

Honingham Parish Council

DRAFT Minutes of the Honingham Parish Council Meeting

Monday 11th December 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	No apologies were received.	
2	Approval of the minutes of the previous meeting	
2.0	The minutes of the meeting held on 13 November 2017 were read by councillors prior to the meeting. They were agreed by all as a true reflection of that meeting and signed by DB.	
3	Matters Arising from previous meeting	
3.1	Purchase of a new noticeboard The Clerk confirmed the new noticeboard had been ordered and was due for delivery on 19 th January 2018. ACTION - Complete	
3.2	Relocation of Dog Waste Bin into Fellowes Road and emptying of bin The Clerk had requested the bin be emptied by Broadland District Council (BDC) and it is believed this has been completed on a recent inspection. The location of the dog bin on BDC website is now showing as being in Fellowes Road. The bin will be moved when the noticeboard arrives.	
3.3	Enquiries about Top Dog Scheme The Clerk has contacted BDC regarding this twice with no response. It was agreed to follow this up one more time. ACTION - JW	JW
3.4	Payment of contribution to the Parish Pump The Clerk has now identified the payee for the donation. This will be signed and posted following this meeting. ACTION - Complete	
3.5	Publication of Highways England minutes in the Parish Pump These were submitted and published in the December issue of the Parish Pump. ACTION – Complete	
3.6	Publication of missing minutes in the Parish Pump Although these minutes had been submitted to the Parish Pump they have not yet been published. It was agreed that due to the length of time since the meeting this was no longer required to be completed as all minutes had been published on our website. ACTION – Complete	
3.7	Feedback to Norfolk County Council on proposed loss of Mobile Library service The Clerk has been in contact with Councillor Greg Peck to discuss the proposed cuts to the Mobile Library Service. The Clerk reported that Norfolk County Council (NCC) have since published their official consultation on their proposed budget cuts and there is no direct reference to these specific cuts. The Parish Council (PC) was originally made aware by newspaper reports and discussions with the mobile library van staff. Councillor Peck is continuing to discuss this with NCC to be able to provide the PC with an accurate update.	

3.8	<p>Arrangement of training for new website The Clerk informed the PC that a meeting with Steve Jackman had now been booked for 12th January 2018 where he will meet with the Clerk to produce the main layout of the new website. The Clerk requested that if any parishioners or councillors had any recent pictures of the village and its landmarks which could be used on the new website to please email them to the Clerk. The Clerk confirmed that initially the documents required by law for the PC will be migrated over to the new site, followed by general information regarding the whole village, including the popular history section of the current website.</p> <p>The Clerk proposed that the PC consider whether they wish to spend an extra £65 + VAT (per year) to enable the PC to have a web address (domain name) that is chosen by the PC and does not include a reference to the hosting platform wix.com. This would also remove Wix Ads. An example would be www.honinghampc.wixsite.com/honinghampc compared to www.honinghampc.info There would be an additional initial registration cost to obtain the 'custom' domain name (typically less than £10).</p> <p>A discussion took place around whether this was required. A parishioner expressed concerns that he believed this was very expensive and that the extra expense of £65 per year was unnecessary. The Clerk read out the email explaining that this cost was set by the hosting platform itself and not the trainer and the benefits this might give.</p> <p>SS indicated he was also aware of being able to obtain a custom domain name for less than £10. ACTION – SS to investigate cost options for a custom domain name.</p> <p>LH proposed we start with the free service then upgrade later. ACTION – JW to clarify options for upgrade with Steve Jackman.</p>	<p>SS</p> <p>JW</p>						
3.9	<p>Purchase of Bin bag hoops This was brought back to the PC meeting as it was previously discussed under AOB. The Clerk confirmed she had confirmed the price of the hoops, to be used for the village litter pick, as being £54.32 + VAT. The councillors agreed to purchase 8 hoops. ACTION – JW to arrange purchase of hoops.</p>	<p>JW</p>						
4	<p>Finance</p>							
4.1 4.2 4.3	<p>The following expenses were submitted to the council by JW to be paid. Payment was agreed by DB and cheques were signed by NC and SB.</p> <table data-bbox="225 1361 1197 1435"> <tr> <td data-bbox="225 1361 1069 1395">4.1</td> <td data-bbox="225 1361 1069 1395">Donation to Parish Pump</td> <td data-bbox="1069 1361 1321 1395">£200.00</td> </tr> <tr> <td data-bbox="225 1395 1069 1429">4.2</td> <td data-bbox="225 1395 1069 1429">Clerk's Salary and Office Costs</td> <td data-bbox="1069 1395 1321 1429">£174.87</td> </tr> </table> <p>4.3 Purchase of Bin Bag Hoops was agreed under 3.9 above.</p>	4.1	Donation to Parish Pump	£200.00	4.2	Clerk's Salary and Office Costs	£174.87	
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5	<p>Planning</p>							
5.1	<p>Application 3PL/2017/1394/F - Construction of two storey extension at rear of existing property, Earthsea House, Berrys Lane East Tuddenham NR9 5AX</p> <p>The Councillors have all viewed the submitted planning application and there have been no objections. ACTION - Comments will be submitted to the Planning Department online.</p>	<p>JW</p>						
6	<p>Highways and Footpaths</p>							
6.1	<p>Update on visibility at junction of Colton Road/Mattishall Road The Clerk updated the PC on an email received by Matthew Rampton (MR) confirming he has requested his tenant farmer trim the hedge to ensure visibility is as good as can be (trimming top and sides) at the junction. The PC are happy that MR is responding to our concerns and will wait to see the outcome.</p> <p>TS expressed additional concerns over the condition of the road at the junction of</p>							

	Barnham Broom Road, Berrys Lane and Mattishall Road near the school. It was reported the curb near middle of road is breaking away, road signs are missing and visibility is still poor. East Tuddenham PC have reported this three times. LH has previously contacted Cllr Peck regarding this issue. ACTION – LH to follow this up with Cllr Peck.	LH
7	Police Matters	
	There has been no recent correspondence from the Police, therefore nothing to report.	
8	Leisure and Environmental Matters	
8.1	<p>Proposal to repair and update the children’s play area TS proposed that the PC consider spending some money on improving the children’s play area next to the Bowling Green. The PC have improved the Bowling Green, Shrine and phone box and so it would now be good to improve the play area. TS reported that the wooden rocking horse is not currently accessible as it is rotten. Many parishioners use the play area and it is now looking rather tired. TS proposed we consider replacing the rocking horse with a different item such as a roundabout. It had also previously been suggested the PC consider extending the fence to utilise some of the unused space around the play area.</p> <p>ACTION – TS to research some options for new equipment and report back at the next PC meeting.</p> <p>It was suggested the current state of the rocking horse could be a health and safety issue. A parishioner offered to inspect the rocking horse and if possible remove the item. The Clerk requested that if it is not easily removeable immediately a sign will be need to be placed on the rocking horse advising it is not to be used.</p> <p>ACTION – Rocking Horse to be removed or a sign to be put up. JW to follow up on progress.</p> <p>It was agreed no further decisions could be made until the proposed budget and precept had been considered and agreed.</p>	<p>TS</p> <p>JW</p>
8.2	<p>Discussion on proposed cuts to bus subsidies DB informed the PC of NCC proposed cuts to bus subsidies. This will directly affect Honingham as the Konect 4 bus which links Honingham to local amenities such as the doctors in Mattishall including access to Norwich and the hospital. The Konect 4 bus is on the list of bus services which will be impacted if the cuts are agreed. The cut to subsidies will potentially mean either an increase in costs, reduction in service or loss altogether. This will have a considerable impact on the village. One parishioner was concerned this would mean those with a free bus pass would now have to pay to use the bus. It is unclear if this would be the case.</p> <p>ACTION – JW to write a letter to NCC on behalf of the PC expressing our concerns.</p> <p>The Clerk explained the proposals are available for anyone to view on the NCC website and anyone can submit a feedback form. The Clerk encouraged everyone present to complete this. The form can be completed as a parishioner or councillor. The more individual feedback is submitted, the more likely our views are to be taken into consideration. ACTION – JW to promote the consultation on the PC website to encourage feedback to be submitted.</p> <p>https://norfolk.citizenspace.com/consultation/bussubsidy/</p>	<p>JW</p> <p>JW & ALL Councillors</p>
9	Correspondance	
9.1	<p>Request for donation to The Milestone Society It was reported that various members of the PC had been approached by a representative of The Milestone Society requesting the PC make a donation to the society for work which was completed earlier in the year to refurbish two of the villages milestones. It is understood the same individual had also approached many parishioners asking them to buy a copy of a book which had been produced documenting the work of The Milestone Society.</p> <p>One parishioner had bought the book and donated it to the village phone box. The PC offered their thanks.</p>	

	<p>A further discussion had taken place with the representative prior to the PC meeting to clarify what would happen to any donation. Concerns were expressed that it was not clear where this money would go and how it would be used. The representative confirmed it goes directly to The Milestone Society who reimburse its volunteers for any expenses incurred when refurbishing the milestones. The donation of £40 was a suggested amount.</p> <p>SS and his family had assisted with the refurbishment and reported to have had a positive experience. RH felt it was important to preserve the heritage of the village and the work done was to a high standard.</p> <p>There is one remaining milestone not currently refurbished near the church. Future maintenance and refurbishment was discussed and it was agreed the PC would like to request this in the future rather than the work being done without permission and donations requested retrospectively.</p> <p>The PC agreed to make the requested £40 donation.</p> <p>ACTION – JW to confirm where to make the payment and request a receipt. To agree with The Milestone Society the conditions of any further work.</p>	<u>JW</u>
9.2	<p>Update on the Ownership of the Land the Village Hall is Built on</p> <p>The Clerk informed the PC of a phone call and follow up email received by Birketts LLP Solicitors representing the Rampton Family. The land the village hall is built on is owned by the PC but this has not been correctly registered with the Land Registry following the receipt of it from the Rampton family in 1980. Birketts LLP had also been to visit the site and had observed evidence that the land adjacent to the village hall which is not owned by the PC had been used recently for a bonfire and occasionally as an overflow car park. They would like to regulate the use of this land through a written agreement as well as clarify the exact boundary, including possibly reinstating some form of fence.</p> <p>The PC requested that any parishioners who have been using this land for bonfires to please refrain from doing so whilst this matter is resolved. A parishioner reported they had recently removed the remnants of the recent bonfire but that further items had since been left in the same location. It was noted that this was something which had always been done in the village and that it was usually garden waste being burnt, and not anything hazardous. A discussion with a previous Parish Clerk had revealed that this might have been an informal agreement made when the land was originally sold to the PC but that this had not been documented.</p> <p>The village hall caretaker explained that there were some concrete posts in place indicating the boundary but that over the years these had been damaged by rabbits tunnelling and others becoming overgrown.</p> <p>The Clerk informed the PC that the solicitors firm who had previously carried out the conveyancing had since been bought by Spire Solicitors LLP. The Clerk has contacted Spire to enquire if they still hold any historical documents relating to the original transaction and to obtain a quote for the work required.</p> <p>ACTION – To discuss and agree the appointment of a solicitor at the January meeting following obtaining quotes.</p>	<u>JW</u>
9.3	<p>Hornsea Project Three Consultation</p> <p>The Clerk noted that company planning the wind farm proposal has changed its name from DONG Energy to Orsted. The PC had received a request to take part in the statutory consultation of the proposed wind farm before they apply for a Development Consent Order. DB confirmed he is happy to represent the PC in this consultation.</p>	
10	To discuss the proposed move to bi-monthly meetings	
10.1	<p>This suggestion has been raised previously. The PC expressed some concerns about dealing with any urgent issue which might arise between meetings and how it would be dealt with.</p>	

	The Clerk suggested we postpone this decision until after the Annual Parish Meeting as there are still a lot of policies and documents to put in place to ensure the PC meets its obligations in relation to the Transparency Code. The PC agreed to consider this again after the Annual Parish Meeting.	
11	Proposal to update the Ailwyn Cup winner's board	
11.1	SB noted that the Ailwyn Cup winner's board had not been updated with winners for the last two years. The PC were informed that the previous parish clerk had updated this personally. ACTION – JW to approach previous parish clerk to enquire if he would be prepared to continue to update the winners board.	<u>JW</u>
12	To discuss the draft budget and precept	
12.1	<p>The Clerk had provided the PC with a proposed draft budget and precept prior to the meeting. The PC apologised for not being able to provide this earlier. The Clerk had prepared a comprehensive breakdown of the PC's expenditure, comparing the last 3 years, to enable to PC to consider all aspects of its spend in relation to the proposed increase of the precept by the Clerk. The current precept is £5000 and the initial proposal is increase this to £7800. The Clerk confirmed the deadline for submitting the precept was 31st December but she had obtained written agreement from Broadland District Council that we could extend our deadline to January 2018 in light of having a new Clerk.</p> <p>The Clerk noted a number of notable changes;</p> <ol style="list-style-type: none"> 1. The costs associated with payment of the Parish Clerk salary had increased following the appointment of a new Clerk in September and bringing the salary in line with recognised standards. 2. The amount set aside for training included the the CiLCA qualification so the Parish Clerk can become formally qualified. It does not currently include any costs for councillor training. The Clerk recommended increasing this to enable councillors to attend training. 3. An amount of £500 had been allocated for maintenance of the play area. This did not include any potential costs of replacing the rocking horse. This amount will need to be amended and agreed following TS report on options to replace this in January's meeting. 4. Clarification was needed on the outcome of the £2500 grant the PC had promised to the village hall for the toilet refurbishment. 5. An amount of £1000 had been allocated to cover solicitor costs for the current issue around land ownership and registration. This amount may be amended once quotes have been received. <p>The Clerk made the PC aware that the main reasons for recommending an increase in the precept is that for the last 3-4 years the PC has had an excess of money to spend. This has meant many projects such as the shrine and phone box, some large-scale tree work, purchase of a defibrillator and 2 mowers have been partially covered by utilising the money already in the bank and not predominantly the precept. The Clerk advised that it is good practice to have approximately 6 months of PC costs as reserve in the bank account. The PC were also made aware that if we increase the precept over £5000 this will be paid in 2 amounts in April and September instead of the current arrangements of 1 payment in April. The combination of these factors as well as accounting for other maintenance and contingency has led to the suggested increase. The PC are now in the position where their bank funds are in line with 6 months reserve and any further use of these without raising the precept could risk the PC getting close to being bankrupt or being unable to continue to maintain the Bowling Green.</p> <p>DB confirmed that due to the successful completion of the village hall toilet</p>	

	<p>refurbishment being under budget the PC will no longer be making a grant to the village hall of £2500. <u>ACTION</u> – JW to amend budget to reflect this.</p> <p>Concerns had been shared about the size of the standing charge costs for the electricity supply to the Bowling Green. E.ON have offered to install a smart meter. A parishioner has volunteered to assist in organising this installation. RH has offered to look into reducing our electricity costs. <u>ACTION</u> – RH to contact E.ON regarding electricity tariff.</p> <p>DB confirmed the PC had originally agreed a £1800 budget per year for maintaining the Bowling Green for public use. If there is no support for continued use of the Bowling Green and an income cannot be identified for it the PC may have to consider closing it to the public. The PC agreed to fund this for a further year to allow for more public use. <u>ACTION</u> – JW to amend budget figures when electricity costs have been recalculated so maintenance and electricity total £1800 a year.</p> <p>A parishioner complimented to PC on the good work of maintaining the Bowling Green stating it was looking very good.</p> <p>A parishioner noted that for those who don't utilise the local facilities they may object to the increase in the precept. Another parishioner explained he would be happy to pay the increase to see the facilities maintained to a good level.</p> <p><u>ACTION</u> – JW to make amendments to budget as discussed and gain further quotes on items discussed and to prepare final budget for consideration and agreement at the January meeting.</p>	<p><u>JW</u></p> <p><u>RH</u></p> <p><u>JW</u></p> <p><u>JW</u></p>
13	Update on changes to Data Protection Laws and the impact on the Parish Council	
13.1	<p>The Clerk reported that she had recently attended a training course run by NPTS on the changes to the current Data Protection Laws, which will be known as General Data Protection Regulations (GDPR) and come into force in May 2018. The course was very informative and the Clerk recommended that at least one councillor also attends the same training course so that the wider PC has an understanding of the changes. This will have a small impact in the way the PC work. The Clerk also informed the PC that they will have to appoint a Data Protection Officer (DPO). Some additional work will need to be undertaken to ensure we meet the new requirements.</p> <p><u>ACTION</u> – All councillors to look into their availability to undertake the GDPR Training Course.</p> <p><u>ACTION</u> – JW to bring full report to next PC meeting.</p>	<p><u>ALL Councillors</u></p> <p><u>JW</u></p>
14	To consider having a nominated councillor to support the RFO and their role	
14.1	<p>The Clerk explained that it is common practice for PC's to have a nominated member of the council to assist and oversee the role of RFO, including quarterly or half yearly meetings with the RFO to ensure the accounts are up to date and to review how we are meeting our budget. They will also assist with the production of the draft budget. This will better enable to council to have an overview of the RFO's work and to be able to demonstrate effective risk management.</p> <p>Following a brief discussion it was proposed and agreed that SS would undertake this role.</p>	
15	Opportunity for public participation	
15.1	<p>A parishioner referred to the planning application on Colton Road which had been discussed with no objections at the meeting in November. The parishioner had concerns the road would need to be closed during deliveries. DB confirmed the resident had notified the PC that he would try to minimise disruption and would make them aware of any expected deliveries which may cause local disruption.</p>	
16	To agree items for the next agenda	
16.1	No additional items other than those agreed earlier in the meeting were proposed.	

17	Date of next meeting	
17.1	Monday 8 th January 2018, 7pm.	

Meeting Closed at 21.15

DRAFT