

LITTLE DUNHAM PARISH COUNCIL

Minutes of the Annual General Meeting of Little Dunham Parish Council held at 7.35pm on Thursday 3rd May 2018, following the Annual Parish Meeting held at 7.00pm, in the Village Hut.

Present: Cllr Simon Fowler (Chairman)
Cllr Jane Harding (Vice-Chairman)
Cllr Ian Harding
Cllr Paul Stebbings
Cllr Henry Kilvert
Cllr Malcolm Parker

County Cllr Mark Kiddle-Morris
Three members of the public
Sheryl Irving – Clerk to the Council

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr S Treavett and D/Cllr E Gould.

2. Election of Chairman & signing of declaration of office.

Cllr Jane Harding proposed that Cllr Fowler be re-elected as Chairman, this was seconded by Cllr Ian Harding and unanimously agreed. The Chairman duly signed the declaration of office.

3. Election of Vice-Chairman & signing of declaration of office.

The Chairman proposed that Cllr Jane Harding be re-elected as Vice-Chairman, this was seconded by Cllr Paul Stebbings and unanimously agreed. The Vice-Chairman duly signed the declaration of office.

4. To consider the co-option of Mr Malcolm Parker to the Council.

The Chairman proposed that Mr Malcolm Parker be co-opted onto the Council, this was seconded by Cllr Ian Harding and unanimously agreed. Cllr Parker duly signed the declaration of office.

5. To receive any declarations of interest.

There were no declarations received.

6. To approve the minutes of the meeting held on Tuesday 6th March 2018.

The Council approved the minutes of the meeting held on Tuesday 6th March 2018 as a true record. The Chairman duly signed the minutes.

7. To discuss any matters from the March 2018 minutes (not on the agenda).

There were no matters raised.

8. County/District Councillor reports.

In addition to the report given at the Annual Parish Meeting, C/Cllr Kiddle-Morris informed the Council of a new detector which will notify if mobile phones are being used by drivers and if they are bluetooth or at the ear.

Cllr Ian Harding gave thanks to C/Cllr Kiddle-Morris for his hard work and recent achievements in respect of Highway matters.

Apologies had been received from D/Cllr E Goud, however, the Chairman noted that she had been very helpful recently in respect of a planning matter which was going to committee for a decision.

9. Open Forum for Public Participation.

A member of the public requested that the Council pursue the case for the speed limit to be extended to beyond the Goods Shed, given the dangerous road conditions in that part of the village. C/Cllr Kiddle-Morris informed the Council that the bid was likely to be unsuccessful as there is strict criteria to be met, together with a lack of funds. The member of the public offered to contribute to the cost, which was gratefully received by the Council. Despite an unsuccessful bid for the same restriction some years ago, the Council agreed to contact Highways to request a survey.

A member of the public reported some highway issues regarding eroded banks which will be reported to the Highway Rangers by Cllr Ian Harding.

10. To discuss any correspondence for circulation.

- Consultation Draft Norfolk Access Improvement Plan – noted.
- Calor Community Fund – noted.
- Playing Field Newsletter – noted.
- SLCC Norfolk Conference 2018 – noted.
- Breckland Training Seminar – Planning – noted.

11. To discuss planning issues:

11.1 Applications for consideration.

- Old Garage, The Street – workshop & laundry (delegated authority decision - no objections raised).

11.2 Decisions to note.

- Land south of 43 Necton Road – OPP approved.
- Westcliffe House, Barrows Hole Lane – four dwellings – no objections – decision due 27.3.18 – this application is likely to be withdrawn.
- Cakemore, Barrows Hole Lane – rear extension – approved.
- Holly Acre House, Necton Road – extension – approved.
- Great Dunham Hall – storage extension – planning committee decision – four members of the Council will attend the planning committee to give evidence.

11.3 Any other planning issues.

There were no other planning issues raised.

12. To receive an update in respect of the proposed Vattenfall Offshore Wind Farm.

C/Cllr Kiddle-Morris informed Council that he had attended two meetings with Vattenfall and George Freeman MP but no decisions had been reached. The DCO will be submitted in June and, following a public consultation period, a decision will be made by the Secretary of State in September. The Necton Action Group remain committed to divert the Wind Farm to an alternative site in Scarning.

The Council agreed that the Chairman and Cllr Ian Harding attend the public consultation hearing and give evidence, particularly in respect to the AC/DC issue, as this decision has a large impact on the scale of the site.

C/Cllr Mark Kiddle-Morris left the meeting at this point, the Chairman thanked him for his input.

13. To discuss any Highways matters.

A pothole by the Old Railway Bridge will be reported by Cllr Ian Harding.

14. To discuss the Playing Field.

Annual Inspection – Cllr M Parker is arranging for the annual ROSPA inspection to take place in June. However, a recent survey of the revealed that at least five pieces of equipment will need repairs/replacing. The Chairman stressed how important the safety of the equipment was and a working party will be arranged to make repairs where possible.

Cllr Parker is contacting local residents in respect of the overhanging edges and this is in hand. It was agreed it was not the responsibility of the Council to maintain the hedges in question.

15. To discuss the Amenities area.

No problems were reported.

16. To discuss the Footpaths.

It was noted that new footpath signs had been erected by the County Council.

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

In addition to the report given at the Annual Parish Meeting, Cllr Stebbings gave a report on the numbers of offenders, which was very similar in both 2017 and 2018, given the number of vehicles tracked.

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

In the absence of Cllr Treavett, a member of the public agreed to investigate initial and ongoing costs in respect of the defibrillator.

19. To consider approval of policy documents in respect of the General Data Protection Regulations.

The Chairman proposed acceptance of the following documents, this was seconded by Cllr Kilvert and agreed by Council.

- Data Audit Schedule
- Information & Data Protection Policy
- Publicatoin Scheme
- Parish Council Information Guide
- Retention and Disposal Policy, together with Appendix A
- Privacy Notice
- Consent Form
- Subject Access Request Form
- Data Breach Reporting Form

The Clerk requested permission for data storage in the Cloud and this was approved by Council.

20. To note the dates for the 2018/19 Council meetings:

The following dates were noted:

- 5th July
- 6th September
- 1st November
- 3rd January
- 7th March

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

The Council approved the financial update for the year ending 31st March 2018.

22. To receive the Internal Auditor's report and to consider recommendations.

The report was noted and the Clerk will add review dates to documents as recommended.

23. To approve the Annual Governance Statement in the 2017-18 Annual Return.

The Chairman proposed approval of the Annual Governance Statement, which was seconded by Cllr Ian Harding and unanimously agreed.

24. To approve the Statement of Accounts in the 2017-18 Annual Return.

Cllr Stebbings proposed approval of the Statement of Accounts, which was seconded by Cllr Jane Harding and unanimously agreed.

25. To approve certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr Kilvert proposed approval of the certificate of exemption from a limited assurance review, which was seconded by Cllr Stebbings and unanimously agreed.

26. To receive a financial update in respect of budget/accounts for year ending 31st March 2019.

The financial update was noted.

The Clerk requested permission for access to online banking, this was approved by Council.

27. To consider approval of the Clerk's annual incremental pay increase & new pay rates effective from 1st April 2018.

The Council approved both the incremental pay increase to Scale 19 and the new pay rates, both effective from 1st April 2018.

28. To authorise financial payments as detailed below.

The Council approved the following payments:

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| • Clerk Pay & Expenses (April & May)
(includes office allowance, expenses and holiday pay). | £224.15 |
| • HMRC – PAYE | £44.00 |

- Grass Cutting £500.00
- Fransham PC (error refund) £12.40
- Brisley PC (Clerk training course) £11.25
- Zurich Insurance (3-year contract) £326.60
- Internal Auditor £20.00

In respect of the Zurich Insurance, the Chairman confirmed an addition to the policy, at no additional cost to the council, of hirers public liability. This will allow village groups to use the hut on an informal basis, with donations made to the Council for the use of the Hut.

Cllr Parker had carried out a fire assessment and approved a capacity of 60 persons. The Chairman outlined the need for a Councillor to take on the responsibility of monitoring the Hut, for health and safety purposes.

The Council accepted the kind offers from Cllr Kilvert of a fire extinguisher and Cllr's Hardings of a first aid kit for the Hut.

29. To receive items for the next agenda.

Cllr Stebbings raised a request made by a member of the public for an additional dog bin, however, it was agreed in that location the green bin could be used and a dog bin was not required.

A member of the public queried why there had not been a presentation of the accounts at the Annual Parish Meeting. However, a brief summary had been given and the full accounts will be available on the website in due course, which negates the need for a full presentation.

It was agreed that the Village Hut and bank account signatories should be items for the next agenda.

30. To note the date of the next meeting which will be held on Thursday 5th July 2018 at 7.30pm.

The meeting closed at 8.38pm.

Signed:

Date: