

OXBOROUGH PARISH COUNCIL

2019/6

MINUTES

ORDINARY MEETING

Held at Oxborough Village Hall

Wednesday 20 November 2019

starting at 7.30pm

PRESENT:	Mr. D. Hotchkin	Chair
	Mr. P. Gilluley	Vice Chair
	Mr. G. Allison	Councillor
	Mr. I. Monson	Councillor
	Mr. S. Willies	Councillor

4 Members of the Public

Open Forum (any questions regarding the Agenda)

Mr. Mike Cooper asked why his request to Cllr Allison for an item to be added to the agenda had not been granted. Cllr Gilluley responded that the query regarding the public footpath (Oxborough FP10) access had been looked at by himself personally, that he had shared his findings and that there was a better access to the footpath just a few steps away, which was clearly being used by walkers as it offered a more gentle approach (not so steep). The Chair agreed adding that no discussion was required as he had sent the query to NCC Highways for their review and action, as they had the authority to discuss this with the relevant landowner. Also, the item had been listed in correspondence received. Cllr Allison advised that the National Trust is the owner and that they should take responsibility for the upkeep of the footpath (and access point) and the Chair offered to bring this to the attention of the NT property manager. Cllr Monson supported the Chair in what he had already done as Highways Department have the necessary officers who would communicate with the landowner. Cllr Nairn urged everyone to use the NCC Highways 'problem report' on their website as they are then obliged to supply feedback. Cllr Allison then commented on the footpath (Oxborough FP9) which he had walked to the lakes, across the style at the start of the sewage field, and had noticed that the hedge was very overgrown; at this point Cllr Monson declared an interest as the hedge is his, pointing out that the hedge is due to be cut in the next 2-3 months (but when pressed he suggested it could be within 2-3 weeks). Mrs. Bar Pritchard pointed out that the correspondence item regarding the telephone box (Point 9.h) should not read that she would personally collect any recycled items.

1. APOLOGIES FOR ABSENCE

Cllr Eagle had emailed his apologies.

2. DECLARATION OF INTEREST AND ANY REQUESTS FOR DISPENSATION

Cllr Monson declared an interest in the discussion concerning the footpath access, held during the Open Forum.

3. DECLARATIONS OF RECORDING AND SOCIAL MEDIA USE

Mr. Cooper was recording the meeting.

4. MINUTES OF THE LAST MEETING

The Minutes of the last meeting held on 18 September 2019 had been circulated to all councillors and displayed on the Notice Board (and website). The Chair proposed that the Minutes should be accepted, this was seconded by Cllr Willies; a show of hands was unanimous, so they were approved as a true record and signed by the Chair.

5. MATTERS ARISING

Cllr Gilluley asked the Chair when the SAM2 sign would be installed in the new location on Foulenden Road; the Chair confirmed this would be 27 November.

6. DISTRICT COUNCILLOR REPORT

The Local Plan, covering the next 20-30 years has now been returned by the planning inspectorate and will likely be adopted at the upcoming full council meeting. The 5-year plan is established and although there is no settlement boundary in Oxborough, there is now a limited amount of development over the next 10 years (as shared in previous reports). Budget planning is in process and there may be a small increase in spending, although 2%/£5 would be the maximum; the council remains in a very good financial position. He invited questions: Cllr Monson asked that as the council is in such a good financial position why it would be necessary to increase the council tax by more than 2%. Cllr Nairn hoped that it would not be necessary but that he would vote for this percentage increase and no higher. Cllr Allison questioned how many houses

(and what type) could be built. Cllr Nairn said only infil self-build and that growth would be controlled, with no planning permissions granted for large numbers. The Chair thanked Cllr Nairn for his report.

7. COUNTY COUNCILLOR REPORT

Clerk received email on the day of the meeting: Tuesday bus service to Kings Lynn run by Eagles is being withdrawn in December. This is due to changes in legislation where buses must be disabled compliant and the bus companies have withdrawn from the Market day services due to the expense of updating vehicles and the declining customer use. This service was subsidised by Norfolk County Council and despite efforts there has been no Bus company wishing to run this service.

8. PLANNING: MOTION TO CONSIDER WHETHER THE PC SHOULD RESPOND TO ANY OF THE PLANNING APPLICATIONS, AND IF SO, WHAT TO RESPOND.

NONE.

9. CORRESPONDENCE RECEIVED

a) Norfolk Police

1. Norfolk Police & Crime Commissioner News: Sept 2019 - uploaded to website
2. Norfolk Police Connect: warning about theft of heating oil.

b) Breckland Council

1. Council creates £30k events fund to commemorate the end of WWII: supporting events which mark the 75th anniversary of Victory in Europe (VE) Day, Victory over Japan (VJ) Day, the Battle of Britain, and the Battle of Dunkirk. VE Day will be held on 8 May 2020; apply for up to £500 each to help hold community events, deadline 31 January 2020 (<https://breckland.gov.uk/community-funding> to download the application form). Cllr Gilluley advised that he does not have the time to get involved (as he is very busy with the playground project). Cllr Monson suggested that the Village Hall Committee may wish to organise some event. Cllr Hotchkin added that he had not been approached by any residents regarding the possibility of having an event. Mrs. Prichard informed the councillors that if an event was planned, that the VHC would waive the hire fee for the hall (please contact the VH committee for details).

2. Breckland Town & Parish Forum has been arranged for Wednesday 12 February 2020 at 5.30pm and will be held in the Breckland Council Offices.

c) Norfolk County Council

1. Preferred Options Consultation on the Norfolk Minerals and Waste Local Plan (M&WLP) will take place over a six-week period from 18 September to 30 October 2019 (inclusive), comments welcomed. The Minerals and Waste Local Plan will contain policies used to determine planning applications for minerals developments and waste management facilities in Norfolk and will cover the period up to 2036. When adopted, it will replace the existing M&WLP documents. Comments to be made directly to <https://norfolk.jdi-consult.net/localplan/> however, responses by post and email, to the following address, will also be accepted.

Email: LDF@norfolk.gov.uk. Oxborough is not a proposed site.

2. Norfolk residents are being urged to help prevent the spread of Norovirus as several cases of the virus have been seen in the county. For more advice and information visit www.nhs.uk/norovirus.

3. Travel & Transport (Sean Asplin, Passenger Transport Manager) regarding a briefing note, which has been sent out to all members outlining some forthcoming changes to bus services in Norfolk. No impact on Oxborough.

d) NHS: Flu vaccinations are now available - protect yourself and your family this winter. The vaccination can be administered free of charge on the NHS for certain patients. If you are not in the eligible category, please do also consider visiting your local pharmacy for a vaccination.

e) RAF Marham: Community Information Event on 30th October in the Sandringham Centre at RAF Marham. All are welcome to drop in at anytime between 2:00pm and 6:00pm. Cllr Monson asked if anyone had attended - no one had.


f) Email from Mrs. Hilary Gay: 'to say what an excellent cut was done on the hedge - please pass on my thanks to Ben'.

g) Society of Local Council Clerks - invite to Christmas Lunch 6 December. £16.95 or £19.95 tickets.

h) Email from Mrs. Bar Pritchard: Oxborough Phone Box- The Norfolk Hospice- Tapping House - worthy cause - will collect unwanted items for recycling - Poster lists range of items.

Cllr Allison expressed his objection to this idea, saying it would be very messy having any recycling products in the 'phone box. Mrs. Pritchard explained that at the recent Village Hall charity quiz, she had received the information regarding the scheme, which was for unwanted items such as ink cartridges, biscuit/cake wrappers, cracker wrappers, crisp packets, old or foreign money and used postage stamps, which could be changed into cash for the cash for their cause. Cllr Gilluley pointed out that as the products would be inside the 'phone box that it would not be messy, and Cllr Monson suggested that a recycle bin could be placed inside which would be used to store the items. But Cllr Allison insisted that the scheme would be a mess for the area, bearing in mind that the 'phone box is located in front of his property.

The Chair noted that a small number of ideas for potential use of the 'phone box had already been discussed at previous meetings, but that there had been no further feedback.

- i) NALC -Email from John W Pennell, regarding Dudgeon and Sheringham Shoal Offshore Wind Farms Extensions project; "The three farms which are going through the planning process at the moment, require 115 kilometres of trenches to be dug across farmland and under roads to get cables to the substations. Scoping Report for this new project, on the PINS website: <http://infrastructure.planninginspectorate.gov.uk/document/EN010109-000007>. The report is 255 pages long: but scroll down to the maps at the end and find out just how close the search area for this cable corridor might be to you. Please consider writing direct to the developer, Equinor, at the email address below, outlining your concerns about likely impacts. There is no deadline for direct submissions to the developer -Equinor:  Email: DudExtProj@equinor.com or gm_SEPEXT_User@equinor.com Telephone: +47 51 99 00 00". **Cllr Monson commented that he was actually in favour of underground cables. The Chair added that this issue does not affect the parish.**
- j) Email from Mr. Mike Cooper: addressed to Cllr Allison "Reference: Oxborough Parish footpath FP10. From Stoke ferry road to Ferry road - to add to the Agenda for discussion".
- k) Parish Precept Request 2020/2021 - deadline 31 January 2020
- l) Received letter of thanks from Mrs Julie Wood, Churchwarden, for donation towards the upkeep of the churchyard.
- m) Clerk read in the EDP weekend paper that Mr. John Voaden had won Volunteer of the Year at the annual award ceremony held at the QE hospital: 'Hospital heroes were celebrated at a special awards night championing the very best of the NHS'. **Cllr Monson offered his congratulations to Mr. Voaden, as he was also an ex-councillor and previous Chair of the PC, which was supported by all the Councillors. And Cllr Nairn added that there is a scheme whereby communities can nominate a villager as an extraordinary volunteer.**
- m) Gary Johns Architects - email from Laura Norton, regarding this firm's services.

10. HIGHWAYS

a) Clerk reported issue of the verge adjacent to Badgers End which is in need of repair. NCC updated that they are investigating the problem - Defects are investigated by local teams as soon as possible and, if action is required, prioritised for repair taking into account the defect size, location and usage of the road or path in question. 27.9: We have inspected and are going to resolve the problem - After investigation we have confirmed action is required. Defects are scheduled for repair depending on the nature of the defect and work needed but on average can take approximately 6 weeks.

The Chair advised that Highways had carried out the list of works that he had brought to the attention of Highways. Cllr Willies asked if this included the tree on Oxborough Road and the Chair stated that the response from Highways was that it was not regarded essential at this point but that they would keep an eye on it.

11. FINANCE

- a. To receive bank balance and reconciliation.
- b. To consider authorisation of payments and to sign cheques

a) Payment:

- 1. TSB - bank charge £5 (automatic debit)
- 2. CGM - herbicide treatment - £27.50 plus VAT
- 3. CGM - July-October cuts- £256 plus VAT
- 4. The Poppy Appeal - wreath supplied with a donation request of £17 (£30 is budgeted)

b) Receipt:

- 1. Precept (6 months) £1523

Cllr Gilluley offered to pay for the poppy wreath, and the Chair thanked him, although the PC would make the usual payment and then receive a reimbursement from Cllr Gilluley. At this point there was an interruption from the public, questioning the whereabouts of the Lone Soldier, as it had not been on display during the recent commemoration. There followed a brief exchange amongst the public which concluded that the whereabouts could be determined by the church wardens.

Cllr Monson questioned that he had not received a copy of the beech tree report, and neither had the other councillors, so the clerk will remember to email each a copy and print off a copy for Cllr Allison. Cllr Allison asked if the PC had been charged for the elections yet -no. Cllr Willies asked if the VAT overpayment had been returned - the clerk responded that she had written to HMRC but had not yet received a response. The clerk shared the very recently received quote from CGM, to cut the hedge twice a year (£278.87 plus VAT, per cut). Cllr Gilluley asked if Ben Lambert could continue to cut the hedge and the clerk said that he was willing and able, although reluctant to do this when birds were still nesting. The Chair suggested that the quote should not be accepted, that Ben should be asked to continue to cut the hedge in his own time; Cllr Monson added that he always did a very good job, which was agreed by all councillors.

Cllr Willies proposed the bank balance and reconciliation, seconded by Cllr Monson - all in favour, passed. Cllr Hotchkin proposed the authorization of payments and to sign cheques, seconded by Cllr Monson - all in favour, passed. The cheques were signed by Cllr Monson and the clerk.

12. TO CONSIDER COMPARISON QUOTES FOR A PLAY AREA ON THE VILLAGE GREEN

Cllr Gilluley had posted the quotes in the bus-shelter but these had gone missing a few times. He had acquired the necessary 3 quotes, all varying in price slightly: NGL Play seemed to fit the bill (£4955 plus VAT). A discussion followed, including questions regarding the number of pieces of equipment (probably 6 and to suit ages 4-16). Cllr Allison asked about the available grants and whether the PC should make a contribution. Cllr Gilluley confirmed that there was a considerable range of grant funding and that the PC is not expected to contribute, although fundraising could be carried out, adding that he would welcome help regarding the fund raising. Cllr Nairn agreed that there is a lot of funding available (even at 100%) as the aim is to promote good health and an active lifestyle and Cllr Willies supported this, adding that there are different funders to suit different causes. Councillors agreed that there are sufficient children to enjoy the play equipment, taking into consideration the visitors to Oxburgh Hall and families using the pub. Cllr Nairn urged the council to consider the best and biggest option and Cllr Allison thought it would be good to involve some of the younger residents. The Chair expressed his concerns with dogs marking territory on the play equipment, but regarding funding, he suggested that the PC could make a token contribution. Cllr Gilluley reiterated that he had conducted a survey amongst the children and received very positive feedback. It was understood that the play equipment would need to be inspected in accordance with ROSPA guidelines. When asked about the budget he suggested a figure of £10k. The Councillors discussed this further, speculating on other costs such as insurance (already covered at the last meeting) and possible additional costs for grass cutting (the clerk advised that CGM already strim around the trees and memorial plaque). There is already a playground sign, so no need for another one. The Chair proposed that Oxborough Parish Council proceeds with the play area project - based on the understanding that we can get the funding; this was seconded by Cllr Monson- a show of hands was unanimous - motion passed.

13. A.O.B

Cllr Allison raised his concern that the recent Village Newsletter included the information, that the Chair sent a list of requested works to Highways Department which included the consideration for a trod to be installed in the location of the village hall - when in fact this had already been discussed previously with NCC Highways (and refused). Cllr Hotchkin said that he had brought it up again with the engineer (Mr. David Jacklin) but that the request for a trod on either side of the road had been firmly turned down and so he would not pursue it again.

14. QUESTIONS FROM THE PUBLIC

Mr. Cooper expressed his concern regarding the poor condition of the remaining benches on the green. Mrs. Pritchard asked whether any further uses for the 'phone box had been received and offered to promote the issue in the upcoming village newsletter, along with the prospective 75th anniversary of VE, VJ and Battle of Dunkirk, to see if any villagers might volunteer. Cllr Monson congratulated Cllr Allison on his refurbishment and improvement of the 'phone box and surrounding area and Cllr Allison thanked him. Cllr Monson asked the clerk to add the question concerning the state of the remaining benches to the next agenda and Cllr Willies asked the same regarding potential uses of the telephone box.

The Chair thanked everyone for their contributions.
The meeting closed at 9.08 pm

Report: Accounts reported against the budget quarterly

IAW Statement of Internal Control and Annual Review of Effectiveness of Internal Control
(section Financial Reporting)

<u>BUDGET 2019/20</u>	<u>Budget</u>	<u>Actual</u>
<i>Estimated Gross Payments</i>		
Auditors	0.00	0.00
Accountants	25.00	0.00
Training	150.00	0.00
Election cost (non-contested)	75.00	0.00
Beech Tree (TPO) maintenance	354.00	318.00
Clerk's wages/expenses	1201.20	0.00
HMRC	220.00	0.00
CGM (grass maintenance - 15 cuts)	612.00	614.40
CGM (herbicide treatment -twice)	66.00	66.00
Hedge maintenance (2 cuts)	600.00	240.00
Bench fixings	0.00	31.80
St. John the Evangelist donation	175.00	175.00
Royal British Legion donation	30.00	0.00
Insurance (5% increase)	201.10	170.75
Village Hall Hire	84.00	0.00
Speed watch signs	0.00	60.00
	<u>3793.30</u>	<u>1675.95</u>
<i>Estimated Receipts</i>		
Village Green Hire	120.00	90.00
National Trust Lease	150.00	0.00
VAT Refund *(see note)	204.00	611.88
Precept	3046.00	3046.00
Grant	0.00	0.00
	<u>3520.00</u>	<u>3747.88</u>
<u>Bank Reconciliation</u>		
Bank Balance b/f	4884.64	
<u>Add Receipts:</u>		
Precept	1523.00	
sub-total	1523.00	
<u>Less Payments:</u>		
Hedge cut	240.00	
St. John the Evangelist donation	175.00	
Beech Tree (TPO) maintenance	318.00	
sub-total	733.00	
Balance @ 10 Oct 2019	<u>5674.64</u>	

* note VAT refund - duplicated payments received (£407.92 to be returned to HMRC)