

## **Minutes of the Meeting Held on Tuesday 20<sup>th</sup> June at 7.30pm at Nicholas Church Fundenhall**

Chair: Cllr J Ives

Councillors: Cllr N De Spon, Cllr J Franey, Cllr Eastwood, Cllr I Bishop

Parish Clerk: Mrs T Higlett

### 6.1) To consider apologies for absence

Apologies received from Cllr Duffin and Cllr Burridge

### 6.2) Disclosures of Interest by members on items on the Agenda

Nil

### 6.3) To approve the minutes of the meeting held on the 16<sup>th</sup> May 2017

These were agreed as a true record of proceedings.

### 6.4) Public Forum

Members of public in attendance, interested in planning applications on the agenda.

### 6.5) Reports

- **County Councillor**

Cllr Spratt thanked the village for the Open Gardens event which was held over the weekend. A lot of complimentary reviews, well done to all those who were involved. NCC still have concerns about the number of children in care. Concerns with Adult Care and how are we going to cope with the amount of people who will need attendance in the future.

- **District Councillor**

Not in attendance – apologies received

- **Footpaths**

We had hoped to take on the cutting of all footpaths around the two villages but correspondence received from NCC Highways states that cutting schedules were agreed in February/March and these included both Ashwellthorpe and Fundenhall. A contractor has also been appointed to carry out the cutting of PROW's for this year. Cllr Franey will review information supplied by NCC Highways as to which footpaths will be cut. Council will still cut footpaths which are not covered by NCC. The contribution from NCC Highways had also been revised and was no longer £350 but £275.

#### **Action Points:**

- Contact Highways to establish what dates PROW's will be cut.
- Clerk to write to NCC Highways informing of council's intention to take on the maintenance of all footpaths in Ashwellthorpe and Fundenhall from 2018.

- **Village Hall**

There will be Bingo on the 30<sup>th</sup> June. Nothing to report for July. Internet access planned.

- **Statistical Information from SAM2**

Average speed is still around 39mph. Cllr Bishop has spoken to Westcotec about an additional smaller SAM2 and solar powered. Prices to follow. Still to look at the possibility of a Community Speed Watch. Will need to advertise in the Mardle for volunteers, if this is to get off the ground.

#### 6.6) [Planning Applications](#)

i) 2017/1240 Mr Norman. Two new dwellings on land adjacent to 78 The Street Ashwellthorpe. It was agreed to submit 'No objection' Comments on this application.

*Proposed by Cllr De Spon – seconded by Cllr Bishop – Agreed unanimously*

ii) 2017/1336 Mr Roffe. Reinstatement and repair works following fire damage to 78 The Street, Ashwellthorpe. It was agreed to submit 'No objection' Comments on this application.

*Proposed by Cllr De Spon – seconded by Cllr Franey – Agreed unanimously*

iii) 2017/1226 Messrs J&P Reeder. Erection of bungalow on New Road Ashwellthorpe. It was agreed to Support and submit 'No objection' Comments on this application

*Proposed by Cllr De Spon – seconded by Cllr Bishop – Agreed unanimously*

iv) 2017/1371 Mr Peake. Change to residential use Telephone Exchange Wymondham Road, Ashwellthorpe. It was agreed to Support and submit 'No objection' Comments on this application.

*Proposed by Cllr De Spon – seconded by Cllr Franey – Agreed unanimously*

Clerk was in receipt of a letter from South Norfolk Planning, advising that planning application 2017/0593 The Cottage, Common Road, Fundenhall had been withdrawn. Applicant had applied to replace dwelling with garaging and hobby room.

Cllr Spratt had asked whether the parish council had any knowledge as to what would be happening to a derelict bungalow on New Road. Council was informed the bungalow has an agricultural restriction on it. This means that the occupation of the property is limited to a person solely or mainly employed in the locality in agriculture.

*It was suggested that agenda item 6.9 Wood Farm Development should be moved to the next item for discussion*

#### [Wood Farm Development – New Village Hall](#)

Mr Peter Muskett supplied the councillors with detailed drawings of the layout of the new village hall. The layout was last discussed in 2012 with the parish council at the time. He reminded the council that the hall price is capped. Councillors concerned as to whether there would be enough storage space for regular users of the hall for example Bramble Bears Nursery Group. Depending on stage height, could underneath the stage be used for storage. Would it be possible to have smaller toilets installed for children? A suggestion to have a door installed from the meeting room to the store would also be helpful. Will need to confirm whether the footpaths will be PROW's. Council also noted that outside storage for Village Hall to be doubled in size.

*The council choose to vote on the Village Hall layout.*

*Proposer – Cllr De Spon – seconded by Cllr Eastwood – All agreed*

*Resolved to Approve in Principle details of Village Hall.*

Discussion took place on affordable homes, as council is keen to have these increased within the development. Suggest seeing whether South Norfolk are willing to vary the amount of affordable homes. Council voted as to whether South Norfolk should be approached.

*Vote*

*Proposed by – Cllr De Spon – seconded by Cllr Bishop – All agreed*

*Resolved to approach South Norfolk to vary affordable homes.*

Mr Muskett will speak to South Norfolk to see if they are willing to adjust affordable homes in the future, and whether this will be a separate application.

#### 6.7) To approve the Annual Return and Internal Audit Report 2016/17

The Internal auditors report had been received. The following was reported:

##### **Financial Regulations:**

*The Council's Financial Regulations state that a councillor/scrutineer will carry out quarterly checks and that this process will be reported to full Council. This has not been reported to Council. The Regulations also require signatories to sign cheque counterfoils but this is not being done. Both these checks are important controls over Council finances.*

##### **Payroll:**

*The Council has appointed a payroll company to produce pay slips. I note that the increase in the national pay scales has not been applied from 1<sup>st</sup> April 2017. The Council should ensure that the payroll company is sent the correct pay scales.*

##### **Precept:**

*The Council's minutes of 17<sup>th</sup> January 2017 show that the budget and precept were discussed, and a 5% increase agreed. It is important however to minute the actual amount of precept chosen.*

##### **Standing Orders:**

*I am aware that the Council updated its standing orders to include the management of any filming at meetings. However, I do not believe that the revised standing order which states that prior written approval from the Council is required before filming is correct as Government documents state that no prior approval is required.*

##### **Precept:**

*The Council's minutes of 17<sup>th</sup> January 2017 show that the budget and precept were discussed, and a 5% increase agreed. It is important however to minute the actual amount of precept chosen.*

Clerk informed the members that the model standing orders had been download from NALC site and it appears they are out of date. Clerk has since amended accordingly.

The annual governance statement was read out and signed/dated by the Chair and Clerk. The accounting statements of the annual return were signed and would now be submitted to the external auditor. Clerk to post 'Notice of appointment of date for the exercise of

public rights' Accounts for the year ended 31<sup>st</sup> March 2017 on parish website and noticeboards. This to commence on the 26<sup>th</sup> June 2017 for 30 working days.

#### 6.8) [Highways and Maintenance Matters](#)

Correspondence received regarding the Silfield Road junction from Highways. After a recent safety audit review and the enquiries regarding signage and how vehicles are using the junction it has been decided that a junction warning sign and an Ashwellthorpe direction sign should be erected on the approach.

Clerk had also communicated with highways regarding the stiles and suitability for disabled persons. Response was such that there are many stiles across the County that are of the traditional type and not suitable for disabled access. The duty for maintenance of those stiles is with the landowners and not County Council. What County suggests is that once a stile is required to be replaced, that is it replaced with a kissing gate option. NCC Highways suggests that the council could approach the landowners and suggest that those fields without livestock, the stiles could be removed but again it's up to the landowner.

*Vote taken to leave stiles as they are*

*Proposed by Cllr Franey – seconded by Cllr Eastwood – All agreed.*

A letter from the parish council had been sent to the owner of a piece of land on The Street Ashwellthorpe, regarding concerns with the height and depth of the hedge on their land adjacent to the highway. The owner had written back to the clerk explaining *'that he had no objections to cutting it back. However, at this time of the year there are birds nesting in it. At the end of the Summer when the breeding season is over he will get it attended to'*. Members were pleased that the hedge would be addressed in due course and appreciated the owner replying to council's correspondence.

#### 6.9) [Discussions with Wreningham PC ref Community Governance Review](#)

Chair reported to the council that a meeting had taken place with Chairman and Vice Chairman of Wreningham Parish to gauge what their thoughts were on the Community Governance Review. Wreningham PC feel they do not want to amalgamate with another parish council, but if forced they would rather become part of Ashwellthorpe and Fundenhall PC. Chair and Cllr De Spon stated these were also the views of Ashwellthorpe & Fundenhall PC that if they had to merge Wreningham was their preferred choice. Chair of Wreningham has completed the South Norfolk CGR questionnaire and forwarded this onto Ashwellthorpe for reference. Chair suggested this was circulated to councillors.

*Clerk to forward Wreningham South Norfolk CGR questionnaire to Councillors.*

#### 6.10) [Wood Farm Development](#)

Already discussed within Planning

### 6.11) To Review Parish Council Statutory Documents.

Clerk had electronically sent out Documents for councillors to review prior to meeting.

- Annual Review of the Effectiveness of Internal Control
- Financial Risk Assessment

Both documents were reviewed and it was agreed to make no changes. These were dated and signed by the Chair and clerk

### 6.12) Finance

Community Account Balance £10,810.79

Business Account Balance £3430.21

#### (i) Cheques/Invoices for Approval

Date	Payee	Method	Description	Amount
12/06/2017	EON	Direct Debit	Electricity	21.08
18/06/2017	NALC	Cheque	Training course for councillor	60.00
18/06/2017	Autela Payroll	Cheque	Payroll services	33.60
18/06/2017	NALC	Cheque	Subscription	173.17
19/06/2017	T Higlett	Cheque	Clerks Salary	201.63
19/06/2017	T Higlett	Cheque	Clerks expenses – paper, stamps, ink	16.29
19/06/2017	P James	Cheque	Internal audit	110.72

#### (ii) Income

Date	Payer	Method	Description	Amount
12/06/2017	HMRC	Bacs	VAT refund	568.74

### 6.13) To consider correspondence received

- (i) South Norfolk Planning Enforcement
- (ii) NPFA – John Pennell Summer Party Invite(reminder)
- (iii) Seafarers UK – Merchant Navy Day 3/9/2017

### 6.14) Public Forum (2)

No comments

### 6.15) Urgent items for information but carrying forward to next meeting

CLlr Bishop stated that the potholes on The Street, Ashwellthorpe have been marked for repair but nothing has been done.

*Clerk to email NCC Highways*

### 6.16) Date of next meeting

18<sup>th</sup> July 2017 7.30pm Ashwellthorpe Village Hall

Meeting closed at 9.05pm