

Minutes of the Meeting Held on Tuesday 21st March 2017 at 7.30pm in Ashwellthorpe Village Hall

Chairman: J Ives

Councillors: Cllr N De Spon, Cllr J Franey, Cllr R Burridge, Cllr Eastwood, Cllr Duffin, Cllr Bishop

Parish Clerk: Mrs T Higlett

3.1) [To consider accepting apologies for absence](#)

All in attendance

3.2) [Disclosures of Interest by members on items on the Agenda](#)

Cllr Barry Duffin item 3.7 Planning Applications

3.3) [To approve the Minutes of the Parish Council meeting held on 21st February 2017.](#)

These were agreed as a true record of proceedings

3.4) [Public Participation – Standing Orders will be suspended for the duration of this section](#)

Commenced at 19.40

No comments

Closed at 19.41

3.5) [Reports from County and District Councillors and any Committee/Working Parties](#)

- District Councillor

Cllr Duffin informed the parish council that Planning Committee Regulations state that although Cllr Duffin discloses an interest in planning at parish meetings he should also vacate the room. South Norfolk have reached the last 6 in Council of the Year. The Community Governance review began yesterday. Cllr Duffin advised the parish council that they should not ignore this they need to look at their neighbouring parish councils and who they might like to merge with. We will have the opportunity to put our view over. The District Council is looking for savings. The final decision will be made by Parliament. Electoral Review of South Norfolk is now complete and the Local Government Boundary Commission for England has published the final recommendations which now places Ashwellthorpe and Fundenhall under Mulbarton & Stoke Holy Cross Ward. An interactive map of the final recommendations is available at <https://consultation.lgbce.org.uk/>.

- Footpaths

Cllr Franey distributed a quotation for foot path maintenance. Three local contractors had been contacted, but only one interested party. NCC Highways will contribute £307 towards cost and the parish council will pay the difference. The quotation is as follows: For 6147

metres at 6p per metre for one cut, times this by three. A maximum of 3 cuts = £1106. Three cuts may not be necessary. We would need to set aside £1,000.00 in 2017/18 budget.

*Vote to award contract for footpath maintenance to Stewart Read
Proposed by Cllr De Spon – seconded by Cllr Bishop – Agreed Unanimously
Resolved to appoint contractor Stewart Read for footpath maintenance*

Cllr Franey went onto explain that local farmer would prefer to cut his own footpaths concerns for his crops, but it has been explained to him that we will maintain all footpaths

- Village Hall

Film night on Friday 31st March. More film nights are planned. Bingo on the 21st April.

- SAM2

The equipment has been on the Street now for a month to assist with the toad watch. This will continue for another month and then it will be placed on New Road. Figures this month show that the average speed has gone down to 26.9mph. At the weekend, it seems to be higher, with average % over the speed, ranging between 18 and 19%, with weekdays anything from 8 to 14%. On one occasion maximum speed recorded 65mph. Council feels that it may be worth considering leaving equipment at sites for a longer period.

- Clerks Report

We are now registered with the Information Commissioners Office, and a certificate of registration has been received. These oversee the Data Protection Act, Freedom of Information Act etc. As a parish council we are required to register.

Russell Reeve has been appointed to the County Officer post with NALC. Russell was previously Town Clerk for Bracknell.

NCC Highways were contacted regarding the street lighting requirement for Wood Farm, explaining that the Parish council would not be going ahead with street lighting.

Concerns for the Silfield Road junction had been passed onto Cllr Spratt from the parish council. Cllr Spratt has since received correspondence from Graham Bygrave, Area Manager, Community and Environmental Services Manage NCC which was forwarded on to the clerk for this meeting

Thank you for your email. Yes, I noticed the narrowing too when looking at the new junction. The reasons for this are twofold:

- firstly, the narrowing is to encourage road users to drive slower which reflects the change in road environment from a largely rural one to what will be a built up urban environment. In turn this should encourage compliance with the speed limit;
- secondly on some sections the road has been narrowed and the footway widened to provide the necessary width for a combined footway / cycleway. This was a planning condition on the developer.

I'll highlight the local concerns about the road narrowing to the team who will be carrying out the safety review / audit on the finished junction.

Parish councillors at the invite of Peter Muskett, had attended a meeting at Wood Farm to get an overview of the site and the planned development. We look forward to seeing the project develop over the next few years. Thanks to Peter Muskett for this invite.

Also thanks go to Cllr Duffin who in his capacity as District Councillor has obtained a grant of £250.00 for the parish council to purchase a projector for use at council meetings.

At 8pm Cllr J Franey left the meeting

3.6) Street Lighting repairs on Greenwood Close and Knyvett Green

During a recent storm two street lights were damaged. One on Knyvett Green the other on Greenwood Close. T T Jones Electrical were contacted to carry out remedial repairs. Both street lights due to the severity of the damage need to have the lantern replaced. Cost for each is £279.89 + Vat. Chairman reported that the residents on Knyvett Green were not bothered whether the street light was repaired. It was felt that the Greenwood Close lantern should be replaced and for the time being we will leave Knyvett Green.

Vote to carry out repairs to Greenwood Close street light only.

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

Resolved to authorise repairs to street light outside no.4 Greenwood Close.

Clerk to inform T T Jones Electrical of parish councils decision to repair street light on Greenwood Close only.

Clerk informed parish council that street lights need to be electrically tested. It was asked of the clerk how often does this need to be carried out. Clerk unsure but would contact contractor.

Clerk to ask T T Jones Electrical as to how often the council would be expected to authorise this test.

3.7) Planning Applications

8.10 Cllr Duffin left the meeting

2017/0281 & 2017/0282 Mr & Mrs Duval The Rookery, The Street Fundenhall. Side extension to property. Parish council have no objection

2017/0593 Mr Lodge, The Cottage, Common Road, Fundenhall. Replacement garaging and hobby room. Parish Council have no comments to make on this

2017/0491 Mr & Mrs Barwick, Brambles, New Road, Fundenhall. New garage. Parish council have no objection.

2017/0180 Saffron Housing, The Crescent, Ashwellthorpe – This has now been withdrawn

*Vote to inform South Norfolk of parish council comments on planning applications
Proposed by Cllr De Spon – seconded by Cllr Bishop – Agreed unanimously*

Clerk to Inform South Norfolk on comments

3.8) [Wood Farm Development](#)

Councillors had been given a tour of the site by Peter Muskett. It was felt that perhaps the four affordable homes that had been removed could be reinstated at a later date. Mr Muskett suggested his architect could draw up a sketch showing affordable homes as per meeting on the site with councillors. It would also be good to have a photographer on site when the first sod is turned and councillors could be involved. It was also suggested that an article should be in the Mardle too. Chairman has had residents ask about the development. Mr Muskett has advised that the original plans show a bowling green but it would be better if this area was tennis courts.

8.25pm Cllr Duffin returned to the meeting

3.9) [Community Emergency Plan](#)

Clerk read out an email she had received from South Norfolk regarding community emergency plans and how these are developed so communities can come together to support themselves in times of emergency. Clerk asked of the parish council as to whether a plan has been produced. Parish council uncertain and if there is one who holds the plan and how up to date is it. It was suggested that perhaps the clerk could enquire with South Norfolk's Emergency Planning team as to whether they know if one has been produced.

Clerk to contact Jenny Bloomfield Emergency Officer South Norfolk

3.10) [South Norfolk Boundary Review](#)

This had already been discussed earlier in the meeting.

3.11) [Dog fouling on Footpaths in Fundenhall](#)

Chairman passed the concerns of a resident in Fundenhall regarding the dog fouling of a footpath near Church Road and the suggestion of a notice requesting owners to take the mess home. It was felt that we would be best placed to put a notice in the Mardle which is due to go to print in the next few weeks. This will then be monitored and if it does not improve council will discuss again.

3.12) Finance

- (i) Clerk circulated current financial cash flow reports

Community Account Balance £5781.05 inc. unrepresented cheque of £35.00
 Business Account Balance £3430.21

- (ii)
- Cheques/Invoices for Approval

DATE	PAYEE	PAYMENT METHOD	DESCRIPTION	AMOUNT
13/03/2017	EON	Direct Debit	Electricity	17.41
16/03/2017	NALC	Cheque	Training	132.00
16/03/2017	Ashwellthorpe Village Hall	Cheque	Hire of Hall	14.00
21/03/2017	HMRC	Cheque	Income Tax – Clerk	108.40
21/03/2017	T Higlett	Cheque	Clerks Salary	160.83
21/03/2017	Autela Payroll	Cheque	Payroll Services	22.50

Income

DATE	PAYMENT METHOD	DESCRIPTION	AMOUNT
16/03/2017	Cheque deposit	Mardle Advertising	105.00
17/03/2017	Bacs Transfer	South Norfolk	250.00
22/03/2017	Cheque deposit	Mardle Advertising	60.00

- (iii) Clerk informed the parish council that as the end of financial year is upon us we need to appoint the internal auditor. Clerk asked for approval to contact last year's auditor Pauline James to see if she can carry out audit.

*Vote to appoint Pauline James as internal auditor for the 2016/17 end of year audit
 Proposer Cllr De Spon – seconded by Cllr Bishop – Agreed Unanimously
 Resolved Clerk to make contact with Pauline James*

Chairman went on to speak about overtime covered by Clerk on training courses and the need to pay this overtime. Some of the additional hours will be covered by funding received from the Transparency Code.

*Vote to accept additional hours as true work carried out by the Clerk
 Proposed by Cllr Duffin – seconded by Cllr Bishop – Agreed Unanimously
 Resolved Chairman to sign of worksheet and forward to payroll services for payment*

3.13) Correspondence

- (i) Historic England – Ashwellthorpe War Memorial
- (ii) South Norfolk War Memorial Ownership – notified Parish Council owns memorial
- (iii) South Norfolk Street naming and numbering
- (iv) Electoral Review of South Norfolk – Final Recommendations
- (v) South Norfolk Electoral Services Team – Community Governance Review commences
- (vi) Norfolk Police – Parish council invite to meeting on 24th May at Long Stratton Village Hall 7.30 – 9.30pm
- (vii) LGS Services – Payroll company
- (viii) Flight network – Global travel agency based in Canada
- (ix) Saffron Housing Contact Care – Luncheon for volunteer- led groups for the elderly in the parish.

3.14 Public Participation(2)

Member of the public commented on the South Norfolk Boundary Review and the need to talk with other parishes near Ashwellthorpe and Fundenhall

3.15 Urgent matters and Matters for Information

Chairman reported that Bramble Bears have now found funding and will not look to parish council to assist them with funding towards Broadband

Meeting closed at 9.15pm