

BARTON BENDISH PARISH COUNCIL

Ordinary Parish Council Meeting held on Wednesday 11th July 2018 commencing at 7.30pm in Barton Bendish Village Hall

Present:

Cllr W Chapman	Chairman
Cllr AV McAlister	Vice-Chairman
Cllr PAJ Carter	
Cllr A Parker	
Cllr J Richardson	
Cllr R Simon	
Miss S J Thorpe	Parish Clerk
5 members of the public	

1. Apologies

Apologies were accepted from Cllr B Tasker and Cllr S Squire (Borough Councillor)

2. Declarations of Interest

Cllrs Chapman and Simon declared a non-pecuniary interest in item 8b, c and d.

3. Minutes

The minutes of the Annual Meeting on 9th May 2018, having been circulated to all prior to the meeting, were agreed as correct and signed following a proposal from Cllr McAlister, and seconded by Cllr Richardson.

4. Matters arising

Sewerage Odour on Buttlands Lane: The Clerk reported that Anglian Water had advised that the sewerage odour was dealt with by a different team and therefore a separate meeting would need to be arranged for this matter; no date had been arranged yet despite the Clerk chasing this matter up. The resident advised that the problem had been better in recent weeks as she believed that they were flushing the system on a more regular basis. Clerk to continue to chase matter up and get a meeting arranged.

5. Reports

- a. Village Hall Trustees Report: A report was read out by Mrs Mason, the Chairman of the Village Hall Committee.
- b. Poor's Charity Trustees Report: Cllr Richardson advised that he had still not been able to contact the Clerk to the Trustees. It was agreed that the Clerk should send a letter asking for a report on the current situation.
- c. Projects Committee: Cllr McAlister reported that a meeting would be taking place shortly to discuss plans for the event on 11th November to commemorate the end of WW1. The community project of planting poppies and wild flowers had been successful and the area around the war memorial was looking especially good. It was agreed that a letter of thanks should be sent to Albanwise.

6. Highways issues

It was reported that Albanwise had carried out the requested work at their entrance. New issues to be reported and old issues to be followed up:

- "slow" sign had still not been painted on the road surface on Boughton Long Road.
- Trod not yet installed on Boughton Long Road.

7. Finance

- a. Clerk's national pay award for 2018: As part of a national pay award the Clerk's salary was to be increased to £189.82 per month from April 2018. The Clerk's contact employed her on the LC1 scale (SCP 22) and therefore the pay increase should be

Chairman's signature.....Date.....

automatically awarded. Following a proposal by Cllr Richardson, seconded by Cllr Chapman, it was agreed by all to approve the increase and to sign the new standing orders for salary and PAYE at the end of the meeting.

- b. Payments for authorisation: the following payments were due by cheque:
- | | | |
|---|------------------------|----------------|
| Miss S Thorpe | expenses/arrears/admin | £201.91 |
| Payments made by standing order/direct debit: | | |
| HMRC | PAYE for May | £37.20 |
| Miss S Thorpe | June salary | £148.91 |
| HMRC | PAYE for June | £37.20 |
| Miss S Thorpe | July salary | <u>£148.91</u> |
| | | £574.13 |

It was agreed to authorise the cheque payment and the standing orders, proposed by Cllr Richardson, seconded by Cllr Parker.

- c. Balance at bank and Cash Book reconciliation: The Cash Book had been reconciled to 30th June 2018 and the balance of the bank account was £9002.82, which was confirmed by sight of the bank statement to the Chairman. There was one unrepresented cheque for £100 which would reduce the balance to £8902.82; this agreed to the balance in the Cash Book.

8. Parish Affairs

- a. Report on Anglian Water meeting about damage on Hatherley Gardens: The report from the Assistant Treatment Manager was read out. It provided details on the problem which had resulted in the need for tankers to visit the site; the site had experienced excessive flows and investigations had shown a crack in a sewer just before the Beachamwell pumping station. The site had to be put under tanker control until the crack could be fixed; a patch was put in and flows had returned to normal but an 800m stretch of this sewer was due to be lined within the next couple of weeks, and this should prevent further problems from occurring. He was aware that several issues had been caused by the tankers and apologised for this; they were currently in talks with the company concerned about their drivers conduct on site. He also apologised that they had not been the most pro-active with keeping the residents of Hatherley Gardens informed. If there were any future issues the team had been briefed to inform residents of what was going on and provide some estimated times for resolution. Going forward he advised that, other than the odd tankers to periodically carry out any site works, the schedule was for one tanker for sludge removal a month. He had now asked for a restriction on tankers to only allow access between 07:00 and 19:00, but they could need to break this curfew if they had an emergency issue, and residents would be informed if this occurred. He had also requested that tanker drivers access the site by driving in and turn around on their works rather than attempting to reverse down to the works; the PC should inform him if residents witness this not taking place. As the Highways Engineer had not turned up for this meeting a separate date was to be arranged with him; Cllrs Chapman and Simon to also attend this meeting, which would discuss/arrange repairs to the kerbstones and verges which had been damaged by the tankers.

Cllr Simon advised that a separate meeting had taken place with the resident, who had originally reported the matter to the PC, about the damage to his property and the resident had been satisfied with the outcome.

- b. Contribution to cost for replacement pads and other maintenance items for the defibrillator: A discussion took place on the ongoing costs to keep the defibrillator in working order. So far, the costs, which were relatively low, had been met by donations from residents but it was felt that as this was a facility for all residents it was appropriate for the PC to cover these costs in future. Following a proposal by Cllr Richardson, seconded by Cllr Parker, it was agreed by all that the PC would cover all costs for replacement parts to keep the defibrillator in working order.
- c. Planning application for the Village Hall: The next stage in the process for improvements to the Village Hall was to submit a planning application. It was felt that this project would secure the Hall for future generations and was something which the PC should support by giving financial assistance. Following a proposal by Cllr Richardson, seconded by Cllr

McAlister, it was agreed by all that the PC should donate to the Village Hall the cost of the planning application.

- d. Village Hall matters: The interim report on responses to the public consultation had been produced; it showed that 100% of respondents thought that the Village Hall needed refurbishment and improvement. A discussion took place on who would benefit from the improvements and it was pointed out that the project would only go ahead if funding could be obtained, so it would be at no cost to residents. If the project was completed it would help to secure the Hall for future generations, as it would be much more difficult to get change of use on the building. It was suggested that more events, like a parent and toddler group, could be set up in the Hall but it was felt that this was a matter for the Village Hall Committee to consider.
- e. Nominations for attendance at the RAF Marham Families Day: Cllr McAlister had provided a list of nominees to the Clerk for submission to RAF Marham.

9. Compliance with General Data Protection Regulations (GDPR)

The Clerk had produced three further documents to complete the compliance process. These were a Privacy Notice; a GDPR Risk Assessment and an Assessment of Personal Data held by the PC. Following a proposal by Cllr Chapman, seconded by Cllr Simon, it was agreed by all that the PC should adopt these documents.

10. NCC consultation on Norfolk Minerals and Waste Local Plan Review

A brief discussion took place on the consultation. It was agreed by all that the PC did not need to send a response.

11. Correspondence

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

- Information from NCC on the Parish Partnership Scheme for 2019/20 and an invitation to a Network Event.
- Information from King's Lynn Town Guides on Pub walks on Monday evenings.
- Information from Norfolk Constabulary on stolen property; how to contact them to report issues; May and June Parish Newsletter.
- Information from the Borough Council on a Littering and dog fouling survey; an introduction of costs to PCs for uncontested elections from May 2019; a statement of licensing policy review.
- Information on services/request for donation from Norfolk Accident Rescue Service.
- Project Launch Event for Growing Communities.
- Information on proposed visit from Highways Rangers.
- Clerks and Councils Direct Newsletter.

12. Planning

- a. Applications received since last meeting –
 - i **18/00981/O Outline application for Proposed residential development at Victory Lodge, Eastmoor Road**. The application had been received since the last PC meeting. It had been considered by all members, except Cllr Carter, and a decision had been made to SUPPORT the application.
- b. Decisions received from the Borough Council – none

13. Public questions and comments

None

14. Next Meeting and amendment to Meeting date for May 2019

The date of the next meeting was confirmed as Monday 24th September at 7.30pm and the date of the Annual Parish Council Meeting was amended from 15th May to 8th May 2019. Cllrs Carter and Parker gave apologies in advance for the next meeting.

The Chairman declared the Parish Council Meeting closed at 8.35pm