

Draft Minutes of the Meeting Held on Tuesday 21st November 2017 at 7.30pm in St Nicholas Church, Fundenhall.

Chair: Cllr J Ives

Councillors: Cllr J Franey, Cllr Burridge, Cllr I Bishop, Cllr Eastwood

Parish Clerk: Mrs T Higlett

11.1) Apologies

It was resolved to accept apologies from Cllr De Spon - working and Cllr Duffin – working.

11.2) Declaration of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary Interest

Cllr Franey declared an interest in planning application 2017/2447.

11.3) To approve the minutes of the meeting held on the 17th October 2017

These were agreed as a true record of proceedings with no amendments.

11.4) Public Open Forum

- (i) Two members of the public in attendance.
- (ii) District and County councillors not in attendance. Members would appreciate reports from Councillors if unable to attend.

11.5) Reports from Councillors and Clerk

(i) PROW matters (Cllr Franey)

Cllr Franey reported that he had measured the width of the crossfield path as there were concerns that this may not be the regulation 1m wide. The path is barely a ½ metre but suggests leaving it as the public walk the path fairly regularly. In receipt of the final footpath maintenance invoice and there is no reason not to pass for payment.

(ii) SAM2 and Community Speedwatch (Cllr Bishop)

The machine has now been located on the Street. Figures have been down in October but this could be due to the school holidays. Average speed still around 40mph. In receipt of six names who are willing to volunteer for the Community Speedwatch. Seven volunteers are required.

(iii) Village Hall (Chair)

Film night this month and bingo. There will be a Quiz and Chips evening in the New Year.

(iv) Update on Society of Local Council Clerks Conference (Clerk)

Clerk recently attended conference for members of the Society of Local Council Clerks at Diss. The Town Clerk of Diss gave an overview of Diss Heritage Triangle and the £3million investment which has helped raise the towns profile. Other agenda items were:

The Audit for 2017/18. A parish council with an annual turnover of under £25,000 will be exempt from the external audit, however it will need to complete and return a certificate of exemption otherwise the auditors will expect an annual return as in previous years.

Communication will be sent out during December 2017 explaining the audit regime for

2017/18. PKF Littlejohn have been appointed the external auditors. Internal audit will remain unchanged.

Data Protection. In the future there will be two acts. The General Data Protection Regulation which comes into effect from May 2018 and the new Data Protection Act 2018 which is still to go through parliament. Each council will need to appoint a Data Protection Officer. Councils need to insure they are registered with the ICO, and the annual fee is £35.00. This could be increased next year.

Neighbourhood Planning. Consultants Rachel Leggett Associates gave a brief overview of a consultant's perspective. Working with the communities by setting up a steering group, establishing a vision, developing/testing policy ideas and cost implications. Examples of the neighbourhood plans which they have been involved with were Blofield, Mattishall, Rackheath and Horsford.

11.6) Highways and Maintenance Matters

(i) Silfield junction signpost

Clerk received correspondence from highway's stating that a finger arm/post for Ashwellthorpe had been ordered and will be installed once received. Developer had been contacted by highways but they were rather slow in getting back to NCC Highways.

(ii) Noticeboard repairs.

The noticeboard on the Turnpike Fundenhall had now been repaired by Jaydee Gardens. Clerk advised members that the fixing posts in the ground were loose and it was proposed that 75mmx 75mm concrete spurs should be bolted to existing posts, especially with the added weight of the board due to its renovation.

Members voted that the additional concrete spurs should be fitted.

Proposed by Cllr Franey – seconded by Cllr Bishop – all in favour

Resolved clerk to ask Jaydee Gardens to go ahead with new posts.

(iii) Dog waste bin

Notification from South Norfolk that a green dog waste bin is available for erection. Clerk asked for the new green dog bin to be placed near the village hall and the current red bin to be placed by the bridleway sign as agreed at a past meeting. South Norfolk advised that they are different fixings for the green bin and they will need to concrete in a new post for the swap to take place.

11.7) Planning

2017/2447 11, Old Hall Close, small extension to the front.

Consider approval with no comments on this application

Vote Proposed by Cllr Bishop - seconded by Cllr Eastwood – Agreed unanimously

2017/2354 54, The Street a conservatory style extension to rear of bungalow

Consider approval with no comments on this application

Vote Proposed By Cllr Eastwood – seconded by Cllr Bishop – Agreed unanimously

2017/2171 A manege at Walks Farm Barn.

Consider approval with no comments on this application

Vote Proposed by Cllr Franey – seconded by Cllr Burridge – Agreed unanimously

2017/2063 This is an amendment to an application in 2013/0770 for 4 properties to be built on 86 The Street. It reduces the height of the two bungalows they intend to build behind the current property Lilac Cottage but otherwise it has been approved. This development is the other part of the vacant land opposite Ollets Farm which was bought by two parties. The other section of land 2017/1240 was finally approved for two houses to go next door to the Royals at No 78.

Consider approval with no comments on this application

Vote Proposed Cllr Bishop – seconded by Cllr Eastwood – Agreed unanimously

2017/2597 26 The Street, Ashwellthorpe This is a Discharge of a Condition 8 & 9 which regards the installation of bat boxes to mitigate as far as possible the effects of conversion of the barns. No comment.

Update on decisions on previous applications.

2017/1031 Land south of the Lodge The Street Ashwellthorpe, retention of two caravans for temporary use. Approval with conditions

2017/2109 The White Hall Tracie Road, Fundenhall. To allow for an Air Source pump on north elevation of barn conversion. Approval with conditions

2017/2341 The Cottage, Common Road, Fundenhall. Discharge of condition 8 from planning consent 2017/1619. Method statement for great crested newts and reptiles. Approved

2017/2223 Oak Wood the Street Ashwellthorpe. Single storey extension incorporating a garage to front. Approval with conditions.

11.8) Update on Wood Farm Development

Peter Muskett had sent his apologies as he was hoping to update members on the development. Mr Muskett asked the clerk to pass onto members ‘that it was a long time since a Local Needs survey was done and that Saffron Housing had suggested a fresh survey would be the best way forward. Sometime in January a mailshot to all on the electoral register in Ashwellthorpe, Fundenhall and Wreningham would be sent a survey. Important that anyone who feels they would like to remain in the village and need housing should respond and this would be explained in a covering note from Saffron which would also be included in the Mardle.’

11.9) To update on Parish Council website.

Parish council website currently being moved over to new host. Once this is up and running it was proposed that a councillor should also have access to the site, in case clerk is unavailable. Proposed that Cllr Eastwood should take on this role.

Vote proposed by Cllr Bishop – seconded by Cllr Franey – Agreed unanimously.

Resolved Cllr Eastwood to have access to website.

10.10) To consider frequency of meetings

Chair put to members that we should consider the frequency of council meetings. Currently meetings take place on the third Tuesday of the month with the exception of August when no meeting is held. Chair would like members to consider whether we should move to nine meetings a year omitting April, August and December. It was suggested that we revisit this at January’s meeting. It was proposed that no meeting would take place in December.

Chair.....
Ashwellthorpe & Fundenhall PC

Vote to propose no meeting in December. discuss

Proposed by Cllr Franey – seconded by Cllr Burridge – Agreed unanimously

11.11) [Finance](#)

- (i) Community Account Balance £10,006.82
- Business Account Balance £3430.21

(ii) [Cheques/Invoices for Approval](#)

Date	Payee	Method	Description	Amount
11/11/2017	EON	Direct Debit	Electricity	21.08
20/11/2017	SLCC	Cheque:100777	Local Council Administration Book	78.40
19/11/2017	T Higlett	Cheque:100778	Clerks salary	204.43
20/11/2017	South Norfolk Council	Cheque:100779	Dog waste bin emptying service	420.00
21/11/2017	T Higlett	Cheque:100780	Clerks expenses	33.92
21/11/2017	Jaydee Gardens	Cheque:100781	Noticeboard refurb	118.60
21/11/2017	Royal British Legion Poppy appeal	Cheque:100782	Poppy wreath	£50.00

- (iii) Royal British Legion Poppy Day wreath donation under section 137.
- (iv) Clerk asked for additional contribution from Parish Council for the purchase of a projector. Projectors around £299 but council have a grant of £250. Clerk to research suitable projector then advise members of cost.
- (v) It was proposed that the parish council should make contact with Barclays to add an additional signatory to the bank account.

11.12) [To note correspondence from Autella Payroll Services](#)

Clerk had received correspondence from Autella Payroll Services advising that they are to become VAT registered. Although the invoice will increase by 20%, parish councils can reclaim the VAT.

11.13) [Correspondence](#)

- (i) NALC newsletters
- (ii) South Norfolk Community Governance Review 2017/18
- (iii) UK Power Networks – Winter Ready
- (iv) Civic Voice War Memorial News
- (v) Hopkins Homes – Annual Review 2017/18
- (vi) Voluntary Norfolk – Recruitment
- (vii) Came & Co – Newsletter Council Matters

[11.14\) Discuss parish council meeting venues for 2018](#)

Members decided to continue with alternate meetings between Ashwellthorpe Village Hall and St Nicholas Church Fundenhall.

[11.15\) Public Forum\(2\)](#)

Public in attendance felt the frequency of meetings should be revisited with consideration to months these meetings should take place.

[11.16\) Items to be included on next agenda.](#)

Battles Over – A Nations Tribute (Beacon of Light) 11th November 2018

[11.17\) Date of Next Meeting](#)

16th January 2018 Ashwellthorpe Village Hall

Meeting closed at 8.45pm