

## Honingham Parish Council

Draft Minutes of the Honingham Parish Council Meeting  
Monday 9<sup>th</sup> April 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)	✓			Jordana Wheeler (JW) (Clerk)	✓		
Members of Public in Attendance			16				

No.	Detail	Action
<b>1</b>	<b>Receive and Agree Apologies</b>	
1.0	Apologies were received and accepted from Linda Human, Roger Human and Sam Steggles.	
<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> March 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	RH to approach Building Plans Ltd to discuss options to draw up plans of the village hall site. – RH was not present so no update was available.	
<b>5</b>	<b>To Approve and Adopt the Following Policy</b>	
5.1	All councillors have been in receipt of draft copies of the proposed policy and have read and considered them prior to the meeting. <b>Risk Management Policy</b> – No amendments were requested and the council <b>RESOLVED</b> to adopt this policy. The policy will next be reviewed in March 2019.	
<b>6</b>	<b>Finance</b>	
6.1	The following expenses were submitted to the council by JW to be paid. Payment was agreed by the Councillors and cheques were signed by SB and DB.	
	Clerk's Salary and Office Costs	£266.36
6.2	HMRC Payment	£63.40
6.3	Councillors had been provided a report from the Clerk detailing work which is required to be completed by the Parish Council to ensure that all requirements are met for the introduction of General Data Protection Regulations, the Transparency Code and the annual audit, including completion of the new website and required policies. The proposal totalled 29 hours at an estimated cost of £272.37. As the budget for 2018-19 did not include any provision for overtime the council were asked to consider the proposal for approval. The clerk reported that this could either be paid out of the council's reserves or from potential money we expect to save on solicitors' costs, although this saving cannot be confirmed at this time. Councillors asked if any of the work could be carried out by the councillors. The Clerk identified some of the policies which could be looked at but explained this would reduce but not remove the work required by the Clerk. Councillors asked if the work had to be done immediately or could it be spread out. The Clerk explained that some work had to be done to meet legal requirements (e.g. the introduction of GDPR on 25 <sup>th</sup> May) and some work on policies in preparation for the audit which must be completed in May. DB recommended that the work be carried out and that a final decision be made at the next	

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Chairman Initials:

Date:

	meeting when all councillors are present. All councillors were in agreement.	
<b>7</b>	<b>Planning</b>	
7.1	There were no planning applications to consider.	
<b>8</b>	<b>Highways and Footpaths</b>	
8.1	There was nothing to report in relation to Highways and Footpaths.	
<b>9</b>	<b>Police Matters</b>	
9.1	There was nothing to report. The Clerk noted that outside of regular newsletters there had been minimal correspondence with the police lately and that there had been a number of changes of staff and their responsibility.	
<b>10</b>	<b>Leisure and Environmental Matters</b>	
10.1	The confirmed nominations for the Ailwyn Cup are; <ul style="list-style-type: none"> <li>1. George Middleton for his long service as Parish Clerk</li> <li>2. Terry &amp; Maureen Sapey for their services to the village.</li> </ul> <p>Councillors will vote by email to the Clerk and the winner will be announced in May.</p>	
<b>11</b>	<b>Update on Land Registration issue of village hall land</b>	
11.1	A meeting took place last week with DB, a representative from Birketts solicitors and a local builder. The boundary between the village hall land and the neighbouring land was identified and no discrepancies were identified. On the original conveyance document the illustrated map denotes access to the adjoining land via the agreed right of way. This is now located directly on the corner of the village hall building. All present agreed to move the point of access by 10ft so it is away from the building (70ft from the edge of the boundary line behind the village hall). The builder will erect a fence on behalf of the land owner, with a gated access at the agreed point, at the land owners expense. DB requested on behalf of the council that the fence be taken right down to join up to the fence at the edge of the bowling green to prevent any unwanted access to the adjoining land. All councillors were pleased with the progress.	
<b>12</b>	<b>Update on changes to Parish Councillors</b>	
12.1	DB informed the council that SB has handed in her resignation to take effect from 10 <sup>th</sup> April 2018 and that this will be her last meeting. DB thanked SB on behalf of the council for all her hard work and contributions to the council and she will be missed.	
12.2	The Clerk explained that the vacancy will be advertised with Broadland District Council and on the council website. If an election is not called the council will be able to co-opt a new councillor. The Clerk advised that if any parishioner is interested in becoming a councillor they should email <a href="mailto:clerk.honinghampc@gmail.com">clerk.honinghampc@gmail.com</a>	
<b>13</b>	<b>Presentation on data collection from Speed Signs</b>	
13.1	The Clerk presented a summary of the data collected from the speed signs which have recently been installed in the village. Specific dates were identified where there were traffic delays on the A47 to see if any associated increase in traffic in the village could be identified. It was concluded that from the 2 incidences identified it was not possible to identify any notable increase. The busiest times were during the typical rush hour periods. The highest speeds recorded at each speed sign were both over 60mph and took place in the early hours of the morning. All councillors agreed the data was interesting. The Clerk explained that it will be beneficial to combine and compare future data collections to see if any further trends can be identified.	
<b>14</b>	<b>Correspondence</b>	
14.1	The Clerk confirmed that a complaint had been received from a parishioner regarding the council's response to the proposed dualling of the A47 and declarations of interest by a councillor. The complaint is still being dealt with and for this reason no further details can be discussed at this time.	

	A parishioner requested further information and whether the outcome of the complaint would have an impact on the village. The Clerk reiterated that it would not be appropriate to make any further comments until the complaint had been resolved.	
<b>15</b>	<b>Opportunity for Public participation</b>	
15.1	A parishioner asked if the council had submitted their response to the GNLP. DB confirmed that the Clerk had done this and shared that he had spoken with many parishioners who had told him they have responded but there were lots of complaints about how the website was difficult to navigate. He was aware of 2 petitions which have been submitted.	
15.2	<p>A parishioner asked why Highways England (HE) were not attending as indicated at an earlier date, to discuss the new A47.</p> <p>DB and the Clerk have been in correspondence with HE regarding a visit. They had originally planned to attend but they had to cancel and are not currently able to give us a concrete date of when they can attend. HE had confirmed by email that there was no further update at present on the plans.</p> <p>The parishioner has phoned HE to discuss recent flooding in Hall Drive and wants to ensure HE are considering the drainage when building new A47.</p> <p>DB confirmed during the recent flooding HE sent someone from KEIR who met with RH and DB and they showed KIER the drainage system. They said it is not the responsibility of HE and is either Norfolk County Council (NCC) or Anglian Water. Anglian Water have previously visited during another flood and said it is not their responsibility.</p> <p>The Clerk has been tasked with trying to contact both Anglian Water and NCC to request a meeting with them to try to resolve the ongoing issue.</p> <p>DB reiterated that KIER are correct as the water comes off land north of the A47 and not off the A47 directly.</p> <p>A parishioner indicated that as Hall Drive is a private road every section of the drain that the water flows through is the responsibility of the residents of Hall Road. The parishioner offered to put a camera into the pipes to try and determine a cause of the flooding.</p> <p>The council will proceed with their efforts to meet with NCC and Anglian Water before taking any further action.</p> <p><b>ACTION</b> – Clerk to contact NCC and Anglian Water to arrange meeting regarding flooding in Hall Drive.</p>	<b>JW</b>
<b>16</b>	<b>To Agree Items for the Next Agenda</b>	
16.1	No items were requested at this time by councillors to be included.	
<b>17</b>	<b>To agree the date for the Annual Parish Meeting and Annual Parish Council Meeting</b>	
17.1	The Clerk proposed that, as happened last year, that the Annual Parish Meeting take place on the same day as the Village Hall Committee annual meeting. Councillors, together with the Chairman of the Village Hall Committee, agreed to hold the meetings on the same day again. The Clerk will confirm the dates and advertise appropriately.	
<b>18</b>	<b>Date of next meeting</b>	
18.1	Monday 14 <sup>th</sup> May 2018, 7pm	

Public Meeting Closed at 7.50pm

Confidential Item

<b>19</b>	<b>To Approve the Completion of the Parish Clerk's Probation Period</b>	
	<p>DB and LH met with the Clerk on 29<sup>th</sup> March 2018 to hold an end of probation review. A report was subsequently written and presented to the council.</p> <p>The council <b>RESOLVED</b> to approve the completion of the Clerk's probation period and the resulting changes to the payscale as per the contract of employment.</p>	

Confidential Meeting Closed at 8.00pm

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