

LITTLE DUNHAM PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE VILLAGE HUT ON THURSDAY 4th JANUARY 2018 AT 7.30PM.

Present: Councillor Simon Fowler (Chair)
Councillor Jane Harding (Vice-Chair)
Councillor Ian Harding
Councillor Paul Stebbings
Councillor Steve Treavett
Councillor Henry Kilvert

Mr Malcolm Parker
Sheryl Irving – Clerk to the Council

Three Members of the Public

1. Welcome and apologies for absence.

The Chairman welcomed those present. Apologies were received from C/Councillor Mark Kiddle-Morris and D/Councillor Elizabeth Gould.

2. To declare any declarations of interest.

There were no interests declared.

3. To approve the minutes of the meeting held on Thursday 2nd November 2017.

The Council approved the minutes as correct, the Chairman duly signed the minutes.

4. To discuss any matters from the minutes of November (not on the agenda).

In respect of a planning issue on Necton Road, the Chairman continued to have concerns regarding a possible breach. It was agreed the Clerk should contact Breckland Planning for clarification.

It was agreed the Clerk should write and thank a parishioner who had kindly agreed to maintain the War Memorial free of charge. In addition, the Clerk should write to the person who had previously maintained the Memorial to thank him and inform him of the new situation.

5. County/District Councillor reports.

As neither Councillor were present there was no input. However, D/Cllr Gould had previously sent a brief update.

6. Open Forum for Public Participation.

There was no comment from members of the public.

7. To discuss any correspondence for circulation.

There was no correspondence for circulation.

8. To discuss planning issues:

8.1 Applications for consideration.

- **3PL/2017/1425/O - Land south of 43 Necton Road** – the Council noted the response submitted to Breckland, which had been submitted with minor changes to the previous response.
- **3PL/2017/1600/HOU - 30 Necton Road** – the Council had no objections to this application.

- **3PL/2017/1589/HOU - The Old Forge, Barrows Hole Lane** – the Council had no objections to this application.

8.2 Decisions to note.

- **Black Swan – enforcement proceedings** - due to the sensitive nature of this item it was agreed to move this item to the end of agenda and, under Standing Order 21.1.1, exclude members of the public.

8.3 To consider establishing a Planning Advisory Group.

As Breckland were no longer granting extensions to time to comment on planning applications, it was agreed to establish a Planning Committee which would decide on applications in the event of applications falling outside of a full council meeting. An amended terms of reference was adopted by the Council.

9. To receive an update in respect of the Proposed Vattenfall Offshore Wind Farm.

The Chairman informed the meeting that he had written to the Planning Inspectorate stating the Council's objection regarding the AC/DC issue. An acknowledgement had been received and the objection had been noted.

10. To discuss any Highways matters.

Drainage issues on Barrows Hole Lane and Necton Road had been forwarded to the Highway Rangers who were due in the village.

Cllr Ian Harding has reported a pothole on the Dunham Road.

11. To discuss the Playing Field.

11.1 To receive report on regular checks.

The Chairman reported that Mr Malcolm Parker had agreed to take over the responsibility for the regular checks on the Playing Field. The Council thanked Mr Parker for his assistance.

Cllr Kilvert reported that Charles Way was being obstructed by overhanging vegetation and suggested a working party to clear the Playing Field side, this was agreed by the Council. The Chairman will contact the householder who is responsible for the other side.

Cllr Stebbings reported some dog mess on the play area and it was agreed to put an article in the village newsletter. The Play Area is a no-go area for dogs and there are appropriate signs in place.

11.2 To consider membership of the Playing Fields Association.

As there did not appear to be any benefit for the Parish, it was agreed not to take out membership of the Playing Fields Association.

12. To discuss the Amenities area.

It was agreed the Clerk should contact the contractor to arrange for the Necton Road hedge to be cut.

13. To discuss the footpaths.

There were no issues raised.

14. To receive an update on the Community Speed Watch Scheme.

Cllr Stebbings informed the Council that in 2016 there had been 662 offences and in 2017 there had been 794 but he felt that was due to the new, more efficient gun and that there had actually been a small reduction in speeding.

No data had been collected from the Sam II sign due to illness and the SW team had a Christmas break. The Police & Crime Commissioner will be joining the team on 15th January for a check and the police are also expected to join them sometime this month to help with enforcement.

15. To receive an update re the installation of a defibrillator in the BT Box.

Cllr Treavett updated the Council in respect of the defibrillator in that, in collaboration with the Community Heartbeat Trust, had agreed the most suitable machine for the village would be the Lifeline View Box at a cost of £1,750, plus delivery of £25. However, this could be funded by the Lotto Scheme. There will be an ongoing maintenance cost of £4 for replacement pads every two years (or after use) and £180 for a replacement battery every four years.

The Clerk was instructed to contact BT once again to confirm the electricity supply was still in place in the box and obtain the key.

Mr Malcolm Parker stated a defibrillator in a village where most households were two-persons would be of little use but other council members disagreed. Cllr Stebbings said that if funded could be secured, the small ongoing costs would be worthwhile.

A vote was taken whether to proceed with the project – 3 for, 2 against, with one abstention, it was agreed that Cllr Treavett should proceed with the application.

16. To note the external & internal auditors report for the year ended 31st March 2017 & associated recommendations.

The report had now been received from the external auditors and an action list had been compiled by the Clerk, in conjunction with Cllr Stebbings, to address all matters raised. The Council were in agreement with all actions.

Unfortunately, the issues raised by the external auditors had resulted in a large invoice, £540, which had not been budgeted for. It was agreed that it was now best to move on from this matter.

The Clerk was thanked for her efforts in putting in place proper accounting practices and bringing this matter to a close.

17. To confirm appointment of Internal Auditor for year ending 31st March 2018.

The Council approved Mr Max Bergin as internal auditor for the year ending 31st March 2018 at a cost of £25.

18. To discuss and formally adopt the following documents:

- 17.1 Standing Orders**
- 17.2 Financial Regulations**
- 17.3 Risk Management Strategy**
- 17.4 Asset Register**

The documents listed above were formally adopted by the Council with some amendments being made to the Asset Register.

19. To receive an update in respect of Data Protection Regulations.

The Council approved registration with the ICO at an annual cost of £35. The Clerk was appointed Data Protection Officer and would update the Council as necessary.

20. To consider part-funding the Clerk's essential CILCA training.

The Council approved part-funding of the Clerk's CILCA training at a maximum cost of £49.56.

21. To receive an update in respect of the budget/accounts for year ending 31st March 2018.

A budget/financial update had been circulated and no issues were raised. An update would now be circulated at every meeting as part of the new financial practices.

22. To authorise financial payments as detailed below.

The following payments were approved and cheques signed:

- Clerk's pay £242.56 (Nov & Dec – includes office allowance and monthly holiday pay).
- ICO membership (data protection) - £35.00.
- Max Bergin (internal auditor) - £25.00
- Mazars – (external audit fee) - £540.00

23. To receive items for the next agenda.

- Dates of 2018 meetings.

24. To note the date of the next meeting which will be held on Thursday 1st March 2018 at 7.30pm.

Due to the sensitive nature of the item, members of the public were then excluded from the meeting in order to discuss item 8.2.1 – The Black Swan – Enforcement Proceedings - it was agreed the Chairman and Cllr Ian Harding should seek assistance from District Councillor Elizabeth Gould regarding clarification of recent comments made by the planning enforcement manager with reference to the status of enforcement proceedings regarding the Black Swan.

The meeting closed at 8.35pm.

Signed:

Date:
