

Honingham Parish Council

Draft Minutes of the Honingham Parish Council Meeting

Monday 11th November 2017, 7pm at Honingham Village Hall

Present

	Present	Apologies	Absent		Present	Apologies	Absent
David Bishop (DB) (Chair)	✓			Sally Blyth (SB)	✓		
Linda Human (LH) (Vice Chair)		✓		Natasha Cargill (NC)	✓		
Roger Human (RH)		✓		Sam Steggles (SS)			✓
Terry Sapey (TS)	✓			Jordana Wheeler (JW) (Clerk)	✓		

Members of Public in Attendance

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No.	Detail	Action
1	Receive and Agree Apologies	
1.0	Apologies were received and accepted from Roger and Linda Human. Sam Steggles was absent.	
2	Approval of the minutes of the previous meeting	
2.0	The minutes of the meeting held on 9 October 2017 were read by JW. They were agreed by all as a true reflection of that meeting and signed by DB.	
3	Matters Arising from previous meeting	
3.1	The Clerk has contacted Matthew Rampton regarding the coppicing at the junction of Colton Road & Mattishall Road indicating the Parish Council's (PC) wish to proceed with having this completed. ACTION - Complete	
3.2	The Clerk has set up an account with a new supplier to purchase the new noticeboard. However, the amount of credit given as a new customer is not enough to purchase the noticeboard. The Clerk is pursuing this to ensure we can purchase the noticeboard. – ACTION - JW Carry Forward.	JW
3.3	The Dog Waste Bin on Colton Road has not yet been relocated into Fellowes Road. The Clerk has contacted Broadland District Council (BDC) to inform them it is being moved but no acknowledgement has been received yet. It was noted by DB that the bin was full and needs to be emptied before it is moved. The additional Dog Fouling Sign has been provided by the Clerk. ACTION – Clerk to follow up with BDC to log the change of location and request the bin is emptied.	JW
3.4	The Clerk has submitted an enquiry form to BDC regarding the Top Dog scheme but has not yet had a response. – ACTION - JW Carry forward.	JW
3.5	The Clerk updated the Council of the correspondence with Janet Guy (JG) regarding the publication of the minutes in the Parish Pump. JG had requested a summary version of the minutes as she wished to reduce our entry to one page due to printing costs. The PC wish for the full minutes to be published. After negotiations with JG it has been agreed that our full minutes will be included and only printed for the recipients in Honingham, and not for the recipients of East Tuddenham. All Councillors present agreed with this decision. The Parish Pump is funded through voluntary contributions, with any outstanding costs covered by the Church. The Parish Council agreed a £200 contribution towards the increased costs and as a good will gesture towards the production costs of the Parish Pump. ACTION – JW to arrange for the contribution to be sent to JG.	JW
3.6	The minutes of the meeting with Highways England have not yet been sent to the Parish Pump whilst the discussions were taking place around publication of the PC minutes. ACTION – JW to carry forward.	JW

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3.7	All unpublished minutes had been sent to the Parish Pump to be included in the newsletter. ACTION – Complete.	
3.8	The conveyancing documents regarding the ownership of the land the village hall is built on has been sent to Mathew Rampton (MR). The receipt of them has been acknowledged and the documents have been forwarded to MR's solicitor. ACTION – Complete.	
3.9	DB has registered the village to receive the Speed Awareness Sign again. These will next be in the village between 19 th February-2 nd April 2018. Volunteers will be needed nearer the time to assist with erecting the signs, changing batteries and recording data. DB provided the Clerk with a list of future dates for the signs. ACTION – Complete.	
4	Finance	
	The following expenses were submitted to the council by JW to be paid. Payment was agreed by DB and cheques were signed by SB and NC.	
4.1	The Clerk confirmed to the Council that the Transparency Funding that the PC had applied for had been received on 19 th September 2017 for the value of £951.38.	
4.2	NPTS – Invoice 17329 for Recruitment Service	£130.21
4.3	NPTS – Invoice 17332, Parish Clerk Training courses	£64.00
4.4	Clerks Salary	£154.87
5	Planning	
5.1	Application Number 20171851, front extension to the property Tezlan, Colton Road, Honingham. The Councillors have all viewed the submitted planning application and there have been no objections. ACTION – JW to submit decision to the Planning Department online.	JW
6	Highways and Footpaths	
6.1	Nothing to Report	
7	Police Matters	
7.1	The Clerk reported that she had received correspondence from Rob Devlin PC 1143 regarding attending one of our Parish Council meetings. Unfortunately he was not available to attend this meeting but provided a crime overview report. Only one incident was reported for October being a burglary at a commercial business.	
7.2	Information has been sent to the Parish Council from Rob Devlin PC 1143 detailing Norfolk Constabulary's plans for changes to the community policing model. JW read out the key details of the email summarising the proposal to remove all 150 PCSO roles. The role of the community beat officer, and our contact, will continue, this being Rob Devlin PC 1143.	
8	Leisure and Environmental Matters	
8.1	Following a recent visit to the mobile library van LH had reported via the Clerk that there were proposed cuts to Norfolk County Council services which could include the removal of the mobile library service. SB noted that there is usually about 8 people who regularly use the van at each of its stops in the village. The PC agreed they would like to support saving the mobile library as this was an invaluable service to the village. SB suggested they could consider extending the period between visits rather than removing the service all together. ACTION – JW to contact Councillor Greg Peck to enquire how we can feedback the PC support for the service.	JW
9	Correspondance	
9.1	Nothing to report.	
10	AOB	
10.1	The Clerk has recently met with LH to discuss updating the village website. JW has been in contact with Steve Jackman who provides website development services to parish councils via Norfolk Parish Training & Support (NPTS). As the PC have membership with	

	<p>NPTS we can obtain his services for the reduced fee of £96. This would include 4-5 hours of 1:1 training with the Clerk, with some time for ongoing support during the set up process. JW explained that the current website is no longer fit for purpose and doesn't have the functionality we require. JW and LH have researched other parish council websites and feel that the service NPTS offers is suitable. The council all agreed to proceed with using Steve Jackman to create a new village website. This will be run and maintained by JW, with continued support from LH. ACTION – JW to contact Steve Jackman to arrange the relevant training.</p>	JW
10.2	<p>The Clerk proposed that some amendments are made to the way in which we run council meetings. All councillors receive the minutes prior to the council meeting and therefore should be able to read the minutes in advance. There should be no requirement to read the minutes out in public at the meeting as these are also published on the village website and in the Parish Pump for any interested parishioners. If any councillors have any amendments these can be discussed and agreed at the meeting. Otherwise the minutes will be agreed at the meeting without having to be read out. The council agreed this amendment.</p> <p>The Clerk discussed the short turn around time between the PC meeting and the date when the minutes have to be submitted to the Parish Pump to be included, usually a week. It was proposed that we do not publish draft minutes but instead wait until the minutes have been agreed at the following meeting and then publish them in the Parish Pump. SB suggested we could consider moving the date of the regular meetings to a week earlier. It was also discussed whether there was a need to have a meeting every month as generally there isn't a large amount to be discussed every month. A decision around the minutes will be best made once any changes to meeting dates have been agreed. ACTION – JW to add 'discussion regarding moving to bi-monthly meetings' on the agenda for the next meeting.</p>	JW
10.3	<p>NC brought a bin bag hoop with her to the meeting. This was recently purchased by John Skipper (JS) to be used as part of the regular litter picking in the village. NC explained how the hoop worked and how it had made the process much easier. JS reported the cost to be £6.90 + VAT. The council agreed these would be very useful and agreed to purchase a further 8 to bring the total to 10. JS will provide the Clerk with the details of where to purchase them.</p> <p>ACTION – JW to purchase 8 bin bag hoops.</p>	JW
10.4	<p>DB extended his thanks on behalf of the PC to Terry, Trevor and Ted for the fantastic job they had done in completing the disabled toilet in the village hall. The quality of the work was of a very professional standard.</p> <p>Thanks were also given to Richard Clark of Capricorn Glass who had donated the mirror free of charge.</p> <p>NC also extended thanks to DB who had painted the completed toilet.</p>	
10.5	<p>SB shared details of a Bellfolk event on Thursday 7th December in Honingham Village Hall. This is an open evening the hear what Bellfolk have been doing. There will be refreshments and no fee for entry.</p>	
11	Date of Next Meeting	
	Monday 11th December 2017, 7pm in Honingham Village Hall	

Meeting Closed at 19.45

Signed –

Chair of Honingham Parish Council.

Date -

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