

## Honingham Parish Council

Draft Minutes of the Honingham Annual Parish Council Meeting  
Monday 14<sup>th</sup> May 2018, 7pm at Honingham Village Hall

### Present

	Present	Apologies	Absent		Present	Apologies	Absent
David Bishop (DB) (Chair)	✓			Vacancy			
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			12				

### No. Detail

<b>1</b>	<b>To elect the Chairman for the following year</b>
1.1	LH proposed DB to continue as Chairman, RH seconded the nomination. All councillors present voted and resolved to re-elect DB.
<b>2</b>	<b>To elect the Vice-Chairman for the following year</b>
2.1	DB proposed LH to continue as vice-chair, RH seconded the nomination. All councillors present voted and resolved to re-elect LH.
<b>3</b>	<b>Receive and Agree Apologies</b>
3.1	Apologies were received and accepted from Natasha Cargill and Sam Steggles.
<b>4</b>	<b>To receive declarations of interest in items on the agenda and requests for dispensation</b>
4.1	No declarations of interest were declared in relation to items on the agenda.
<b>5</b>	<b>To approve the minutes from meeting held on 9<sup>th</sup> April 2018</b>
5.1	The minutes of the meeting held on 9 <sup>th</sup> April 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>6</b>	<b>To elect representatives for the following;</b>
<b>6.1</b>	<b>Village Hall Committee Representative</b>
6.1	DB proposed LH to continue as the Village Hall Committee Representative, RH seconded the nomination. All councillors present voted to re-elect LH.
<b>6.2</b>	<b>Councillor responsible for overseeing and inspecting Parish Council finances and accounts</b>
6.2	Due to the absence of some councillors this item has been deferred to the following meeting.
<b>7</b>	<b>To report on progress of matters arising (from previous meeting)</b>
7.1	The Clerk has contacted Norfolk County Council (NCC) with regards to the flooding problems in Hall Drive. NCC have emailed to confirm action is required and they will resolve the problem. It was not clear what this action will be. Therefore, the action to organise a meeting on site between NCC and Anglian Water has been postponed until NCC have carried out their work. <b>ACTION</b> = LH requested the Clerk add this information to the PC website. Clerk to clarify with NCC the work they will be doing.
<b>8</b>	<b>To note the vacancy for co-opted councillor</b>
8.1	The Clerk announced that there had been no requests for a formal election to fill the vacancy for Parish Councillor. The PC are now free to co-opt a new councillor. If there are any interested parishioners they are advised to contact the Clerk at <a href="mailto:clerk.honinghampc@gmail.com">clerk.honinghampc@gmail.com</a> who can provide further information.
<b>9</b>	<b>To review and consider approval of the following policies;</b>
<b>9.1</b>	<b>Lone Working Policy</b>
9.1	All councillors have been in receipt of draft copies of the proposed policy and have read and considered them prior to the meeting.

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Chairman Initials:

Date:

	No amendments were requested and the council <b>RESOLVED</b> to adopt the Lone Working policy. The policy will next be reviewed in February 2020.
<b>9.2</b>	<b>Complaints Policy</b>
9.2	No amendments were requested and the council <b>RESOLVED</b> to adopt the Complaints policy. The policy will next be reviewed in February 2020
<b>10</b>	<b>To review and consider approval of the following documents;</b>
<b>10.1</b>	<b>Privacy Statement</b>
10.1	No amendments were requested and the council <b>RESOLVED</b> to adopt the Privacy statement. This will next be reviewed in February 2019.
<b>10.2</b>	<b>Asset Register</b>
10.2	The Clerk indicated that there was some further information required to be able to complete the asset register for 2018-19. This will be brought back to the next meeting to be considered.
<b>11</b>	<b>Finance</b>
	The following expenses were submitted to the council by the Clerk to be paid. Payment was agreed by the Councillors and cheques were signed by DB and LH.
11.1	Reimbursement for Grass Cutting Expenses (Bowling green) £13.00
11.2	Invoice for Play Area Inspection £96.00
11.3	Clerk's Salary and Office Costs £213.97
11.4	HMRC Payment £41.80
11.5	The council resolved to pay future electricity bills to Eon by quarterly direct debit. The direct debit form was signed by DB and LH.
11.6	All councillors agreed that they did not require membership with NALC following receipt of an invoice for membership and a website hosting fee. The invoice will not be paid and NALC will be notified of our decision. NALC have confirmed we will be given a grace period to migrate over to the new website.
<b>12</b>	<b>Planning</b>
<b>12.1</b>	<b>To Discuss the Norwich Western Link Consultation (NWL)</b>
12.1 a	RH reported he had been to a lot of meetings regarding the NWL. NCC are very active in trying to find the best route and are doing lots of research of traffic moving through villages to get to the A47. There are a number of public exhibitions being held and RH feels confident that all opinions will be taken into account. Since the NDR opened there has been an increase in traffic trying to cut through from the NDR to the A47.
12.1 b	The Clerk summarised the current consultation on options for building a road to connect the NDR with the A47, known as the NWL. Currently only individuals can submit feedback on the consultation and this is anonymous, no response can be given at this time from the council. The Clerk summarised how to give feedback through the website for parishioners and encouraged everyone to respond to the consultation.
<b>13</b>	<b>Highways and Footpaths</b>
<b>13.1</b>	<b>To report on Highways Ranger visit</b>
13.1	The Clerk informed the council that the Highways Rangers are due to visit the village in the next few weeks to carry out maintenance, focusing on the highways. The council suggested some areas that needed work included Berry's Lane, areas affected by flooding from Hall Drive to the River Tudd and silt and foliage affecting a number of roads. If parishioners see the Highways Rangers around the village it would be useful to let the council know.
<b>14</b>	<b>Leisure and Environmental Matters</b>
<b>14.1</b>	<b>To report on recommendations from recent Play Area Inspection</b>
14.1	The Clerk reported that the inspection of the play area had been brought forward to 1 <sup>st</sup> May following the installation of the new rocking horse. The report was summarised to the council. The overall risk rating was Medium and some repairs/maintenance had been identified. It was noted that the play equipment is now 12 years old and as it is wooden it will continue to require regular maintenance. RoSPA has reported increasing numbers of failures of wooden equipment due to the wood degrading and that it is likely we will have to consider options for replacing the equipment in the

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	<p>next few years.</p> <p>Some of the maintenance includes repainting the football goals, fixing the gates and replacing the swing seats. Volunteers have already started on the repairs.</p> <p>DB proposed using an inspection form for future inspections with a checklist. DB and TR have volunteered to do this once a month.</p> <p>DB noted that the council used a local company this year, instead of RoSPA representatives, for the inspection. This was at a lower price than we usually pay.</p>
<b>15</b>	<b>Update on Land Registration issue of village hall land</b>
15.1	The Clerk noted that the new fence and gate on the boundary has now been installed and completed. The next step is to update records at the Land Registry. The Clerk will be contacting them to find out how to proceed.
<b>16</b>	<b>To approve the adoption of the revised National Pay scales</b>
16.1	The Clerk has shared the new national pay scales with the council prior to the meeting for consideration. These have been approved by the Unions and been implemented across local government. The Clerk noted that although an increase in pay scales had been taken into account when producing the budget for 2018-19, the new pay scales are a higher percentage increase than expected which will have an impact on the staffing costs budget with an increase of approximately £50 across the year. The council <b>resolved</b> to adopt the new pay scales. These are applicable from 1 <sup>st</sup> April 2018.
<b>17</b>	<b>Correspondence</b>
<b>17.1</b>	<b>Response to Public Participation Discussion on 9<sup>th</sup> April 2018</b>
17.1	The Clerk informed the council that an email had been received declaring disquiet at the way "Opportunity for public participation" was handled at the Parish Council meeting on April 9th 2018. The Clerk reminded the council and parishioners that public participation was an opportunity to discuss issues linked to council responsibilities and was not an opportunity to discuss neighbourly disputes.
<b>18</b>	<b>Opportunity for Public participation</b>
18.1	<p>Attention was drawn to the verges at the junction of Colton Road and Mattishall Road where the grass and cow parsley has grown high and is obscuring views, making the junction dangerous.</p> <p>LH was keen not to utilise volunteers as this will be a dangerous job to carry out and that it is NCC responsibility to maintain.</p> <p>RH will speak to the local farmer to as they have assisted in the past with cutting the grass verges using their farm equipment.</p> <p>The Clerk will raise this with the Highways Rangers to see if we can get the grass cut quickly.</p>
18.2	A parishioner raised whether the litter pick and the cutting of the grass on the bowling green should fall under the Lone Working policy and whether these activities can continue to take place. The Clerk reassured the council that it is still ok to do these tasks and that risk assessments will be carried out for them. As long as sensible precautions are taken such as those recommended in the policy it is fine to continue. There were concerns this may reduce the amount of people prepared to help.
<b>19</b>	<b>To Agree Items for the Next Agenda</b>
19.1	Suggestion for items for June were the updates on the Asset register, Highways Ranger visit, further policies to approve, outcome of the audit and continuing investigations with the Hall Drive flooding.
<b>20</b>	<b>Date of next meeting</b>
20.1	Monday 11 <sup>th</sup> June 2018, 7pm

Public Meeting Closed at 7.45 pm