

Honingham Parish Council

DRAFT Minutes of the Honingham Parish Council Meeting

Monday 8th January 2018, 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 agreed and accepted from Sam Steggles.	
2	Approval of the minutes of the previous meeting	
2.0	The minutes of the meeting held on 11 December 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	Enquiries about Top Dog Scheme – The Clerk has received resources from the Top Dog Scheme from Broadland District Council to promote the clearing up of dog waste in the village. This was given to LH for distribution at village events. ACTION - Complete	
3.2	Investigate cost options for a custom domain name (SS) SS was not present at the meeting so no update was given.	
3.3	Clarify options for website upgrade with Steve Jackman The Clerk had provided councillors with further information on the costs of creating the new website using Wix as a host. LH reminded the council that they had obtained funding through the Transparency Fund to include costs of setting up the new website. RH felt the fees quoted (£65 + vat per year) are very reasonable. All Councillors agreed to pay for upgraded version of the new website.	
3.4	Arrange purchase of bin bag hoops The Clerk has now ordered these and they will be delivered upon receipt of payment. ACTION – Complete	
3.5	Follow up on condition of the road at the junction of Barnham Broom Road, Berrys Lane and Mattishall Road (LH) LH has spoken to the Area Manager for Norfolk County Council (NCC) Highways department. An email with full details has been forwarded to councillors. NCC had ordered replacement bollards for the junction but they were used for a different job. The Area Manager has promised to visit the junction and review the problem and take any necessary action. LH explained that there was no record of a car accident at the junction since 2013 as the police only record major incidents, not minor, so NCC were not aware of the accident that occurred at the junction in 2017.	
3.6	Actions to make Rocking Horse safe – This has been taped up over the Christmas holidays so it can not currently be used. Volunteers are due to dismantle it in the next few weeks. Before fully dismantling the rocking horse templates of the parts will be taken to see if the rocking horse can be repaired or a new version made. ACTION – Complete	
3.7	Promotion of opportunities for public feedback on NCC Budget cuts and submission of response by Parish Council – The Clerk confirmed this had been promoted on a number of	

	occasions via both the Parish Council website and facebook page. The Councillors had also personally been emailed details of how to respond with feedback. The Clerk has submitted an official letter of response to NCC. <u>ACTION - Complete</u>	
3.8	Donation to The Milestone Society – The Clerk has been in contact with the Milestone Society and confirmed details of how to make a donation. A receipt will be provided as requested. <u>ACTION – Complete</u>	
3.9	Obtaining quotes from solicitors – The Clerk has obtained 2 quotes from Solicitors for the pending work relating to the Land Registry. These will be discussed under item 9. <u>ACTION – Complete</u>	
3.10	Update Ailwyn Cup winner’s board – The Clerk has been in contact with George Middleton who has confirmed he is happy to update the winner’s board. He will speak directly to the Village Hall Caretaker to arrange access to the board to complete the work.	
3.11	Change E.on electricity tariff (RH) - RH confirmed that the electricity tariff has been changed, including a reduction of the standing charge from 83p to 27p per day, a yearly charge of £98 plus kWh costs. The Clerk now has access to the account to pay the bills. E.on were due to visit in December to assess the site for a Smart meter but didn’t attend due to bad weather. This will be rescheduled. <u>ACTION - Complete</u>	
4	Finance	
	The following expenses were submitted to the council by JW to be paid. Payment was agreed by the Councillors and cheques were signed by LH and SB.	
4.1	NPTS Training Invoice	£86.40
4.2	E.on Electricity - Bowling Green	£115.16
4.3	Donation to Milestone Society	£40.00
4.4	Purchase of Bin Bag Hoops	£70.93
4.5	Clerk’s Salary and Office Costs	£210.31
4.6	Renewal of Subscription to Norfolk Parish Training & Support – Renewal subscription costs have been confirmed as being unchanged at £50 per year (1% of precept). LH supported our membership explaining the benefits the council have had this year. All Councillors present agreed to continue the membership as we will benefit from their support, including when writing policies over the next year.	
4.7	Application for Clerk’s Training Bursary – The Clerk provided details of a training bursary available from Norfolk SLCC for up to £100 per year. The Clerk recommended putting in a claim for the two training courses already arranged, totalling £86.40. This bursary is available on a yearly basis and the Clerk recommended placing a claim for further training in the next financial year. All Councillors agreed to submit a claim and the form was completed.	
5	Planning	
5.1	Nothing to report	
6	Highways and Footpaths	
6.1	See item 3.5 above	
6.2	Safety at the junction of A47 & Berry’s Lane – A Parishioner had contacted TS and stated there were no reflective bollards at the junction of the A47 and Berry’s Lane and that this was dangerous. <u>ACTION – LH to speak to the Area Manager at NCC and ask him to view the junction when he comes to visit the junction of Mattishall Road/Berry’s Lane.</u>	<u>LH</u>
6.3	RH requested permission to discuss the recent flooding in the Hall Drive area, DB agreed this was appropriate to discuss. During the week between Christmas and New Year persistent rain led to flooding in the Hall Drive area. Anglian Water were called as it was believed to be caused by a blocked drain, however it was subsequently believed to be surface run off from fields the other side of the A47 which flows downhill into Honingham. LH updated the council on a letter she had received from KIER after reporting this to NCC Highways. A Kier Watchman had attended the site and mitigation works on the verge to divert some of the surface water. Kier confirmed they will monitor the situation. Parishioners present confirmed that this has been an issue for many years	

	and believed the problem to be linked to drainage pipes in the village potentially being blocked. As the water flows off fields silt blocks the drains regularly. It was suggested the Highways division of NCC at Aylsham could provide maps of the drainage system. <u>ACTION</u> – Clerk to contact NCC to try to obtain maps of the drainage to help identify the cause of the flooding.	<u>JW</u>
7	Police Matters	
7.1	Nothing to report.	
8	Leisure and Environmental Matters	
8.1	Options for new play equipment to replace the Rocking Horse – TS has contacted a number of companies and got some leaflets for possible replacement play equipment however they do not provide prices at point of enquiry. TS recommended waiting until we know if we can fix the rocking horse and proposed waiting until early summer to reconsider a replacement or extra item of equipment. RH suggested taking photos of the rocking horse before we dismantle it so we have evidence of the damage and how it looked if replacing it.	
9	To agree appointment of solicitor and retained use of land next to village hall	
9.1	The Clerk confirmed receipt of 2 separate quotes for the Land Registry work required for the land the village hall is built on. They are; Spire Solicitors – £690 + vat NP Law – £2500 + vat As the two quotes are very different it was recommended we obtain one further quote before agreeing a solicitor to appoint to ensure value for money. <u>ACTION</u> – Clerk to obtain further solicitors quote	<u>JW</u>
9.2	DB confirmed that we have an original signed document agreeing to the use of the land next to the village hall, but owned by the Rampton family, for parking and fires etc.... DB and the village hall caretaker have found the current boundary markers. DB proposed a new fence and gate between the two areas of land and to only allow bonfires on land owned by the PC. LH expressed concerns about having bonfires close to the A47 and issues with smoke. RH felt the village hall committee should be in charge of monitoring the use of the land once an agreement for use is in place. The village hall caretaker confirmed plans to tidy up our area of land near the corner next to the bowling green and that he would need to burn the associated garden waste. It would be beneficial to still be able to have bonfires fires in the short term whilst this work takes place. He confirmed there has always a problem being able to prevent fly tipping and people using the area without permission. He felt there would be benefits to having a fence separating the two areas of land. LH suggested setting up a working group to agree what, if any, use of the land next to the village hall under the ownership of the Rampton family may be. LH proposed a meeting with the land owner in person at the location to have in informal discussion about the land use before agreeing appointing a solicitor. RH agreed that it would be better to reach an informal agreement before we instruct solicitors formally. Following a further discussion with the village hall caretaker it was agreed by the council that they felt once the shrubbery had been cleared the area of land owned by the PC would be large enough for overflow parking and that we would not require continued use of the neighbouring Rampton land. The council agreed to proposing a meeting with the land owner. <u>ACTION</u> – Clerk to contact the land owner and organise a meeting to discuss land use at the village hall site. It was agreed that we would wait to appoint a solicitor until the outcome of the proposed meeting could be discussed.	<u>JW</u>
10	To agree the draft budget and precept	
10.1	LH informed the council that she had become aware of some concerns of a parishioner	

	<p>regarding the proposed decision to increase the precept. Concerns related to the salary of the Parish Clerk and associated training. LH wished it to be made clear to the public that the Clerk was paid the appropriate salary in line with local government guidelines and that this is a cost the council must meet. DB supported LH comments and reported he had no concerns about with new Clerk.</p> <p>A meeting had been held of the volunteers who regularly volunteer to maintain the bowling green. It had been agreed that they were confident they could continue the maintenance of the bowling green for £1000 per year (including electricity costs), reducing this from £1800. It had previously been agreed to maintain the bowling green for two years following the closure of the Bowls Club.</p> <p>The budget for insurance costs was high based on previous costs. LH gave examples of two local parishes which pay considerably less. DB confirmed he has given a year's notice on our insurance to cancel the contract so it will end this year. The budget will remain the same, however if money can be saved this can be redirected to other areas later in the year.</p> <p>The budget for the solicitor fees was discussed. Based on such variable quotations and the likelihood of the final costs being higher than the quotes it was agreed to keep the budget at £1000. If any further costs are incurred this will be covered by contingency money already in the bank.</p> <p>A discussion took place on how else we can further save money, with the aim of reducing the proposed precept to £7000. Options for reducing the other areas of maintenance were discussed and implications considered. It was agreed to reduce the budget in these areas to bring the precept in at £7000.</p> <p>The council agreed to set the final precept for 2018-19 at £7000.</p>	
11	Opportunity for Public participation	
11.1	A parishioner explained in great detail his knowledge of the flooding in the village and the drainage pipes which are meant to clear the water as there had been similar floods in 2014 which were also documented by the PC at the time. The council were grateful for the information. See item 6.3 for actions.	
12	To agree items for the next agenda	
12.1	<p>The Clerk discussed the need to start a review of our policies and recommended scheduling 1-2 policies to be discussed at meetings moving forward. Policies to be discussed at the next meeting will be; Standing Orders and the Finance policy.</p> <p>Volunteers will need to be identified to erect the speed awareness signs for February.</p> <p>Report on changes to the Data Protection laws.</p>	
13	Date of next meeting	
13.1	Monday 12 th February 2018, 7pm	

Meeting Closed at 20.20

Signed –

Chair of Honingham Parish Council.

Date -

Draft Minutes until approved at Parish Council Meeting on 12th February 2018