clerk re- Lowside Trod. Upwell Parish Council are pushing to get this work started as it should have started 16th May.
Spur off the A1101 Roundabout onto Basin Road – Councillor Mrs Jill Gooch reported that Upwell Parish Council fully support this. District Councillor Mr Harry Humphrey said this matter has come up time after time- the way forward is to request a feasibility study.
- d). Various other documents are on the 'information table' for Councillors attention.

Working Party Reports

Beupre School- Council Representative

Councillor Mrs Tara Rust again requested as to when the signage and barriers will be put into place. She sends the weekly Newsletter with updates to all the Councillors. She also reported that all the new Children who applied for places in September have got them.

Cemetery

Councillor Mr. John Holland informed Council that the large mower would not be able to be repaired any more and the smaller one is also on its last legs. Council agreed that the time may have come for it to be maintained by a company to reduce the costs. **Clerk to request a quote from CGM.**

Playingfield/Recreation Ground :-

Councillor Mr. Paul Brenchley reported that the MUGA pitch was now being constructed. The planning time was running out and the Contractor was available- before the Council can release the Section 106 payment to cover the cost, the Playingfield Committee need to submit information on Contract finder website. The Parish Council require a formal record of details from Outwell Playingfield Committee too. These are listed on the financial report that Councillor Mr Fred Keer has submitted. The MUGA pitch already has various local clubs interested in using this. There is no charge apart from electricity costs if the Floodlights are used. Chairman also re-iterated that he is still looking at information he has received about the ownership of the Playingfield and Village Hall and it's the Parish Council on behalf of the people of Outwell. Ownership is a legal entity.

Planning- appendix attached :-

Application 16/00428/O was granted permission-the hope is that a pathway will still ensure access to Robb's Chase by the local residents.

Application 16/00248/OM - Mr Brown's Development was also granted permission. Borough Councillor Mr. Chris Crofts informed the Council that there should be a fully equipped play area installed but due to the nature of the local Playingfield being so close there would be a good chance that monies be available to enhance the already existing one. Council and Playingfield Committee should back this and then ensure funding is made available. Access and footpaths to local amenities to be improved and linkage to Bus Stops. Councillor Chris Crofts to look into whether the fence at the top of Hall Road is correct.

Allotments:-

A letter was written to Mr. Sieley and he informed the Clerk that he had carried out the work as requested. This is to be looked at on the Annual Allotment Inspection arranged for 13.6.16 meeting at St. Andrews Chapel at 7pm.

Village Committee and Highway matters including Streetlights :-

The Rangers are coming to the Village the week commencing 11th July.

Various jobs for them were raised. Clearing of vegetation, replacement and cleaning of reflective posts along Downham Road, Church Pathway clearing, Sluice Bridge Cleared. **Email sent 8.6.16**

Clerk informed the Council that Eon are putting up their prices from 1st July- she rang them to see if it would be better to switch the tariff from Deemed Contract to a fixed-term contract. She was informed this would work out more expensive due to the amount of Streetlights in the Parish.

Finance:-

1. Payment's to be made at this meeting- (i) St. Andrew's Church – Section 137 donation - £250.00 (102192), (ii) Mr R D Ellington- village cleaner- 27 hrs @ £7.00 = £189.00 (102193), (iii) CGM – cutting of the infilled Canal- April - £309.70 (102194), (iv) LawnBoy- repairing of the cemetery mowers- £125.43 (102195), (v) Mrs Sadie Forth- WEbSite updates- £66.00 (102196), (vi) AON insurance- £432.25. (102197) new cheque written, (vii) BulleyDavey- Business Wage records and related matters- £61.20 (102198), (viii) Mr Smith- internal audit - £175.00 (102199), (ix) K & M Streetlighting- maintenance- £102.82 (102200), (x) Aon Uk Ltd- Annual Insurance- £411.73 (102201).
2. Debits- (i) EON Energy £207.31- June (ii) D. Newton – Clerk's Salary £506.00- June
3. Income- Allotment Rent- 1902.50
4. Petty Cash- Bloom & Wake- Petrol for mower £11.25, Postage £6.60, BT Telephone £42.24, Printer Ink £21.18, Rubbish Bags £10.00, Bloom and Wake Garage £13.09.
5. April accounts were formerly approved.
6. BulleyDavy- are acting on behalf of Parish Council to sort out the Clerk's PAYE- no contributions to be paid this month.
7. Robert Smith (Clerk to Tilney St. Lawrence) has done local audit on books and these are to be approved by Council before sending to Audit Commission. (report with minutes).
8. Annual Governance Statement was agreed- although the internal auditor felt that points B, D, F and J were not followed the Council felt that they had followed all compliances. Every month the accounts are presented and formerly approved. The only issue that they had felt was not followed that there were two signatures on every invoice presented or initials on every cheque stub.
9. Councillor Mr. J. Hollands has agreed to be third signatory.
10. Transparency Code- we are not legible to gain any grant monies for this.
11. Clerk has issued a list of expenditure for the year 2016-17.
12. Councillor Mr Fred Keer has issued an Action Plan to comply with the Transparency Code. It was agreed by the Council that the Clerk and Mr Fred Keer continue with the process of Preparing the Financial Regulations for OPC. These to be approved at the next meeting. Also they are working a way that Petty cash is not used by the end of the year. Other issues internal auditor pointed out will be looked at too. Chairman commented at this time that the clerk work's hard to ensure that the accounts are kept in order and he had had a call from Mr Robert Smith -internal auditor. The Chairman told him that in previous years that the Clerk had presented the books in the same manner. He learnt that it was Mr Smith's wife whom had previously done the internal audits.

Rural Exception Site for Affordable Housing-

Local resident Mrs Kerry Padget again requested as to when Birdbeck Road will be completed? A mail received from Mr. Grahame Seaton indicated that the Developers are having issues with NCC Highways and their 'lost specifications'. They are nearly there.

Public Rights of Way:-

Nothing reported

Back Lane/The Tramway: –

Nothing reported.

Outwell Parish Council Website-

Clerk to ensure that the minutes and accounts are published. She is to have a word with Sadie as to whether a member can be trained to add information to the WebSite and hopefully cut some of the Costs. Councillor Mr. John Hollands agreed to do this.

Site Allocations and Development Management-

Nothing was reported.

Parish Partnerships 2016/17-

Forms for Parish Partnerships for 2017/18 have been sent- this to remain an agenda item with the dates changed.

Council Procedures :-

Council to accept the Annual Governance Statement- these were signed along with the Accounts to be sent to Mazars.

Other urgent matters :-

None.

Date of next meeting :-

Tuesday 5th July 2016 at 7.00p.m. at **St. Andrew's Church.**

There being no other business to conduct, the meeting was declared closed at 9.10 p.m.

Signed as true record of the meeting :-

..... **Chairman**