

# OXBOROUGH PARISH COUNCIL

2019/3  
MINUTES

AGM & ORDINARY MEETING  
Held at Oxborough Village Hall  
Wednesday 15 May 2019  
starting at 7pm

<b>PRESENT:</b>	Mr. D. Hotchkin	Chair
	Mr. Paul Gilluley	Vice Chair
	Mr. G. Allison	Councillor
	Mr. I. Monson	Councillor
	Mr. S. Willies	Councillor
	Mr. F. Eagle	Norfolk County Councillor
	Mr. M. Nairn	Breckland District Councillor

9 Members of the Public

## 1. ELECTION OF CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Nairn invited nominations for Chair. Cllr Allison nominated Cllr Hotchkin, which was seconded by Cllr Gilluley. There were no other nominations and a show of hands was unanimous - Cllr Hotchkin accepted and signed the declaration of office.

## 2. ELECTION OF VICE CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE

The Chair invited nominations for Vice Chair. Cllr Monson nominated Cllr Willies, not seconded; Cllr Allison nominated Cllr Gilluley, seconded by Cllr Hotchkin, a show of hands resulted in 4 in favour and 1 abstention. Cllr Gilluley accepted and signed the declaration of office. All other councillors signed the declaration of office, witnessed by the clerk.

## 3. APOLOGIES FOR ABSENCE

There were none (although Cllr Eagle would be late as he was already attending another PC meeting)

## 4. DECLARATIONS OF INTEREST

None

## 5. DECLARATIONS OF RECORDING AND SOCIAL MEDIA USE

The Chair noted that Mr. Mike Cooper had set up his usual recording device.

## 6. TO APPROVE THE MINUTES OF THE ANNUAL MEETING HELD 23 MAY 2018

The Minutes of the last meeting held on 23 May 2018 had been circulated to all councillors and displayed on the Notice Board (and website). The Chair asked for a proposer; Cllr Monson proposed that the minutes be accepted, this was seconded by Cllr Hotchkin - a show of hands was unanimous and the Chair signed the minutes.

## 7. TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON 20 MARCH 2019

Deferred until after item 8.

## 8. REPORTS

**a. Chair's Report-** prepared by Ms. Hilary Gay and read out by Cllr Willies (see appendix A). Cllr Monson proposed a vote of thanks to the outgoing Chair, for the excellent job she had done for Oxborough village. This was seconded by Cllr Willies who added that the year had been a very successful one. Mrs. Bar Pritchard echoed this and a round of applause followed. Cllr Willies proposed that a letter of thanks be sent, which was seconded by Cllr Monson, adding that it was normal practice to do this. The Chair asked for a show of hands - all in favour, proposal passed. **Action Clerk.**

**b. District Councillor's Report-** Cllr Nairn spoke about the last 12 months, which had seen the advanced dualing of the A47 and the development of the 'tech corridor' along the A11 between Norwich and Cambridge. The Thetford housing development had moved forward as had the one in Attleborough and that the first phase of Thetford had begun and that the final phase was on schedule to begin in 2040. Commercial lets are at 99% which is generating up to £2.8m income to offset council tax by around 50%.

He invited questions: Cllr Monson congratulated him on his re-election to the office of District Councillor, wishing him the best of luck for the next 4 years. Mrs. Pritchard asked him to clarify the information on the Thetford building development. He confirmed that the second phase would be within the next 2-3 years, and that Attleborough was progressing at the same rate. The Chair thanked Cllr Nairn for his report.

**c. County Councillor's Report** -Cllr Eagle arrived at 7.55pm to deliver his report, which mostly concerned the reduction in budget since 2010, forcing NCC to increase the council tax this year by 2.99%. A report has listed NCC at number 4 in the best run councils in England. The council spends a lot on children services, especially focusing on children with special educational needs, which includes heavily funded transport for them all. The care of the elderly continues to be a main priority, especially to keep folks in their own homes for as long as possible but always difficult to manage as Norfolk is such a rural county.

He invited questions: Mrs. Pritchard asked if more SEN schools are being built to meet the increasing demand - not particularly but some schools will have new buildings to accommodate the students to maintain integration. Mr. Cooper asked what extra funding had been allocated to highways - Cllr Eagle explained that this revenue had been shared amongst the East Anglian counties but with the proviso that spending would be completed before the start of April. This meant that Norfolk contractors had been working in different locations (not just in Norfolk) and vice-versa. Cllr Monson observed that some good maintenance work had been accomplished, although none in the immediate vicinity of the village. Mr. Voaden observed that it would be a good idea for neighbouring councils to agree a standard rate of pay and then the various sub-contractors would not be influenced to work outside of their county. But Cllr Eagle said that they had been informed that this would not be legal or/and competitive to operate this way, rather that contractors must tender for work without consulting the competition, which results in higher costs for the customer. The Chair thanked him for his report and Cllr Eagle left the meeting at 8.10pm.

**d. Village Hall report-** Prepared and read by Mrs. Pritchard (see Appendix B). There were no questions and the Chair thanked Mrs. Pritchard.

**e. St. John's Church PCC report-**not available but apologies from Mr. & Mrs. Mike Wood had been relayed to the meeting; Clerk note: report emailed next day (see Appendix C).

**f. Hewars and Hammonds Trust report-** prepared by Mr. Miles Griffin and read by Cllr Willies (see Appendix D). There were no questions and the Chair thanked Cllr Willies.

**g. Gooderstone School report-** Cllr Monson reported that the school had become an academy 3 years before, grouped under the Diocese Norwich Trust (along with Mundford primary) sharing an executive head teacher, who had been successfully introducing new teaching methods in Maths and English. Currently there are just 47 children, when 65 is needed so the school is campaigning to attract more children to attend. The recent Ofsted inspection went well and the trustees and governors have high expectations.

He invited questions: Mr. Cooper asked what villages comprised the catchment area. Cllr Monson confirmed this was Gooderstone, Oxborough and Foulton but that they are appealing to a much wider area. Mrs Pritchard asked if the nursery which had been attached to the school was still running. Cllr Monson responded that this had unfortunately closed but it was hoped that it could be re-started, just need some enthusiastic parents to take it on. Cllr Allison pointed out that the problem appeared to be that there were not enough children in the area, but Cllr Monson said that there are buses which can be used to ferry children in from further afield. Mrs. Cooper noted that Swaffham Convent school was to be closed - which could bring more children to Gooderstone - but Cllr Monson confirmed that the site in Swaffham was being converted into another primary school. There were no further questions and the Chair thanked Cllr Monson.

**h. Speedwatch report-** Prepared and read by Mrs. F. Watkins (see Appendix E).

She invited questions: Cllr Gilluley said he would speak with his wife (P.C. Paula Gilluley) about finding new volunteers to support the group. Mrs. Pritchard said she would include an appeal in the next village newsletter. Cllr Allison asked Cllr Hotchkin about the possibility of moving the SAM2 sign to Foulton Road. The Chair confirmed that he had discussed this with the pub owner, Mrs. Parker (who said he should speak with Mr. Parker) and the National Trust and that Mr. David Jacklin had observed that the location might be too close to the entrance of Oxburgh Hall - and that some overhanging trees from the churchyard would need to be trimmed back (the Highways Department has the necessary authority, but that due to NCC funding issues, Oxborough PC should manage this -discuss with Church officials).

**h.2 Neighbourhood Watch report** - the Chair opened the floor to Mrs. Palmer Hibbert to speak. She reported that 35 people had signed up but there was a further number who had signed online - only GDPR rules restricted contact information. The official NHW signs needed to be displayed at a height of 2.4m, but she could not manage to reach this height, so they were lower down.

She invited questions: It was asked if it was possible to use a step ladder - yes, but not very safe. Cllr Monson generously offered the use of his cherry picker. Cllr Gilluley commented that as Mrs. Palmer-Hibbert is the co-ordinator of the NHW

group, that she should be fully informed on the membership - but this is not possible due to GDPR regulations. She has set up a private FaceBook page to allow for communications between members. The Chair thanked her for the report.

**i. History Group report**-see Appendix F.

**j. Annual Parish Meeting report**-the Chair had aired his views on the meeting (regarding the legality) but agreed that some useful matters had been discussed. Mr. Cooper pointed out that the then Chair had stated that it was necessary to approach 2 councillors to request any item to be added to the Agenda, whereas it was only 1 councillor; Cllr Monson agreed with this. Mrs. Pritchard stated that as 18 people had attended the meeting, for which the date had been set the previous year, and that 3 Councillors were also present and involved in the discussions, she asked if one of the Councillors would agree to add these as Agenda items on the next meeting. Cllr Gilluley agreed to this.

**k. Speedwatch Report**- prepared and read by Mrs. Frankie Watkins (see Appendix G).

**7. TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON 20 MARCH 2019**

The Chair asked for a proposer - Cllr Monson proposed to approve the minutes, this was seconded by Cllr Allison, a show of hands gave 3 in favour and 1 abstention - passed. The Chair signed the minutes.

**Matters Arising:**

Cllr Monson asked for a point of order, querying the need to include in the minutes the long list of Correspondence. Cllr Nairn said it was necessary as it is accurate to report and record all correspondence received by the Parish Council, although Standing Orders could be amended in regard to this - perhaps something to consider on another occasion. Cllr Allison observed that the issue regarding complaints received about pavement parking and goods vehicle on St. John's Close, had initially improved after the last meeting, but had then badly deteriorated. Cllr Hotchkin had discussed the issue with David Jacklin, but Highways do not have authority - rather it is a police enforcement matter although they seem only to be concerned with major roads. Cllr Nairn repeated his advice that contact should be made with the Parking Enforcement department in King's Lynn (email address is [parking.operations@west-norfolk.gov.uk](mailto:parking.operations@west-norfolk.gov.uk)). Cllr Allison questioned who might own the grassy area and Cllr Monson thought it might be the Housing Association. Cllr Nairn suggested contacting Breckland Facilities Manager (he will forward the contact details to the clerk). Cllr Gilluley referred to Point 15 (to consider whether all issues relevant to the PC which are agreed by a majority of those present at the Annual Parish Meeting should be on the Agenda of the next Ordinary PC Meeting) in light of his agreement above (8j).

**Action Clerk**

**9. PLANNING**

- a) 3PL/2019/0281/LB Oxburgh Hall- consultation listed building consent -deadline 9 April. Approved.
- b) 3PL/2019/0108/HOU; proposed to storey side extension at 23 The Green (Mr. Charles Howard-Vyse) - approved
- c) 3PL/2019/0391/LU: Robinia - Velux Windows to front and rear and single storey extension to rear (Certificate of Lawfulness). The Council has received the above application, on this occasion they are not seeking our views as the application merely seeks a legal determination based on the scheme submitted. This will be considered solely against the tolerances set out in Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)
- d) 3PL/2018/1092/F: Stables adjacent The Old Rectory Ferry Road- refused.

**10. CORRESPONDENCE**

a) Norfolk Police

- 1. Police Parish Newsletter (March), plus Speedwatch figures (Feb) and How to Contact us poster.
  - 2. Scam alerts: Cold Calling Alert - Doorstep cold callers offering driveway work in the Aylsham area. Emails attempting to 'blackmail' the recipient (pay with Bitcoin). Letters titled 'Your Solar PV System. Telephone cold calls claiming to be from HMRC. Doorstep cold callers trying to sell items. Sales of generators, chainsaws and pressure washers from vans. Doorstep cold caller offering 'free roof health checks'
  - 3. Norfolk Rural Communities Newsletter, Issue 2 March 2019.
  - 4. Norfolk - an Autism Friendly County -Event and Activities celebrating World Autism Awareness Week (1 - 7 April). For more information about the Norfolk Autism Partnership Board visit <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/all-age-norfolk-autism-partnership-board>
  - 5. Thetford Engagement Surgery: notice passed on by Mrs. Palmer-Gibbert -from P.C. Paula Gilluley, there is a weekly surgery between 12 noon and 2pm 'Come along to report crime or ask advice'.
  - 6. Police and Crime Commissioner or Chief Constable: Public Q&A in King's Lynn next week. Regular Q&A events are part of PCC Lorne Green's ongoing pledge to give the public access to the county's senior officers while ensuring he and the wider police service are visible, accessible and accountable to all. The PCC will host the next Q&A event, with Chief Constable Simon Bailey, at King's Lynn Town Hall on Monday 13 May, giving people the opportunity to share views, issues or concerns about crime and policing in their area.
- b) Breckland Council

1. Maggie Campbell will be delivering a series of workshops in May with people taking part being guided through the creation of a mosaic picture or place mat. The art workshops are the latest element of Breckland Council's Silver Social, bringing arts to those in isolated communities with particular focus towards the elderly: Swaffham Library, 21 May. Transport can be arranged for participants with travel issues. All art materials will be included in this free workshop, along with lashings of tea and cake! For more information on Silver Social events, including how to register for Maggie Campbell's Mosaic Workshops visit [www.thesilversocial.com](http://www.thesilversocial.com), call 01362 656870 or [emailcommunity@breckland.gov.uk](mailto:emailcommunity@breckland.gov.uk)

2. Pure Clean Earth, an environmental group supported by Breckland Council, will host a family friendly #TrashTribe event in each Breckland town between 8 - 12 April. Volunteers will not only be able to support the special Easter #TrashTribe clean up, but learn how they can reduce our environmental footprint and reduce plastic waste in their lives: 11th April - Swaffham Buttercross.

3. Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012. Notification of extension to public consultation on Main Modifications MM18, MM119 and MM148 to the Breckland Local Plan 3rd April 2019 - 5pm 15th May 2019. Representations should be submitted using the Councils online representation portal where possible, which can be found here: <https://www.breckland.gov.uk/consultations>.

4. Are you registered to vote? Register to vote by 12 April. Applications to vote by post must be received by 15 April. Proxy vote applications need to be received by 24 April.

4 5. Notice of Contested Election nominations (9 names: Graham Allison, Ben Chapman, Bernie Chapman, Will Chapman, Paul Gilluley, David Hotchkin, Grant Kennedy, Ian Monson, Simon Willies.

c) Norfolk County Council

1. Daniel Yellop, Senior Transport Officer, emailed update on bus services changes from April 7. Oxborough will retain Saturday bus service to Swaffham (no other provision).

2. European LEADER grant funding programme: more than £350,000 is still available for rural businesses, farmers and community groups to apply with the aim of: creating new jobs; bringing more tourists to the region; supporting farm and forestry productivity; encouraging culture and heritage activity; providing rural services; and growing the local rural economy.

3.

d) The campaign 'Time for a Rural Strategy' calls on Government to develop a Rural Strategy which considers the particular needs of Rural Communities in a long term measured approach to ensure their sustainability.

Go to <https://www.surveymonkey.co.uk/r/time-for-a-rural-strategy>

e) Groundwork Norfolk: email detailing information on the Tesco 'Norfolk the Bags of Help Centenary Grant is open for applications' - two special funding rounds will concentrate on groups delivering health and wellbeing benefits, with a particular focus on groups tackling cancer, heart disease and diabetes, in line with the supermarket's National Health Partnership. More information available from Chloe Robison-Smith (01473 350370 / 07726 695996 [chloe.robisonsmith@groundwork.org.uk](mailto:chloe.robisonsmith@groundwork.org.uk))

f) PKF Littlejohn LLP: 2018/19 financial year instructions to enable smaller authority to comply with the relevant statute and Regulations regarding accounts and audit (Annual Governance and Accountability Returns [AGARs]).

g) Stormsaver: Email from Jess Tebbett 'we are the UK's leading specialist for the supply, service and maintenance of rainwater harvesting systems' - [j.tebbett@stormsaver.com](mailto:j.tebbett@stormsaver.com) - is the Parish Council interested in this product.

h) New funding for Neighbourhood Plans and how to spend it wisely, An Introduction from Planning Direct. 30 April 2019 9.30am - 1.30pm, Planning Direct Head Office, Felaw Maltings, 44 Felaw Street, Ipswich IP2 8SJ (01473 407911)- £20 per delegate

i) The Pensions Regulator> Employer name: OXBOROUGH PARISH COUNCIL PAYE reference number: 120/HA66943. Your key dates: 3rd anniversary of your staging date: 1 October 2019 / Re-enrolment window opens: 1 July 2019/Re-enrolment window closes: 31 December 2019/Re-declaration deadline: 2 March 2020

j) Seafarers UK (Merchant Navy Fund Supporting Partners) - request to 'please fly the Red Ensign for Merchant Navy Day' on 3 September. Information supplied - promotional poster to be completed with details.

j) Email from resident Stephanie Oliver: 'With regard to the Parish Council elections it is extremely regrettable that to my knowledge none of the candidates, with the honourable exception of Ian Monson, saw fit, or took the time, to produce and distribute in advance a letter to all Oxborough residents stating a little about themselves, the reasons they wished to stand, and their aims and aspirations for our village. Is it assumed everyone knows who these people are and what they stand for? I certainly don't. Pretty poor, and pretty amateurish'.

k) Swaffham Sheep Fair, 25 May, 8am - 3pm

l) Community Action Suffolk (CAS Ltd) - specialist Parish Protect insurance - offered to quote for insurance.

m) Community First -insurance renewal (1.6.19- 31.5.20) £192.09 (last year £191.52). NB: 3. Long Term Undertaking By committing to renew with us for a fixed period of years we will be able to offer you these additional annual discounts: 5% discount each year for a 3 year commitment 10% discount each year for a 5 year commitment

	<u>Sum insured</u>		<u>Premium</u>	<u>Excesses</u>
Core Cover	Office contents	£2,500	£143.44	£100
	Business interruptions	£500		
	Public Liability	£10,000,000		£250
	Employers Liability	£10,000,000		
	Personal Accident			

	(see summary)			
	Employee dishonesty	£25,000		
	Libel & Slander	£250,000		
	Money (see limits)			
	Legal Expenses	£100,000		
	Hirers Liability	£2,000,000		
Benches (4)	£816			
Bus Shelter	£1,530			
Speed Indicator Sign	£3,150		£28.07	
Premium Sub-Total			£171.51	
I.P.T (12%)			£20.58	
<b>Total amount due</b>			<b>£192.09</b>	

Cllr Willies suggested it would be prudent to seek a second renewal quote from Community Action Suffolk (CAS Ltd) - and then the Councillors, via email, could consider whether to accept the current renewal of £192.09 or a possibly more competitive quote from CAS: then this decision would be ratified at the next meeting. Further discussion followed and then Cllr Gilluley proposed the clerk request a quote from CAS, this was seconded by Cllr Monson, a show of hands was unanimous, so the clerk will quickly find out if CAS can be as competitive as Community First. **Action Clerk.**

n) Email from Jeff Cutler about storm-damage to a tree planted on the grass verge in Swaffham Road on the other side of the hedge - and now lying across the path on the village green. Cllr Hotchkin reported to NCC Highways and Cllr Allison has done some tidying up of the fork that ended up on the Green. Cllr Monson confirmed that it is an Ash tree and suspects signs of ash die back disease. He has volunteered to collect and dispose of the fallen bough out of the field and will remove the remaining tree by cutting at ground level before it also succumbs to the disease. The Chair thanked Cllrs Allison and Monson for their help in sorting this out.

o) Hebborn Consultancy (Stan Hebborn, Watton, contact 07792 135071, stan@hebborn.co.uk) -bespoke 3.5-hour training session (GDPR compliance) for up to 10 participants, (either daytime, evening or weekend) for only £299.00 (usually £599.00) plus travel where appropriate.

## 11. HIGHWAYS

a) Automated email received regarding the request for remedial works to Ferry Road: This problem has already been reported and action identified to resolve the issue - It is likely that the defect was identified as part of our routine scheduled inspections and already prioritised for repair. Mrs Bas Somerville had confirmed by email that the work had been carried out on Ferry Road, but Cllr Monson advised that no work had been done to Folly Road. **Action Clerk.**

## 12. FINANCE

a. To receive bank balance and reconciliation, and year end accounts- (Cllr Allison questioned how much the contested election will cost - the last time this had happened it was £695 -but no invoice received yet. Mr. Cooper questioned the figures regarding the war memorial figures and the clerk explained that the anonymous doner had kindly paid the full invoice (£3507) from Simon Swann -not just the proportion (£1017) ( as the grant of £2490 had not been received in time) and that then once the grant had been received into the Parish Council bank account, the necessary reimbursement was made to the anonymous doner. Cllr Allison asked why there was a payment made for a padlock and key - the clerk explained that CGM had mislaid the padlock, hence the need for a replacement ( by the bus shelter) but that the padlock on the gate close to the village hall would be original - for which he still retains the key). The Chair asked for a proposer, and Cllr Monson proposed, which was seconded by Cllr Willies - a show of hands was unanimous - passed. The Chair and Clerk signed the Receipts & Payments ledger as well as the Accounts y/e 31 March 2019 spreadsheet (see Appendix H & I).

b. To consider authorisation of payments and to sign cheques: No payments, just receipts of Precept (6 months) £1523 and VAT refund £203.96.

c. To confirm external auditors- Cllr Monson proposed the council confirm the existing auditors PKF Littlejohn LLP, which was seconded by Cllr Gilluley- a show of hands was unanimous, passed.

d. To receive and review Internal Auditor report on 2018/19 accounts-this was prepared by Mr. Mike Craig. The clerk read out the information and asked the Council for the approval. Cllr Monson proposed to accept the report, this was seconded by the Chair, and a show of hands was unanimous, passed.

e. To review and approve the (Section 1) 2018/19 Annual Return Governance Statement-the clerk read out each line and asked the council to review and approve the governance statement. Cllr Allison proposed to accept the statement, this was seconded by Cllr Gilluley - a show of hands was unanimous, passed.

f. To review and approve the (Section 2) 2018/19 Annual Return Accounts Statement - the clerk read out the statement and asked the council to review and approve the accounts statement. Cllr Monson proposed to accept the statement, which was seconded by Cllr Willies, a show of hands was unanimous, passed.

The Clerk explained that the Annual Governance and Accountability Return 2018-19 Part 2, where the higher gross income or gross expenditure was £25,000 or less, met with qualifying criteria and so the Parish Council would certify themselves as exempt from a limited assurance review. The clerk had completed the Certificate of Exemption (to be returned to the external auditor via email) and the various documents already mentioned (plus analysis of variances, bank reconciliation and Notice of period for the Exercise of Public Rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015) would be published on a public website (plus the Notice Board). **Action Clerk.**

### **13. POLICIES**

a. To review and re-adopt Standing Orders- this plus points b. and c. had already been addressed at the meeting in March, although the Chair was not satisfied with the fact that some financial matters were mingled into the Standing Orders. After a brief discussion it was agreed that the Council would wait the statutory 6 months before debating these matters again - thus deferred to November meeting.

b. To review and re-adopt Financial Regulations - see above.

c. To review and re-adopt Internal Control Procedures- see above.

### **14. TO CONFIRM DATES FOR COUNCIL MEETINGS 2019/20**

The next Surgery will be held Saturday 22 June, 1-2pm.

Parish Council meeting dates will be 17 July 2019, 18 September 2019, 20 November 2019, 15 January 2020, 18 March 2020 and 20 May 2020 (AGM).

The next Annual Parish Meeting will be 15 April 2020.

### **PUBLIC PARTICIPATION**

Cllr Monson expressed his thanks to the clerk for her good work for the council over the last year - Cllr Allison agreed. Mrs. Pritchard asked if the Council were aware of the changes within the Robinia planning application (for which no comment had been sought of the council, as 'the application merely seeks a legal determination based on the scheme submitted') and the Chair confirmed that he had been aware, but that it was out of the hands of the Parish Council, following the resolution made at the earlier meeting.

### **15. TO RECEIVE INFORMATION OR SUGGESTED ITEMS FOR CONSIDERATION AT THE NEXT MEETING**

None.

The Chair thanked everyone for their contributions.

The meeting closed at 9.20 pm

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