

Brandon Parva, Coston, Runhall & Welborne Parish Council

Minutes of Meeting, held on Wednesday 13 January 2016
In Welborne Village Hall at 7.30pm.

Councillors present; Mike Webb (chair), Trevor Curson, Carolyn Bailey, Peter Wood and Clare Kay.

Also present were Bev Long (clerk) and District Cllr Michael Edney.

Apologies received; Margaret Dewsbury, Andrew Egerton-Smith and Stephanie Austin.

Declarations of Interest; *Trevor Curson is a Trustee of Welborne Village Hall, 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.*

Nothing further declared.

Minutes of meeting; the minutes from the meeting on 2nd December 2015 were agreed and signed.

Matters Arising; (not covered elsewhere)

1...Welcome pack – final draft circulated prior to the meeting – everyone happy with final version. Clerk to convert to PDF and place on the website. To be advertised in newsletter asking for any additions, mistakes etc. to be sent to clerk. Cllrs to advise clerk if new people move into the parish and a paper copy will be sent with an introduction letter. Pack to be reviewed on an annual basis.

2...Tree Warden – no response from newsletter article.

3...Footpaths – no response has been received regarding footpath warden(s) or any other communication regarding footpaths. Item to be placed in the newsletter requesting any information or problems to be sent to clerk before the next meeting where the item will be discussed again.

Residents questions; none

Matters for discussion;

1.. Clerks time sheet and equipment costs – discussed progress of time sheet and agreed the clerk would continue with this and bring to the next meeting. Cost of computer equipment, printer etc. was given by the clerk who also stated that she currently did not require anything as uses her own and having separate equipment would cause problems not only with use but space as well. It was agreed that no new equipment would be purchased/applied for from the transparency fund but if the clerk did need to replace any of her own equipment then the council would be liable for a share of the overall cost. Clerks contract to be placed on the next agenda for review.

2...Parish Clerk Pension – Andrew Egerton-Smith working on this to report back to council at the next meeting.

3.. Budget/precept – draft budget had been circulated prior to the meeting. Contents of budget discussed including a possible increase in clerk's hours due to the change/increase in work involved administrating the council since the last review over ten

years ago. It was agreed that the precept would be increased by 10% this year and reserves would be used to cover the shortfall with the possibility that we would have to increase again next year by 10%. To enable us to operate within this 10% increase it is likely that fewer grants would be awarded next year. Clerk to submit paperwork to chair for signature. Precept would be £3416 this includes the £105 grant from South Norfolk Council.

4...Review of council procedure documents – circulated to Cllrs prior to meeting – after a discussion agreed that Cllrs would forward any changes they thought were required to the clerk before the next meeting when they would then be discussed.

5...Anglian Water Sewerage Scheme – no response from Anglian Water to date – clerk to chase.

6...Parish Walks – as Stephanie was not able to attend the item to be deferred until our next meeting.

7...Annual Parish Meeting – suggestions included Paul Sellick from Highways – Mike to invite him.

Parish Plan - action plans;

1...Update on short term actions and what next? Deferred until the next meeting.

Reports from District & County Councillors & Parish Councillors;

District Cllr Michael Edney updated the council; massive change in Local Government ahead – 2020 no government money for Local Government. County Council tax will rise by 4%, Police share up by 2% and District Council up 2%.

It also detailed that Local Government will change a great deal with lots of councils having to join together for big projects on a broader scale along with transport. Smaller items will stay local. He ended by saying that South Norfolk District Council was financially secure. Michael also agreed to look into whether his Members Ward Budget could be used on the insurance for Runhall Play Area.

Michael was thanked for attending and giving his report.

Reports from others;

No reports

Highways;

1...Flooding on Church Rd, Welborne – work to commence to rectify this at the end of January.

2...Rangers – no feedback received.

3...The salt bin - had been purchased and Trevor will arrange fixing in the location. It will be more securely fixed this time with the hope that it will not go missing! Mike and Trevor to look at putting the councils name on it via a local contact. Trevor was thanked for the purchase and installation of the bin.

Finance;

1...Cheques for signature were agreed as follows; Welborne Village Hall hire for 2014 & 2015 - £204. Mr Curson for salt bin - £204 and grant payments as agreed at our last meeting of; Group News - £10, Miscellanea - £10, Welborne Village Hall - £100, Runhall Play Area - £282, Runhall PCC - £100

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, Police & Crime Commissioner(PCC) for Norfolk round up.

Next Meeting – agreed as 2nd March 2016. And will include council procedure documents – standing orders and financial regulations, parish walks, footpaths.

Mike would produce a draft newsletter and circulate for all to agree.

There being no further business the meeting closed at 9.05pm