

Honingham Parish Council

Minutes of the Honingham Parish Council Meeting

Monday 12th February 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)		✓	
Vacancy				Jordana Wheeler (JW) (Clerk)	✓		
County Cllr Greg Peck							
Members of Public in Attendance			19				

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.	
1	Receive and Agree Apologies	
1.0	Apologies were agreed and accepted from Sam Steggles.	
	Report From Councillor Greg Peck	
	The Chair gave permission for Cllr Greg Peck to provide a report at the beginning of the meeting as he was required to attend another meeting and was unable to stay. Norfolk County Council have voted on the budget and approved an increase of 5.99%. For a Band D house this will equate to £74 per year. NCC have agreed to keep buses running and will continue with gritting following consultation with constituents. Children's Services will have their budget cut by half however they will not be cutting services. The use of buildings will be consolidated, for example moving services into library spaces instead. Cllr Peck has attended meetings regarding the proposed wind farm off the north Norfolk coast from Orsted. Cllr Peck felt Orsted are listening to residents' feedback and are being responsive. A public consultation is due in August. Cllr Peck is also attending a meeting with Vattenfall on 23 rd February regarding the Vanguard and Boreas wind farm.	
2	Approval of the minutes of the previous meeting	
2.0	The minutes of the meeting held on 8 th January 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.	
3	Matters Arising from previous meeting	
3.1	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. LH has emailed the Area Manager to thank him for his work on the cross roads. We now have new bollards (latest model). Also discussed the junction of the A47 and Berry's Lane turning into Honingham. He will be looking into what street furnishings should be at the junction such as an island and bollards. – COMPLETE	
3.2	Clerk to contact NCC to try to obtain maps of the drainage to help identify the cause of the flooding. Norfolk County Council have been contacted and have directed the Clerk to Highways England. The Clerk has provided the required information to Highways England but no response has yet been received. – ACTION PENDING	

Approved at Parish Council Meeting on 12th March 2018

Chairman Initials:

Date:

3.3	Clerk to obtain further solicitors quote. A further quote has been obtained from Nicholas Hancox and has been circulated to the councillors for consideration. – COMPLETE	
3.4	Clerk to contact the land owner and organise a meeting to discuss land use at the village hall site. The landowner has been contacted and has passed the request to their solicitor. A meeting has not yet been agreed. – ACTION PENDING	
4	Parish Councillor Vacancy	
4.1	Terry Sapey (TS) has resigned from the Parish Council. The casual vacancy is currently advertised on Broadland District Council website and Honingham Parish Council website. The closing date for requests for an election is 21 st February. If less than 10 requests are received the Parish Council is able to co-opt a new councillor. This outcome will be considered in the March meeting.	
4.2	DB offered his thanks to TS and his wife for their work and support for the Parish Council. TS has kindly agreed to continue to cut the grass at the bowling green and play ground.	
5	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 DB.	
5.1	Website Invoice	£96.00
5.2	NPTS Training Invoice – GDPR Training	£28.00
5.3	Resources for new noticeboard	£10.34
5.4	The Consortium Office Invoice – Noticeboard	£502.19
5.5	Clerk's Salary and Office Costs	£190.71
5.6	HMRC Payment	£199.80
6	Planning	
6.1	Application 20180095 – Lean-To Extension at Honingham Thorpe Farm - The Councillors have all viewed the submitted planning application and there have been no objections.	
6.2	Application 20180078 – Change of use of Agricultural Building at Honingham Thorpe Farm The Councillors have all viewed the submitted planning application and there have been no objections. The decision has been registered prior to the meeting due to an earlier closing date.	
6.3	Application 20180077 – Change of use of Agricultural Building to Agricultural Chemical Storage at Honingham Thorpe Farm The Councillors have all viewed the submitted planning application and there have been no objections. The decision has been registered prior to the meeting due to an earlier closing date.	
6.4	Review of Parish Boundary between Honingham and Colton The Clerk read out a letter received from Colton and Marlingford Parish Council requesting an agreement to alter the Parish boundary between the two villages along the Norwich Road boundary. The consequences of the changes would be that a number of properties would move from being in Honingham (Broadland District Council) into Colton and Marlingford (South Norfolk Council). A brief discussion took place around the potential cost implications to both the residents and the Parish Council, as well as implications to relationships with local businesses. The Parish would become smaller and the Honingham parishioners affected by this change will potentially face higher council tax bills. Councillors do not believe changing the boundary will benefit Honingham. All councillors present voted against the proposed changes.	
6.5	Greater Norwich Local Plan The Clerk informed councillors and parishioners in attendance of the Greater Norwich Local Plan and its purpose. Particular attention was drawn to areas of land within the	

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Date:

	parish which have been identified as potential areas for development. Details on roadshows, where further details on the Local Plan can be viewed, have been shared on the Parish website. All councillors and parishioners were urged to look at the Local Plan website, attend a roadshow and submit their comments. The consultation closes on 15 th March. http://www.gnlp.org.uk/	
7	Highways and Footpaths	
7.1	Nothing to report.	
8	Police Matters	
8.1	Nothing to report.	
9	Leisure and Environmental Matters	
9.1	Ailwyn Cup winner nominations It was agreed that nominations would be submitted in the March meeting with voting taking place in the April meeting. Nominations must be submitted in a sealed envelope to the Clerk.	
10	Report on General Data Protection Regulations and discussion on appointment of Data Protection Officer	
10.1	<p>SB reported to the council on the GDPR course she has recently attended. The Clerk has also attended the same course. SB explained how interesting the course was and how this will also be useful to her role on the Village Hall Committee. The new General Data Protection Regulations will become law in May 2018. Points to note and actions needed are (but not restricted to);</p> <p>Individuals must not be named and identifiable in council minutes without prior permission of the individual.</p> <p>We have to appoint a Data Protection Officer (DPO). This could be the Clerk or a councillor.</p> <p>If the Clerk is the DPO their job description and contract must be amended to include this responsibility.</p> <p>The council must register with the Information Commissioners Office and submit the name of the DPO.</p> <p>The council must conduct an Information audit.</p> <p>A policy must be adopted and reviewed every 3 years.</p> <p>GDPR must be included in the Risk Management Policy.</p> <p>Standing Orders must be amended to include GDPR</p> <p>LH asked if we have the money to pay the Clerk to do the job? The Clerk indicated that we have not budgeted for the work but it has to be done to be compliant. The Clerk gave reassurances that the time taken to carry out the work will be kept to a minimum and that as a small council we hold minimal data on individuals therefore we have less to document.</p> <p>It was noted that the Clerk is a point of continuity for the council and that councillors come and go. No councillors present expressed an interest in taking on the role of the DPO and all agreed they felt the Clerk would be the most appropriate person to be DPO.</p> <p>DB asked the Clerk if she would be prepared to become the DPO, to which she agreed.</p> <p>All Councillors agreed to nominate the Clerk as the new DPO.</p>	
11	Update on Land Registry issue	
11.1	<p>DB offered his apologies to NC and SB for not inviting them to a meeting with a retired solicitor to discuss the ongoing issue over the ownership of the land the village hall is built on.</p> <p>DB reported that following the meeting the retired solicitor has offered to speak to Birketts on the councils' behalf as they are known to the solicitor, to see if we can negotiate with them regarding the costs of correcting the land ownership registered at the Land Registry. The retired solicitor is not acting on the councils' behalf, but is kindly</p>	

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	offering the council assistance in the preliminary stages.	
11.2	The 3 rd quote received from Nicholas Hancox was approx. £2000-4000 + VAT. All 3 quotes received have been different and all have indicated that prices are estimated and will vary depending on how lengthy the negotiations are. As all prices are over the amount the council has budgeted for, the council will pursue other options for discussions on the matter before having to pay for a solicitor to carry out the work. Further decisions will be made following the outcome of the discussion between the retired solicitor and Birketts.	
12	Policies for review	
12.1	The Clerk recommended setting up a working party, of 2-3 councillors and the Clerk, to draft the required policies to be brought to Parish Council meetings for approval and adoption. LH suggested each councillor taking responsibility for a policy and work with the Clerk towards drafting this. Due to availability of councillors it was agreed to go with LH suggestion. The first policies for review will be; Standing orders - LH Finance – JW Data – SB ACTION – Clerk to share model documents with identified councillors and prepare policies for March meeting.	<u>JW, LH & SB</u>
13	Opportunity for Public participation	
13.1	A parishioner in attendance at the meeting expressed his interest in becoming a councillor and has made the Chair aware. They explained how they could bring experience of policies and health and safety to the council.	
13.2	A parishioner discussed the GNLP and highlighted the proposal for 3900 houses in a new garden village at Honingham Thorpe. Do we want houses spread around villages which are already there or as new developments? Roads would be impacted. The new roads planned as part of the dualling of the A47 would potentially benefit the plan for a garden village making it more viable.	
13.3	A parishioner raised the issue of the A47 being shut last week following a broken drain cover. There was a large increase in cars travelling through Honingham and huge delays. It was proposed the council look into weight restrictions or local community access only for the roads into Honingham to try to prevent similar incidences and reduce traffic flow. It was felt this would be best reviewed once the final plans for the dualling of the A47 and the associated impacts were clearer. It was suggested that we review the data from the speed signs when they are removed to analyse the impact this road closure had on the traffic in the village.	
13.4	A parishioner noted that a few weeks ago there was an attempted break in on their property and urged all parishioners to keep an eye out and be aware.	
13.5	Thanks were given for the improved dog bin location on Fellowes Road and the new signage around the village. A parishioner requested an additional dog fouling notice on corner of Mill lane as this continues to be a problem area. The A5 notices were requested.	
14	To agree items for the next agenda	
14.1	Update on Land Registry issue Policies to approve Nominations for Ailwyn Cup A47 and Berrys Lane Junction GNLP following consultations	
15	Date of next meeting	
15.1	Monday 12 th March 2018, 7pm	

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Meeting Closed at 19.50

Signed –

Chair of Honingham Parish Council.

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