

# Brandon Parva, Coston, Runhall & Welborne Parish Council

## Minutes of the Parish Council Meeting held on Wednesday 23<sup>rd</sup> May 2018 in Welborne Village Hall at 7.30pm.

**Councillors present;** Mike Webb (chair), Peter Wood, Clare Kay, Carolyn Bailey, Jaqui Russell and Simon Guest (vice chair).

Also present were Bev Long (clerk) and County Cllr Margaret Dewsbury.

**Apologies received;** Andrew Egerton-Smith – work commitment and Jane Brown – Countryside Ranger.

**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:** Declaration from Clare Kay – Planning item 1

**Declaration of acceptance of office;** Jaqui Russell signed the declaration witnessed by the Clerk.

**Election of Officers;** Simon Guest was proposed for the position of Chair by Mike Webb and seconded by Peter Wood – all in favour. Simon was duly elected as chair. Carolyn Bailey was proposed for the position of Vice Chair by Simon Guest and seconded by Mike Webb – all in favour. Carolyn was duly elected as vice chair. Carolyn gave her reasons for standing as vice chair and stated her acceptance of the position for one year. Simon thanked Mike for his work on the parish council especially for his time as chair.

**Declaration of acceptance of office and Register of Interests;** Declaration of acceptance of office form was signed by Simon Guest 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. Jaqui Russell gave her completed Register of Interests to the clerk who would forward onto South Norfolk. Clerk asked to chase South Norfolk to update current councillor's forms on their website.

**Minutes of meeting;** the minutes from the meeting on 7<sup>th</sup> March 2018 along with the minutes from planning meetings held on 28<sup>th</sup> March, 11<sup>th</sup> April & 23<sup>rd</sup> April were agreed and signed. The minutes and reports from the Annual Parish Meeting held on 25<sup>th</sup> April 2018 were also agreed and signed.

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

1. Broadband & Mobile phone coverage – more information had been received from South Norfolk regarding broadband for the postcode locations that BT are unable to service. Information will be placed in the newsletter for residents to register their

interest. Clerk to collate information and send onto South Norfolk. Margaret advised the council the Norfolk County Council commissioned a firm to establish mobile phone signal strengths around the county. There is a map detailing coverage - to be emailed to clerk.

2. South Norfolk Councils Big Litter Pick - Clare Miller has organised. Meet at Runhall Play area 9-12 noon on Saturday 26<sup>th</sup> May.
3. Annual Parish meeting - Feedback very good. Excellent speak. Thanks were given to Mike and Bev for organising and Clare for suggesting speaker.
4. Anglian Water Sewerage work - meeting updated. AW have agreed responsibility for the repairs required at the 'triangle' in Welborne. This to be progressed once Norfolk County Council highways have put the required kerbstones into place. Simon to chase NCC and remind AW. No progress has been made on the actual sewerage system to date.

### **Matters for discussion;**

1. The Green, Runhall. Clerk had made enquiries regarding the complaint from a local resident regarding inconsiderate parking down The Green. The police advised that as there are not parking restrictions in place the only course of action would be to phone 101 and report it directly when the problem occurs. Advice was also sought by the clerk from Norfolk County Council - again due to no parking restrictions in place very little could be done. Norfolk County Council - highways have written to the owners of the offending vehicles asking them to be considerate in their parking. Clerk to inform resident of the outcome of the enquiries.
2. GDPR - Draft copies of; Data Protection Commitment, Privacy Statement, GDPR policy and Information Audit, an additional paragraph in the Standing Orders, Clerks contract and job description were discussed having been circulated prior to the meeting. No amendments were required, and all documents were adopted by the council. Clerk to upload these onto the website along with work to add a cookies statement and update Google search facilities. The Clerk informed the council that it was now registered with the Information Commissioners Office (ICO) at a cost of £35. This will be required to be renewed annual. GDPR to be added as an item on future agendas
3. Draft Norfolk Access Improvement Plan - a big document to discuss. Simon agreed to collate any comments if made to him by 9<sup>th</sup> June. Item to be placed in the newsletter.
4. Newsletter - Currently produced by Mike who requested help with the editing, printing, collating, stapling and distribution to distributors around the Parish. Printing is now done by Welborne Village Hall at South Green Park - which we have included in our budget. Jaqui volunteered to help and could possibly print it as well. Jaqui to find out costs for this and advise council at the next meeting. Jaqui and Mike to meet to work on the next edition together and decide future roles.

### **Residents' questions;**

No questions.

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

1. Website communication. Simon and Clerk to move this forward.

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

**Margaret Dewsbury** – County Cllr reported: Council leader has had to stand down due to ill health – new leader elections will take place in early June; National Trading Scam Awareness – trading standards will be writing to parish councils to involve them in the initiative; Runhall Play Area sign will be put in place ASAP; Police business plan out in June.

## **Reports from others;**

**Litter warden** - none

**Countryside Ranger** - none

## **Highways;**

1. Clerk to report to Highways issues raised; Runhall Bridge, Low Farm posts opposite recently repaired posts now need attention; Welborne, Church Lane junction – kerbstones loose.

## **Finance;**

1. Cheque payments; Clerks Training – Finance with Norfolk Parish & Town Support = £32, Clerks expenses – ICO registration £35 & filing cabinet with files £76.78 = £111.78, Zurich insurance = £167.44 were agreed and signed.
2. Bank Signatories and name change – Change of bank signatories have been accepted. Clerk to proceed with name change.
3. Accounts for approval – approved by council and signed by chair. Clerk to add CIL and allocated funds details onto accounts sheet. Clerk to find out if CIL payments can be used towards the recent purchase of the notice boards.
4. Grant applications – three applications received. All discussed and agreed to give grant applications to; Runhall Play area of £100 to help towards insurance costs; Runhall Recreation Ground(allotments) of £126 to cover insurance costs. Clerk to notify all applicants and raise cheques for processing at our July meeting.
5. Annual Audit – Clerk explained new audit procedures – AGAR. Internal Auditor report has been completed and signed. Council agreed to apply for exemption – page 3 completed and signed. The Annual Governance Statement was agreed and signed followed by the Accounting Statements. Clerk to upload all the necessary documents to the website.

## **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.

1. Email from Kimberley Farms Ltd – concerns over litter in area; Discussed with no further action required.

## **Planning;**

Having declared an interest Clare Kay left the meeting for this item.

1. Applications for consideration;  
SNDC – 2018/0982 & 2018/0981 – Church Farm, School Lane, Runhall. Single storey brick and flint extension with flat roof section, including glazed lantern, new entrance porch to front and minor internal alterations. Also, a listed building application. Councillors viewed and fully discussed the application. The council would comment neutral as it was felt that there was not enough clear information on the application. Clerk to make comments with wording agreed by the council.

2. Any time limited planning issues; None
3. Any planning notifications – emailed prior to meeting
4. Planning issues; None

Clare Kay returned to the meeting at 9:16pm when Margaret Dewsbury and the Clerk left as the meeting was closed to discuss clerks remuneration for her hours worked in preparation for GDPR.

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

**Next Meeting – agreed as 18 July 2018**

**There being no further business the meeting was closed at 9:23pm**