

BARTON BENDISH PARISH COUNCIL

Ordinary Parish Council Meeting held on 8th March 2017
commencing at 7.05pm in Barton Bendish Village Hall

Present:

Cllr PAJ Carter Chairman
Cllr W Chapman Vice-Chairman
Cllr L Kinsey
Cllr AV McAlister
Cllr J Richardson
Cllr W Tasker
Miss SJ Thorpe Parish Clerk

Cllr B Long (County Councillor)
Cllr S Squire (Borough Councillor)

4 members of the public

1. Apologies

None as all councillors were present.

2. Declarations of Interest

None.

3. Minutes

The minutes of the Ordinary Meeting on 11th January 2017, having been circulated to all prior to the meeting, were agreed as correct and signed following a proposal by Cllr McAlister, and seconded by Cllr Richardson.

4. Matters Arising

- a. Mud left on Boughton Long Road – The Clerk advised that she had spoken to Richard Bailey from Albanwise who had advised that they normally clear mud from the road fairly quickly and he could not recall any particular problem on that day. He advised that he is always happy for residents to call him on 01366 347205 or pop into the yard if they spot a problem with mud on the road.
- b. Sewerage odour – An update had been received from Anglian Water regarding the ongoing complaint about the sewerage odour on Buttlands Lane. It advised that the septicity dosing unit had now been installed and they were awaiting a chemical delivery to get the system started but they would advise when it was all up and running. Cllr Tasker stated that a pump out tanker had been making regular visits to the area recently but no update was available on the current situation regarding odours as the resident from Buttlands Lane was not present at the meeting.

5. Highways Issues

Several of the outstanding issues had now been resolved including repairs to signs and finger posts as well as vegetation trimmed back; pot holes had been filled on Eastmoor Road but in some places the grips had been filled in. The Clerk advised that she had spoken with Andy Wallace from Highways regarding the outstanding issues; he had advised that the following matters would be resolved in April:

- Church Road – pot holes at end of road; pot holes to be filled and surface dressed.
- Fincham Road – drop from side of road to verge to be filled near Mason's field and Albanwise land.

New issue to report:

- Clerk to ask Andy Wallace when grips would be reinstated in the village.

6. Reports

- a. Projects committee – Cllr McAlister advised that the only project at the moment was the phone box on Church Road which could not start until the adoption had been completed; further information to be given under item 8b.

7. Internal Council matters

- a. Vacancy for Parish Councillor – Mr Andrew Stephen had expressed an interest in becoming a councillor but he had only lived in the parish since July 2016 so was not eligible at the moment. Mr Robin Simon was present at the meeting and advised that

Chairman's signature.....

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he would like to put himself forward as a nominee. Following a proposal by Cllr McAlister, seconded by Cllr Carter, it was agreed by all to co-opt Mr Robin Simon to the Parish Council. Cllr Simon was invited to join the other councillors and the paperwork was completed at the end of the meeting.

- b. Starting time for Parish Council meetings – Cllr Chapman had advised the Clerk that the current start time of 7pm for meetings meant that he was sometimes unable to attend due to work commitments and the Clerk informed the PC that all of her other PC meetings started at 7.30pm. Following a proposal by Cllr Tasker, seconded by Cllr Richardson, it was agreed by all that future meetings would start at 7.30pm.
- c. Appointment of Internal Auditor for 2016/17 – Mrs Christine Hurley from Fincham had advised that she was willing to continue in the role for the current year. Following a proposal by Cllr Chapman, seconded by Cllr Tasker, it was agreed by all to appoint Mrs Hurley as the Internal Auditor for 2016/17.

8. Parish Affairs

- a. RAF Marham residents update meeting – RAF Marham had advised that they were to hold another public information meeting at the station, which was provisionally scheduled for 25th April. This would be for residents of all local parishes and was instead of holding separate meetings in each parish. They would also like to invite councillors from Barton Bendish and Fincham to attend a briefing and tour of the base; a provisional date of 6th April had been set for this event. Cllr Long advised that he had recently attended a similar event at the base and that it had been most worthwhile. The Clerk asked for councillors to let her know if they wished to attend.
- b. Adoption of BT telephone box on Church Road – The BC had now approved the adoption and the contract had been received from BT; Clerk to sign the contract and return with the payment of £1. The BC Conservation Officer, Pam Lynn, had advised that BT were permitted to remove the internal equipment as part of the adoption process and that the PC did not need planning permission to repaint the outside as long as it was in the same BT approved red paint; once the PC had decided on the future use for the box she would advise if planning permission was needed. Cllr McAlister said that people seemed to be in favour of a book exchange and suggested that an item be added to the next Group 4 issue to ask residents for their views.

9. Finance

- a. Payments for authorisation – the following payments were due by cheque:
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|----------------------------------|--------------------------------------|----------------|
| Miss S Thorpe | expenses/training Feb/Mar | £41.35 |
| Miss S Thorpe | refund of purchase of PC laptop | £388.99 |
| Barton Bendish Village Hall | Hire of hall for meetings (6 months) | £30.00 |
| BT | Adoption of telephone box | £1.00 |
| Payments made by standing order: | | |
| HMRC | PAYE for Jan | £36.80 |
| Miss S Thorpe | Feb salary | £147.49 |
| HMRC | PAYE for Feb | £36.80 |
| Miss S Thorpe | Mar salary | <u>£147.49</u> |
| | | <u>£829.92</u> |

It was agreed to authorise these payments, proposed by Cllr Tasker, seconded by Cllr Richardson.

- b. Cash Book reconciliation – The Cash Book had been reconciled to 28th February 2017 and the balance of the bank account was £6655.56 which was confirmed by sight of the bank statement to the Chairman. There were no unrepresented cheques therefore this agreed to the balance in the Cash Book.
- c. Clerk's National Pay Award for 2017 – As part of a two year package agreed in 2016 the Clerk's salary was to be increased to £186.11 per month from April 2017. The Clerk's contact employed her on the LC1 scale (SCP 22) and therefore the pay increase was automatically awarded; new standing orders for salary and PAYE to be signed at the end of the meeting.

10. Correspondence

The Clerk updated the Council with items of correspondence which had been received:

- Change of property address from 69 Eastmoor Road to Chalk House, Eastmoor Road
- Statement of Community Involvement Consultation from the BC
- Information from the BC on introduction of Community Infrastructure Levy (CIL) from 15th February 2017
- Appointment of PC Emily Carter as the new Police Engagement Officer

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- February Parish Newsletter from Norfolk Constabulary
- Confirmation from Historic England of the Grade II Listing of the Barton Bendish War Memorial in St Andrew's Churchyard.
- Clerks & Councils Direct Newsletter.

11. Planning

- a Applications received since the last PC meeting
 - i **17/00068/F Erection of triple garage/office at Keepers Cottage, 29 Church Lane.** The PC had agreed to SUPPORT the application however the BC had since advised that the application had been withdrawn.
 - ii **17/00167/F Proposed single storey extensions and various internal alterations at The Moorsheds, Eastmoor Road.** The PC had agreed to SUPPORT the application.
- b Decisions received from the Borough Council
 - i **16/01331/O Outline application for new house and garage at Keepers Cottage, 29 Church Lane.** The application had been refused.
 - ii **16/01985/BT Removal of telephony services prior to adoption of kiosk by the Parish Council at Church Road.** The application had been permitted.

12. Public questions and comments

- A resident asked if the RAF Marham information event for residents could be advertised in the next issue of Group 4 News. The Clerk confirmed that she would submit this information once confirmation of the date had been received.
- Cllr Carter advised that a resident from Oxborough had spoken to him about advertising Oxborough events in the Barton Bendish notice boards. He had advised that they should be passed to the key holders for them to display if space permitted.

13. Date of next meeting will be Wednesday 10th May 2017 in the Village Hall, starting at 7.30pm for the Annual Parish Council meeting.

The meeting was closed at 7.45pm

Chairman's signature.....

Date.....