

## Honingham Parish Council

Draft Minutes of the Honingham Parish Council Meeting  
Monday 9<sup>th</sup> July, 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	Cllr Greg Peck (GP)	✓		

#### **1 To Receive and Agree Apologies**

1.1 Apologies were received from RH. RH was subsequently able to attend the meeting.

#### **2 To approve the minutes from meeting held on Monday 11<sup>th</sup> June 2018**

2.1 The minutes of the meeting held on Monday 11<sup>th</sup> June were received and read by councillors prior to the meeting. They were agreed by all as a true reflection of that meeting with no amendments and signed by DB.

#### **3 To receive declarations of interest in items on the agenda and requests for dispensation**

3.1 No declarations of interest were declared in relation to items on the agenda.

#### **4 To Report on Progress of Matters Arising (from previous meeting)**

4.1 Action - LH to raise the rebuild cost of the village hall at the next Village Hall Management Committee meeting on Monday 25<sup>th</sup> June.  
LH confirmed the Village Hall Management Committee had reviewed the rebuild cost of the village hall and considered it a fair price. The committee have managed to get the insurance cost reduced and will review this again next year in the hope to reduce the insurance cost further.

4.2 ACTION - Clerk to find out more about a neighbourhood watch scheme and what we have to do to be members and/or expand any scheme already active in the village  
The Clerk reported that information had been sent to Councillors prior to the meeting and will be discussed in item 8.1.

#### **5 Finance**

##### **To Approve Payments for the Following;**

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

	Description	Amount	Cheque No.
5.1	Petrol costs for grass cutting (Bowling Green Maintenance)	£20.00	100414
5.2	Clerk's Salary & Expenses	£262.08	100415

##### **To acknowledge payment of the following direct debits;**

5.3 Eon Electricity for Bowls Club  
The Clerk explained the new electricity meter has now been fitted and takes up to date meter readings so future bills should be an accurate record of usage. The Direct Debit had been set up but the bill issue date had not coincided with this therefore the bill for June remained unpaid. Eon have been contacted and have amended the direct debit and the payment shall be taken on 17 July 2018. This is to the value of £39.90.

#### **5.4 To Review and Approve the Bank Reconciliation for June 2018**

5.4 The Councillors received the Bank Reconciliation for June 2018 prior to the meeting.  
LH queried the cheque to M Bergin. The Clerk confirmed this was payment for the audit.  
The council agreed the reconciliation.

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5.5	<p><b>To consider the proposal to have Petty Cash</b></p>
5.5	<p>The Councillors received a report from the Clerk prior to the meeting. The Clerk summarised the report explaining that following consultation with other Clerks it is unusual for Parish Councils to operate petty cash, most utilise online banking. One option is to give delegated authority to the Clerk to reimburse expenses up to a determined value without prior authorisation from the council. The expenses are already agreed in the budget therefore the expenditure has already been approved.</p> <p>Councillors asked about the options for online banking and considered related savings such as Clerk's time and postage expenses. It was felt it would also be more convenient for those incurring expenses as they will not have to be reimbursed via cheque.</p> <p>SS queried if there are any costs incurred in online banking.</p> <p><b>ACTION – Clerk to investigate how online banking works and what the council are required to do to implement online banking.</b></p>
6	<p><b>Planning</b></p>
6.1	<p><b>Update on Greater Norwich Local Plan consultation</b></p>
6.1	<p>The Clerk summarised an update on the Greater Norwich Local Plan, identifying additional sites in and around Honingham which have been submitted as potential additional sites for new building/development. The new sites will formally be consulted on in October when the Parish Council and parishioners will be able to submit their comments, therefore the Parish Council have time to discuss and agree their response.</p> <p>It was queried whether we need to sort out the ownership of the village hall land quickly. The Clerk confirmed this is dependent on how quickly the Land Registry process the paperwork but that the ownership is not in question so this shouldn't be challenged.</p> <p>Cllr Greg Peck, who was in attendance, was allowed to contribute to the discussion.</p> <p>GP – During the call for sites there were lots registered. Not all will be approved. They will be reviewed before the new consultation. The council needs to be ready with reasons why one site is less favourable than another. Objections can be submitted as individuals and as the council. It is suggested everyone responds.</p> <p>TR – Would they look at objections submitted as a percentage or a number?</p> <p>GP – I am unsure, objections don't mean it will stop a site even if everyone objects.</p> <p>TR – Have we looked into having a local plan and how this could help prevent future building?</p> <p>Members of the public noted that they recalled a local plan being produced previously. The clerk confirmed there was a Parish Plan produced in 2011 but this is not the same thing.</p> <p>LH - Could we do a neighbourhood plan?</p> <p>GP – It might be too late to push one through in time. You are more vulnerable here. Neighbourhood Plans cost a lot of money and time, it can take over a year to complete. It is a big commitment to produce one. It's worth doing but it might be too late for this consultation but worth considering for the future.</p> <p>LH – Is the GNLP tied in with dualling of the A47?</p> <p>GP – It is nothing to do with the GNLP.</p> <p>LH – If they are successful in putting 55 houses on the proposed site behind the village hall, would the old A47 be considered as part of this?</p> <p>GP – Planning would consider it as a potential access point.</p> <p>LH – Do land owners have to pay towards infrastructure?</p> <p>GP- If a site is approved as part of the GNLP the land owner still has to put in a planning application which you can also object to. It will depend on the size of the site, there may be a S106 agreement to provide some amenities such as a park, doctors etc...</p> <p>RH – Approximately 10 years ago the land owner contacted the council to indicate that if they wanted to build on land in the village and the council supported it, the land owner would donate to village. They don't have to wait for the GNLP to put in a planning application. It makes sense that they are sorting out land ownership to put in an application.</p> <p>GP – Please keep me in loop about which sites you consider acceptable. I can submit comments on your behalf reflecting your objections. If you have planning issues in future I am happy to assist you.</p> <p><b>ACTION – Clerk to add new GNLP consultation to website and keep village updated.</b></p>

<b>7</b>	<b>Highways and Footpaths</b>
7.1	Nothing to report.
<b>8</b>	<b>Police Matters</b>
<b>8.1</b>	<b>To discuss the options for introducing a Neighbourhood Watch Scheme</b>
8.1	<p>LH would like to gauge interest in the village for having a Neighbourhood Watch Scheme. Councillors have been sent information from the Clerk regarding how to set up and run a scheme, all the information is also available at <a href="http://www.ourwatch.org.uk">www.ourwatch.org.uk</a> It could be a benefit to the village with the recent threat of illegal encampments and break-ins. Councillors discussed some issues to consider.</p> <p>TR – We would need to have clear aims and if it's just about illegal encampments then it may not be the best way to do it.</p> <p>LH – There has been a few incidences in the village recently and people are concerned.</p> <p>TR – We need to think about whether a scheme is needed or if there is anything else we can do.</p> <p>RH – If we had some new signs in the village it would alert the village to people being aware.</p> <p>DB discussed an example of a scheme running to protect Ringland church involving local residents. It would be beneficial to talk to people who run schemes nearby to find out how they run it and how effective they are.</p> <p><b>ACTION - LH to contact local schemes for more information.</b></p> <p><b>ACTION - JW to add information to the website and noticeboards to gauge if there is interest.</b></p>
<b>9</b>	<b>To consider the proposal to hold bi-monthly meetings</b>
9.1	<p>Following the suggestion to consider bi-monthly meetings the Clerk sought advice from other clerks operating bi-monthly meetings. Feedback from an operational point of view were that it can make it difficult to manage workload, finances and deadlines, and that it will not reduce the workload of the clerk, just move the work to different points in time. Meetings would be less frequent but longer.</p> <p>All councillors thought it was a good idea to consider bi-monthly meetings and discussed other impacts. Planning applications could be considered via email but LH had concerns regarding the council being transparent and TR felt the council would be slower to carry out council duties and the council would be denying the public an opportunity to discuss planning in public. It was asked if submission of comments on planning applications can be deferred to later meetings. The Clerk confirmed this is sometimes possible but there is no guarantee it would be approved and would depend on each individual application and deadlines.</p> <p>The Clerk suggested an alternative of continuing with monthly meetings but agreeing set months when there are isn't a meeting. August and January were recommended as these are usually quiet months with no specific deadlines. TR felt strongly that with the expected second GNLP consultation and other developments proposed in the local area that the council would lose focus if they moved to bi-monthly meetings.</p> <p>Councillors <b>RESOLVED</b> to remove August and January meetings from the schedule.</p>
<b>10</b>	<b>Update on casual vacancy of Parish Councillor</b>
10.1	The Clerk reminded councillors that there is still a casual vacancy on the council an anyone interested in becoming a parish councillor should contact the Clerk for more information.
<b>11</b>	<b>Opportunity for Public Participation</b>
11.1	<p>A parishioner queried if it is worth exploring the costs of a neighbourhood plan and do we need to be protected by one? It was noted that Easton and Mattishall have recently produced one.</p> <p>TR – It is worth doing. If the council have one the council can benefit from 25% of the revenues from the Community Infrastructure Levy arising from the development that takes place.</p> <p>A parishioner noted that there are people who are experienced and can be bought in to put one together for the council. The council would have a say in what they want to happen in the village and their vision for the future of the village.</p>
11.2	<p>Maintenance at the Bowls club was raised. Irrigation has been needed more regularly to maintain the green and the ditch has now run dry which feeds the irrigation system. Water is now having to be used from the mains which has to be paid for. Paint is also coming away from windows and there are some other general maintenance needed on the site. There are now only 3 people volunteering to help cut the</p>

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	<p>grass. The gate is also being left open and rabbits are getting onto the grass. Is it possible to publicise that more help is needed.</p> <p>TR – Is it worth obtaining a lock?</p> <p>Parishioner - How will the kids get the balls?</p> <p>Parishioner - Can you put a self-closing mechanism on it?</p> <p>DB and RH will visit site to see what needs doing and report back to the council</p>
11.3	There have been some incidences of fly tipping in roads surrounding the village. These have been reported on Fix My Street. Parishioners are asked to be vigilant and report any other incidences.
11.4	Parishioners were reminded of the upcoming Barn Dance being held at the village hall. Attendance at recent events has been low and parishioners were encouraged to support future village events to ensure they are continued to be offered.
<b>12</b>	<b>To Agree Items for the Next Agenda</b>
12.1	<p>Speed Signs</p> <p>Clerk's training</p> <p>Online banking</p> <p>Neighbourhood plan</p> <p>Neighbourhood Watch</p> <p>GNLP Consultation</p> <p>Maintenance at the Bowls Club</p>
<b>13</b>	<b>Date of Next Meeting</b>
13.1	Please note there is no meeting in August. The next meeting is Monday 10 <sup>th</sup> September 2018, 7pm

Meeting Closed at 8.00 pm