

OUTWELL PARISH COUNCIL

The Minutes of an Ordinary Meeting (the 311th), of the Council, commenced on Tuesday 7th August 2018, Councillor Mr Fred Keer presiding.

Attending :-

Mr John Wake, Mr. John Hollands, Mrs Jill Gooch, Mr Paul Brenchly, Mrs Tara Rust, Mr John Watts, Mr David Murfitt, Mrs Jane Sutton and Ms Donna Semmens.

Borough Councillor Mr. Chris Crofts.
County Councillor Mr. Harry Humphrey

1 member of public

Apologies for absence :-

Councillor Mr. Peter Cutting.

Chairman welcomed Councillor Mrs Jane Sutton to her first meeting as co opted Councillor.

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

Please indicate whether the interest is a personal one only or one which is also prejudicial. A declaration of an interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest the member may speak and vote on the matter. If a prejudicial interest is declared the member should withdraw from the room whilst the matter is discussed.

The Chairman explained the meaning and importance of this statement. He had also noticed that other Councils have published Councillors' Declarations of Interest on the Borough Council web-site. He felt that for transparency reasons the Outwell Parish Council should follow this practice. The clerk explained it is not a requirement that the Parish Council should do this and that she has the copies in her office. If any one needs to look at these at any time they could contact her. The Council unanimously agreed that they would like to continue in this manner for the time being.

Public Forum- Each elector has a two minute slot in which to talk :-

Mr M D Ellington, the village cleaner, reminded the Parish Council that there is bin required next to the seat on Church Bridge. The original has been vandalised and thrown in the river. There may be other areas that require a waste bin but this was not discussed further at this time.

Police reports :-

Updates from the police have been emailed to all Councillors.
Councillor Mrs Jane Sutton sent a speedwatch report. All Councillors received a copy.
An e mail has been received from PC635, Dave Armstrong, advising the Council that he has taken over responsibility for the OP Randall – Rural Crime Newsletter on behalf of Police Connect. A copy of this e mail has been circulated to all councillors.

Minutes of the last Meeting (3rd July 2018) :-

These were circulated to all Councillors before the meeting. Councillor Mrs.Jill Gooch requested that that the first paragraph under the heading Council Protocol be removed from the minutes. She suggested that its inclusion could be in breach of data protection legislation. The Chairman disagreed and said he could see no reason for removing the paragraph. He pointed out that approval of the minutes does not imply that councillors agree with opinions or views expressed in them. Approval simply means that councillors agree that the minutes accurately record what was said at the relevant meeting. After much discussion the Council agreed that the relevant paragraph was a true record of the last meeting and therefore would remain in the minutes. The minutes were then accepted on a proposal by Councillor Mr. John Wake which was seconded by Councillor Mr. Paul Brenchley.

Council Procedures :-

Before the meeting all Councillors received information from The Good Councillor's Guide provided by NALC on "Pulling Together". The Chairman then read this again re-iterating the point that as a Council it is necessary to use all of the individual qualities and expertise of Councillors to work together as a Council. The role of the Clerk in facilitating the conduct of the Council's business position was also noted. The Chairman expressed the wish that his appreciation of the hard work done by the Clerk between meetings should be minuted. He noted the efforts that she had made to bring the Council's procedures in respect of the agenda and information provided to Councillors up to what is now regarded as good practice.

The issue of communication with 3rd parties was discussed again. The Chairman re-iterated that all communications with individuals or organisations outside the Council should go through the Parish Clerk. This requirement extends to situations where people outside the Council are copied correspondence.

Standing Orders are being reviewed before adoption by Council. The Chairman undertook to work with the Clerk to provide draft standing orders to Council members in good time for them to be approved or amended at the next Council meeting. When adopted they will be published on the Parish website. It was also agreed that Councillors' Declarations of Interest should be published on the Parish website.

The Chairman and the Clerk are also working on the preparation of A Greivance Guidance Policy. Efforts will be made to produce a draft policy before the next meeting of the Council.

Matters Arising :

a). A license for the bus shelter in Rectory Road has been applied for and granted. The dog waste bin to be located in Lowside has some dispute regarding ownership of the land where it is to be positioned. The Clerk agreed to get this clarified. Council were informed by the Vice-Chairman that Mr. Giddings now owns the piece of land next to the Crown Public House. A dispute arose regarding the fact that the existing fence is still on NCC Highways land. Some Councillors argued that it needs to be moved back to accommodate the re-located bus shelter. The Chairman explained he had been to the site and measured the area in question. In his opinion there was adequate room to accommodate the bus shelter. Councillors expressed concern over the current position of the fence on two counts. Firstly it was felt that a failure to position the fence on the boundary of the land owned by Mr. Giddings could result in confusion as to the ownership of the land arising in the future. Secondly some Councillors were worried that the proposed position of the shelter could result in prams and pushchairs/wheelchairs blocking the footway. The Chairman then asked whether Councillors were happy with the position of the fence. Councillor Mrs Jill Gooch was not happy with the proposed position and wanted the fence to be moved back. Councillor Mr. Paul Brenchley then asked permission to speak, the Chairman agreed. Councillor Brenchley argued that moving the fence back would simply create an area of waste land that nobody would maintain. As such it would result in litter and other rubbish being deposited on the site. He also maintained that the proposed site was perfectly adequate for positioning the bus shelter.

The debate became heated and an argument ensued. This resulted in Councillor Brenchley leaving the meeting. Councillors Mr. John Wake and Mr. John Watts both said that they felt the fence should be moved back to the proper border of the piece of land for the reasons outlined above. Councillor Wake proposed that the Clerk should write to the owner of the land, Mr. Giddings, asking that the fence be moved back to the boundary of the land he had purchased from the Borough Council. This proposal was approved by the Parish Council. Four Councillors voted for the motion with three against. There were two abstentions.

Correspondance :-

a). A letter and invoice was received from St. Andrew's chapel requesting that Council pay for the rent of the room used for meetings. The amount was £490.00 for the period from April 2017 to May 2018. It was noted that in the past the Council has made a donation to St. Andrews of £250 per year in appreciation of the use of their premises for Council meetings. This donation is provided for in the budget for 2018/19 but has not yet been made. The matter was discussed at length. Council did not accept the invoice sent by St. Andrews on the grounds St. Andrews could not unilaterally and retrospectively produce an alleged contract without the Parish Council's agreement. Council also disputed the calculation of the sum demanded. It was based on 12 council meetings a year each lasting 4 hours at a rate of £14 per hour. Councillors noted that council meetings rarely last more than 1.5 hours and never more than 2 hours. Furthermore there are only 11 council meetings per year. Councillors also questioned the rate of £14 per hour.

It was agreed that Council would apologise for the lateness of a donation. A motion to pay the donation of £250.00 by was proposed by Councillor Mr. John Wake was seconded by Councillor Mrs. Jill Gooch. This was unanimously agreed. It was also agreed that the Council should look for alternative meeting places.

b). Various other documents are on the 'information table' for Councillors attention.

Neighbourhood Plan:-

Councillor Mr Fred Keer had nothing to report at this meeting

Working Party Reports

Beaupre School- Council Representative

Councillor Mrs Tara Rust had nothing to report at this meeting.

Cemetery

Councillor Mr. John Hollands reported that the cemetery looks much tidier now and that Councillor Brenchley had cleared the cuttings.

Playingfield/Recreation Ground :-

Councillor Mrs Tara Rust reported that the bookings for the village hall are good at this time. They will hear in October if they have received the grant they have applied for.

Allotments:-

An allotment inspection was arranged for Thursday 5th July. This was carried out by the allotment committee without Councillor Peter Cutting. The piece of land rented in Langhorns Lane to W W Sieley appears to be used as a dumping ground. Possible notice to be given with agreement of the whole allotment committee.

Councillor John Wake suggested that it would be a good idea for Councillors to familiarise themselves with the land owned by the Parish Council and its location. This could be achieved by more Councillors attending the next allotment inspection. The meeting was in agreement with this suggestion.

Planning:-

Report is attached :-

No queries at this time.

Finance:-

1. June 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. Income for July £515.00 - allotment rent

Payee	Goods/ Services	VAT	<u>Payments for August 2018 Authorisation</u>		
			Total	Ref	Supplier/ Service
Debbie Newton	506.00	0.00	506.00	DD	Clerk Wages
Mr Ellington	226.00	0.00	226.00	102363	Village cleaner - July
K & M Lighting Services	85.68	17.14	102.82	102364	Light maintenance- July
K & M Lighting Services	85.68	17.14	102.82	102364	Light maintenance- August
CGM	210.00	42.00	252.00	102365	Cemetery Maintenance 5/7 and 23/7/18
CGM	258.08	51.62	309.70	102366	Canal cutting 3.7.18
BT	48.99	0.00	48.99	102367	BT Telephone/broadband
1and1	8.99	1.80	10.79	102368	Web Site monthly subscription
BulleyDavey	54.00	10.80	64.80	102369	PAYE till end of June
St. Andrews Church	250.00	0.00	250.00	102370	Donation for use of room
Eon Energy	246.49	49.30	295.79	DD	Energy Charges
PWLB	55.48	0.00	55.48	DD	Loan for allotments
	<u>2035.39</u>	<u>189.80</u>	<u>2225.19</u>		

Village Committee and Highway matters including Streetlights :-

Various issues had been raised before the meeting with overgrown vegetation and the mini roundabout at the end of Hall Lane requiring work. These have both been dealt with. The Council believes it would be better if the mini roundabout was more prominent - Clerk to put in request to NCC Highways. The Rangers are to work in the Parish the week commencing 3.9.18. Three areas of overgrown vegetation in the village to be cleared. Clerk to inform the Rangers.

County and Borough Councillor Reports:-

County Councillor Mr. Harry Humphrey reported that a proposal has been made by the Norfolk Police and Crime Commissioner to amalgamate the police and fire services in Norfolk in order to save costs. The County Council has argued that most of the cost savings have already been achieved or soon will be achieved by existing plans. Norfolk County Council has rejected the proposal. However it may still be implemented by the Secretary of State. If implemented it is possible, that Outwell fire station could be one of those to be closed. Further information may be found on the Norfolk County Council website.

Councillor Humphrey also reported that it is now possible to report pot holes on the NCC website and monitor action taken to repair them

Borough Councillor Mr. Chris Crofts reported that planning will become harder to object too. The report will be available at the next meeting. Any major applications will always ensure a site meeting before any decisions are made. He also informed the Council that costs of election administration will be charged to Parish and Town Councils even if there is no election.

Outwell Parish Council Website-

The website has been updated.

Public rights of Way - Back Lane/The Tramway:-

Councillor Mr John Wake reported that he had a look at the Tramway and realised that overgrown brambles and other weeds are encroaching onto the Tramway. Council needs to ensure that this area is kept clear for walkers in the village. He asked Mr. Tom Brown if there was a possibility of the area being cleared.

Parish Partnership :-

Council are requested to come up with feasible proposals relating to highways that would be helpful for the Parish. **None were suggested at this time.**

Agenda items for next meeting:-

The next meeting is scheduled for Tuesday 4th. September. The agenda for the meeting must be sent to Councillors by Thursday 30th August at the latest. The Chairman advised Councillors that if they wished items to be included on the agenda they must be notified, preferably in writing, to the Clerk by Tuesday 28th August at the latest. Councillors wishing to add items to the agenda should also provide the Clerk with any information Councillors may require to enable them to make an informed decision.

Date of next meeting :-

Tuesday 4th September 2018 at 7.00p.m. at **St. Andrew's Church.**

There being no other business to conduct, the meeting was declared closed at 8.45pm

Signed as true record of the meeting :-

..... **Chairman**