

## Honingham Parish Council

DRAFT Minutes of the Honingham Parish Council Meeting  
Monday 12<sup>th</sup> March 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)	✓		
Anthony Roberts (AR)	✓ (from Item 6 onwards)			Jordana Wheeler (JW) (Clerk)	✓		
County Cllr Greg Peck (GP)							
Members of Public in Attendance		22					

No.	Detail	Action
	Highways England provided their apologies as they were no longer able to attend the Parish Council meeting to provide an update on plans for the dualling of the A47. The presentation will be rescheduled.	
<b>1</b>	<b>Receive and Agree Apologies</b>	
	No apologies were received and all councillors were present.	
1.0	The Chairman gave approval for LH to address the room. LH offered thanks on behalf of the Parish Council and the Village Hall committee to 4 parishioners who have recently finished work on updating and refurbishing the toilets in the village hall. Thanks were also given to the parishioner who kindly made a donation towards the cost of this work.	
<b>2</b>	<b>Approval of the minutes of the previous meeting</b>	
2.0	The minutes of the meeting held on 12 <sup>th</sup> February 2018 were read by councillors prior to the meeting. They were agreed by all as a true reflection of that meeting and signed by DB.	
<b>3</b>	<b>To receive declarations of interest</b>	
3.0	No declarations of interest were declared in relation to items on the agenda.	
<b>4</b>	<b>To report on progress of matters arising (from previous meeting)</b>	
4.1	Clerk to obtain maps of the drainage to help identify the cause of the flooding on Hall Drive JW confirmed maps had been received from parishioner and offered thanks to them for their assistance. The PC are still waiting to hear from Highways England to see if they can provide any additional maps.	
4.2	Clerk to contact the land owner and organise a meeting to discuss land use at the village hall site. No further progress has been made on this action. Birketts requested the meeting take place at their offices. This action has been postponed until there is further updates from Birketts.	
4.3	To prepare draft policies for adoption. Policies had been prepared and presented to the PC for adoption (see item 5).	
<b>5</b>	<b>To Approve and Adopt the Following Policies</b>	
5.1	All councillors have been in receipt of draft copies of the proposed policies and have read and considered them prior to the meeting. <b>Standing Orders</b> – No amendments were requested and the council <b>RESOLVED</b> to adopt this policy. The policy will next be reviewed in February 2019.	
5.2	<b>Co-Option Policy</b> - No amendments were requested and the council <b>RESOLVED</b> to adopt this policy. The policy will next be reviewed in February 2019.	
5.3	<b>Financial Regulations</b>	

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	<p>RH queried further spending for the bowling green. Is there a limit that can be spent by councillors?</p> <p>JW advised that any expenditure should get approval from council before purchases are made. An example exception to this would be petrol costs for grass cutting as this is an arrangement already in place. It was also advised that we should have quotes for work to the rocking horse before any repairs are carried out to ensure we are in budget.</p> <p>No amendments were requested and the council <b>RESOLVED</b> to adopt this policy. The policy will next be reviewed in February 2019.</p>	
5.4	<p><b>Data Protection Policy</b> - No amendments were requested and the council <b>RESOLVED</b> to adopt this policy. The policy will next be reviewed in February 2019.</p>	
<b>6</b>	<p><b>To Co-Opt a Parishioner to the casual vacancy for Parish Councillor</b></p>	
6.1	<p>The Clerk confirmed one application had been received for the casual vacancy of Parish Councillor from Anthony Roberts (AR). The application form had been shared with councillors. AR introduced himself to the council. No councillors had any questions for AR. All councillors voted for the co-option. It was <b>RESOLVED</b> to co-opt AR to Honingham Parish Council.</p> <p>AR signed the Declaration of Acceptance of Office form and joined the council table. JW provided AR with the 'Members' Disclosable Pecuniary and Other Interests' form to complete.</p>	
6.2	<p>In order to update PC records all councillors renewed their Declaration of Acceptance of Office form.</p>	
<b>7</b>	<p><b>Finance</b></p>	
	<p>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 DB.</p>	
7.1	<p>NPTS Invoice 17500 – Annual Membership</p>	£50.00
7.2	<p>Collier Turf Invoice 0000135249 – Supplies for Bowling Green</p>	£105.60
7.3	<p>e.on Electricity Bill – Bowling Green &amp; Club</p>	£26.97
7.4	<p>Clerk's Salary and Office Costs</p>	£241.39
7.5	<p>HMRC Payment</p>	£56.00
7.6	<p>Proposal to appoint a new internal auditor</p> <p>JW confirmed her attendance at recent Financial training following which NPTS were approached for recommendations of an internal auditor. Previous internal audits had focussed on a financial audit but JW recommended a change of auditor to also assess internal policies and processes as this would be more rigorous. The outcome and recommendations will also be useful guidance for future improvements to processes and policies.</p> <p>A quote from Mr Bergin was obtained for £50 together with an example document of what aspects the audit will cover. This was provided to councillors prior to the meeting to consider. The council <b>RESOLVED</b> to appoint the Mr Bergin as per the quote.</p>	
<b>8</b>	<p><b>Planning</b></p>	
8.1	<p>To consider and comment on planning application 20180177 - Two Storey Extension to Dwelling &amp; Single Storey Extension to Outbuilding</p> <p>There were no objections raised to the planning application.</p>	
8.2	<p>To discuss and agree the Parish Councils response to the Greater Norwich Local Plan.</p> <p>DB shared copies of the map of suggested sites in the parish with councillors and parishioners and summarised their size and potential use. JW confirmed the deadline for a response has been extended to 5pm on 22<sup>nd</sup> March.</p> <p>Due to the importance of the Greater Norwich Local Plan and its impact on the parish the Chair welcomed public participation as part of this discussion.</p> <p>Parishioner – I Believe we should get together and oppose the proposals. It will change the village, it is out of character of the village.</p> <p>Parishioner – Is there one single land owner of this land?</p>	

DB – They are proposed through an agent, we don't know.

Parishioner – It will dramatically change the village and increase the population of area. The A47 is also being changed, power lines are coming through the area, there is a substantial amount of change already. How can they consider further development without considering them all together and how they relate to each other?

Parishioner – The options seem to be to have new villages or spread development across villages already there.

Parishioner – We should oppose this on the basis the A47 dualling will hinder the village, extra building will destroy the local area. Strain will be put on services such as doctors, utilities supplies, public transport and roads.

Parishioner – There are 6 proposed growth options, one is around new settlements. We should be specific with our feedback. The village is now considered a fringe village so we should be careful about endorsing some growth options which may endorse future growth where we are captured within options for fringe areas.

GP – The GNLP is a call for sites. These have been submitted by agents or land owners. If you feel strongly you must submit feedback. I suggest each individual parishioner also objects themselves. No decisions have been made on any sites, not all will be approved. If the council don't have a plan we can't turn down planning applications. If we have a plan building can only take place on designated sites.

Parishioner – Who do we object to?

GP – This can be done via the GNLP website. There are options to say which site you prefer. Call BDC for support if you have problems registering your feedback.

Parishioner – I suggest 2 or 3 councillors draft objections on behalf of the village. We need to be specific about our objections. I am concerned about Mill Lane. You can't get 2 cars up there. How will they get access to build?

RH – May I suggest that we take a two pronged attack. The Fellowes Road/Mill Lane proposal is going to affect us more directly. Access is from Fellowes Road from the plan. If they are going to extend Mill Lane this will upset parishioners.

Parishioner – Residents of Mill Lane don't get refuse lorries down there as they can't fit. There is no access.

Parishioner - Who owns Mill Lane?

DB - Nobody knows who owns it.

Parishioner – Unless they can get compulsory purchase they won't be able to get access.

LH –We need to formulate a plan and say why we don't want it. Mill lane not being accessible is suitable. Land is boggy and water flow can be a problem. Is the road infrastructure there?

Parishioner – We need to be careful about objecting to larger plans. If it's a new settlement they would introduce new infrastructure so that is not an argument that would stand up.

Parishioner – One question is where do we want to see development?

Parishioner – Easton is nearly joined onto Norwich at Costessey with only the A47 in between. Honingham is a good place to say we want to keep the separation.

Parishioner – It is unclear how the process will work once we have responded. How will they decide where to build?

GP – Some sites will automatically exclude themselves due to prior regulations and planning laws. Even if they approve a site, planning applications still have to be submitted and approved. That could still be turned down. By identifying sites it will stop people coming in later and trying to build where ever they want.

LH – What objections should we raise that would be considered?

GP – You have already mentioned the current infrastructure would not support mass housing on the Mill Lane site.

Parishioner – On the appraisal of the site it makes a case of how it is possible in terms of improving infrastructure.

GP – So you would need to object on changing the character of the village and eventually becoming part of Norwich.

	<p>Parishioner – The plan covers until 2036. I find it unbelievable that there has been little notice. JW – It has been on our website a number of times, discussed at our last meeting, in local newspapers and other council’s websites. It has been well publicised.</p> <p>All councillors agreed the Parish Council would be objecting to the plans for development sites in Honingham.</p> <p>DB – I propose 2 members of the public join 2 members of the council to agree contents of our response. A meeting was agreed for 14<sup>th</sup> March, PM.</p> <p>If any parishioners have any additional feedback/comments they wish to be considered by the Parish Council these should be sent to the Clerk as soon as possible by email to <a href="mailto:clerk.honinghampc@gmail.com">clerk.honinghampc@gmail.com</a> The drafted response will be sent to the Clerk to submit on behalf of the Parish Council.</p>	
8.3	<p>Further details of the Greater Norwich Local Plan and how to make comments can be found on their website <a href="http://www.gnlp.org.uk/">http://www.gnlp.org.uk/</a> Comments must be made by 5pm on Thursday 22<sup>nd</sup> March 2018.</p>	
<b>9</b>	<b>Highways and Footpaths</b>	
9.1	<p>To receive an update on the street furniture at the junction of the A47 and Berry’s Lane. LH – Highways England have emailed to confirm that new bollards have been ordered and will be the same as ones at top of the Berrys lane crossroads. They cannot be lit bollards as there is no electricity supply to the location.</p>	
9.2	<p>To consider the request for an additional grit bin in Fellowes Road. DB summarised an email from a parishioner requesting an additional grit bin in Fellowes Road. A discussion took place around options including purchasing a new one and moving the current grit bin. It was confirmed there were no other grit bins in the village. The council agreed that it was not appropriate to purchase another grit bin at this time. A review of potential new sites around the village will take place before any purchases are agreed. This review will take place before the next winter.</p>	
<b>10</b>	<b>Police Matters</b>	
10.1	Nothing to report.	
<b>11</b>	<b>Leisure and Environmental Matters</b>	
11.1	<p>To receive nominations from Councillors for the Ailwyn Cup winner. JW confirmed nominations had been received and voting for the winner will take place at the next meeting.</p>	
<b>12</b>	<b>Update on Land Registration issue of village hall land</b>	
12.1	<p>The PC are being assisted with negotiations with Birketts by a local retired solicitor. Unfortunately, due to both parties having holidays there is no further update. The issue regarding formalising the boundary was discussed. The original conveyance document and map does not state exact measurements. RH offered to approach Building Plans Ltd to discuss options to draw up plans of the site. It was agreed to contact them.</p>	
<b>13</b>	<b>To agree policies for review at the April meeting</b>	
13.1	<p>JW recommended that due to the upcoming audit that the following be prioritised; Risk Management Policy &amp; Update of the Asset Register</p>	
<b>14</b>	<b>Correspondence</b>	
14.1	<p>Invite to Q&amp;A session on Hornsea Project Three Offshore Wind Farm proposal JW confirmed members of the PC had been invited to a Q&amp;A session hosted by Orsted regarding the proposed windfarm and associated onshore cable route at Weston Longville on 13<sup>th</sup> March. DB will be representing the PC.</p>	
<b>15</b>	<b>Opportunity for Public participation</b>	

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15.1	A parishioner asked for confirmation of the current location of the grit bin. This is on the junction of Colton Road and Fellowes Road. The parishioner lives in the lowest part of the village and agreed that a review of possible locations for future grit bins should be carried out.	
<b>16</b>	<b>To agree items for the next agenda</b>	
16.1	No items were put forward for the April agenda other than already discussed.	
<b>17</b>	<b>Date of next meeting</b>	
17.1	Monday 9 <sup>th</sup> April 2018, 7pm	

Meeting Closed at 8.15pm

Signed –

Chair of Honingham Parish Council.

Date -

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