

OUTWELL PARISH COUNCIL

The Minutes of an Ordinary Meeting (the 310th), of the Council, commenced on Tuesday 3rd July 2018, Councillor Mr F. Keer presiding.

Attending :-

Mr J. Wake, Mr. J. Hollands, Mrs J. Gooch, Mr. P. Cutting, Mr Paul Brenchly, Mrs T. Rust, Mr J. Watts and Ms Donna Semmens

1 member of public

Apologies for absence :-

Councillors Mr D. Murfitt and Mrs Jane Sutton.
County Councillor Mr. Harry Humphrey
Borough Councillor Mr. Chris Crofts.

Council Protocol :-

This item was added to the agenda at the request of Councillor Mrs Jill Gooch. She accused the Clerk of not bringing a matter to full Council meeting on 5th June 2018. This was on the subject of the land adjacent to the Crown Public House. This was discussed at the last meeting in full and a decision was made by the Council that the whole piece of land that belonged to Borough Council could be sold to the Public House owner because there is enough Norfolk Highways land to house the bus shelter. **A section from the minutes of 3rd June 2014 was also minuted at this time and that states that a 4.5 metre area belonging to NCC Highways could house a bus shelter.** The Clerk asked permission to speak and she told the Council that Mike Walsh rang her to ask what the situation was regarding the positioning of the bus shelter and whether any of the land was required to house the bus shelter. She told Mr. Mike Walsh from Borough Council, that he needed to contact Mr. Andy Wallace NCC Highways, who knew the exact location of the housing of the bus shelter. She also requested that Mike Walsh email the Council as to the what the position was. He sent an email dated 22.5.18 of which a copy was read to the Council. This was also then sent to all the Council. The Clerk believes that she did nothing wrong and that the matter was discussed fully at the last meeting.

Councillor Mr. John Wake then said he had spoken with the public house owner and was informed that if the Parish Council requires a piece more land that he would duly allocate a piece for their requirements. The Chairman then asked the Council if he could move on from this matter which was then unanimously agreed.

Chairman then spoke about his summary of Council procedures. Standing orders are to be set. Meeting agenda to be published at least 3 working days before the meeting. He re-iterated that all correspondence to authorities should go through the Clerk. Any member of the Council has a perfect right to communicate with anyone on any issue but only in a personal capacity. However they should not write in their capacity as a councillor unless expressly asked to do so at a meeting of the Council. He also asked that councillors should respect each other when speaking at meetings. The Chairman also informed the Clerk that the agenda for the meeting needs to be made public at least 3 working days before the date of meeting and should be more detailed.

Public Forum :-

No one took the floor.

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

None.

Police reports :-

Updates from the police have been emailed to all Councillor's.
Councillor Mrs Jane Sutton sent a speedwatch report. All Councillor's received a copy.

Minutes of the last Meeting (5th June 2018) :-

These having been circulated before the meeting, an amendment was made concerning Councillor's present and absent- then they were accepted - on a proposal by Councillor Mr. J. Wake and seconded by Councillor Mr. P. Cutting.

Matters Arising :

a). Community Payback – Councillor's Mrs. Tara Rust and Mr John Hollands have heard nothing back from the Community leader. So no progress.

Correspondance :-

- a). Email from BCKL&WN- Parish Council Election Costs – Uncontested Elections from 2019.- Clerk reported that the reaction from other Parish and Town Council's was that they do not believe this cost should be given to Parish and Town Council's. It was decided to discuss this with Borough Councillor Mr. Chris Croft's at the next meeting.
- b). Email received from Mr Andy Bullen- he has offered to help clean the rubbish in the Well Creek and requested an area where he could put the collected rubbish. It was decided to send a copy of his email to the Welle Creek Trust via Councillor Mr. John Hollands and for them to answer his queries.
- c). Email received from KLWN.- an online survey to fill in regarding Littering and dog Fouling. Link can be put on social media for residents to fill in- for information only.
- d). Various other documents are on the 'information table' for Councillors attention.

Neighbourhood Plan:-

Councillor Mr Fred Keer reported that funding is available from 2018 -2022 and that Parish Council would qualify, they could claim upto £9,000.00. At present applications can only be made for funds to be spent before 31st. March 2019. Any funds granted that is not spent before that date has to be handed back. The next stage is to fill in appropriate on-line form. No more work can be carried out regarding the Plan until this money has been granted. If money is spent from general funds it cannot be re-imberseed. The standing committee will work out the budget for costings and bring to full meeting. A meeting will include the Clerk to sort out the form filling.

Working Party Reports

Beaupre School- Council Representative

Councillor Mrs Tara Rust reported that school breaks up in two weeks. There are various trips for the children being organised and the leaver's prom. A letter has been sent to parents requesting that they do not park in front of residents driveways.

Cemetery

The machinery is not in good working order so its not to be advertised for sale. Councillor Mr. Paul Brenchley is going to try to use the large strimmer to cut the verge on Rectory road that is overgrowing the fence. Complaints received from the visitors to the Cemetery about the length of the grass. Council are aware that maintainance of the cemetery did not start early enough in the year and it's catch up time at the moment. Councillor Paul Brenchley will sort a working party to clear grass cuttings after it has been cut. Chairman showed his gratitude that Councillor Brenchley was doing his utmost to ensure the Cemetery is back to its former glory.

Playingfield/Recreation Ground :-

Councillor Mr. Paul Brenchley reported that the hedge between Mr. Lawrence's property and the playing field caught fire and was dealt with. The grant application to pay for the extension on the Village Hall has been sent. A request has been made for £120,000.00. He also reported that bookings for the use of the hall are good at this time.

Allotments:-

Allotment inspection was arranged for Thursday 5th July, 7pm at St. Andrew's. All Councillor's invited.

Planning:-

Report is attached :-

Query on a barn being erected at the Cottons end of Molls Drove. Has this had permission?- Clerk to check.

Finance:-

1. May accounts were formerly approved.
2. BulleyDavy- are acting on behalf of Parish Council to sort out the Clerk's PAYE- no contributions to be paid this month.
3. Councillor Mr. Fred Keer reported on Budget and Variances.
4. Accounts have been sent to External Auditor.
5. Internal report on Account 2017/18 had no major issues. Everything in place apart from the Standing Orders.

Payee	Goods/ Services	VAT	Payments for July 2018 Authorisation		
			Total	Ref	Supplier/ Service
Debbie Newton*	506.00	0.00	506.00	DD	Clerk Wages
Mr Ellington	204.00	0.00	204.00	102355	Village cleaner -May
CGM	105.00	21.00	126.00	102356	Cemetery Maintenance 26/5/18
CGM	258.08	51.62	309.70	102357	Canal cutting April/May
BT	51.76	0.00	51.76	102358	BT Telephone/broadband
Debbie Newton*	8.99	1.80	10.79	102359	Web Site monthly subscription
Enmeth PC Services	45.00	0.00	45.00	102360	Laptop clean-up advise
Viking	59.48	11.90	71.38	102361	Printer cartridges
Emma Bateman	62.11	0.00	62.11	102362	Internal audit
Eon Energy	246.49	49.30	295.79	DD	Energy Charges
PWLB	732.01	0.00	732.01	DD	Loan for the Village Hall
Wave	12.10	0.00	12.10	DD	Water charges for Cemetery
	<u>2291.02</u>	<u>135.62</u>	<u>2426.64</u>		

Village Committee and Highway matters including Streetlights :-

Streetlight maintenance agreement to be signed- their new price is £96.15 per month +VAT.

This contract is for one year or three years. Previous three years have been £86.58 per month. It was agreed that a three contract would be signed by the Chairman. Clerk reported that she had received a report that a streetlight opposite 32 Downham Road had been damaged by a grasscutter. This matter has been sent to Highways to deal with. Councillor Mrs. Jill Gooch requested a dog waste bin for Lowside. There is already a pole there for it to be mounted on. The Council discussed this at length and concern was expressed about the cost of maintaining it. It was noted that if this request for a new bin was approved it is highly likely that other requests will follow. Councillor Donna Semmens suggested sponsorship could be sought from local businesses. At this time Councillor Mrs Jill Gooch offered to donate the bin if the Council agreed to pay for the emptying of it. A proposal to this effect was put to the Council which was approved. The Clerk is to get a licence from Highways and make arrangements for the bin to be installed.

NCC has sent information on the next Parish Partnership Bid. This to become an agenda item from the next meeting.

County and Borough Councillor Reports:-

County Councillor Mr. Harry Humphrey and Borough Councillor Mr. Chris Croft's both sent their apologies therefore no reports.

Rural Exception Site for Affordable Housing-

Nothing reported this meeting. To be taken off the agenda.

Public Rights of Way:-

Nothing reported

Back Lane/The Tramway:-

The Clerk reported that she went to the tramway to check on the locks for the gates and found that the tramway was quite overgrown. Councillor Mr John Wake said he would have a look and then ask Mr. David Brown if he would be kind enough to tidy the area up.

Outwell Parish Council Website-

The Website has been updated.

Council Procedures :-

Data protection policy still has some finishing touches to be made. The Councillors have been asked to fill in a form providing their contact details and sign a document agreeing that this information may be used exclusively for matters relating to Council business. There is a policy in place but more documentation is required

Other urgent matters :-

None

Date of next meeting :-

Tuesday 7th August 2018 at 7.00p.m. at **St. Andrew's Church.**

There being no other business to conduct, the meeting was declared closed at 8.37pm

Signed as true record of the meeting :- **Chairman**