

OXBOROUGH PARISH COUNCIL

2018/5
MINUTES

ORDINARY MEETING

Held at Oxborough Village Hall
Wednesday 12 September 2018
starting at 7.30pm

PRESENT:	Ms. H. Gay	Chairman
	Mr. S. Willies	Vice-Chairman
	Mr. D. Hotchkin	Councillor
	Mr. G. Allison	Councillor
	Mr. I. Monson	Councillor
	Mr. M. Nairn	Breckland County Councillor

11 Members of the Public

The Chair welcomed everyone and wished Cllr Simon Willies a very happy birthday!

Open Forum (any questions regarding the Agenda)

Regarding item 12. Mr. Tristan Tomlinson talked about his concern at just how difficult it is to walk his dog along the verge towards the village hall and green, trying to negotiate the dangerous bend in the face of speeding traffic. This was echoed by Mrs. Cathy Warnock. Mr. Tomlinson added that the residents of Darwin House felt the same way and it was agreed that a trod would provide a safe access to walk. Mr. Mike Cooper expressed his surprise that the new PC website was not an agenda item, and the Chair responded that this would be discussed under A.O.B.

1. APOLOGIES FOR ABSENCE

Cllr. Eagle had emailed his apologies, as he had to attend to another meeting.

2. DECLARATION OF INTEREST AND ANY REQUESTS FOR DISPENSATION

None

3. MINUTES OF THE LAST MEETING

The Minutes of the last meeting held on 11 July 2018 had been circulated to all councillors and displayed on the Notice Board (and website). Cllr Gay proposed that these should be accepted, this was seconded by Cllr Monson; a show of hands was unanimous, so they were approved as a true record and signed by the Chair.

4. MATTERS ARISING

a) The Chair reported that the 30mph stickers had been purchased and had been brought to the meeting for distribution. There is no update on the gritter. The funding for the trod could be via the NCC Parish Partnership Scheme, to be discussed at the agenda item. Regarding the matter of the mobile post office, this would be carried over to the next meeting. The website (<https://oxborough-pc.wixsite.com/website>) has been published and the information will be displayed on the Notice Board and published in the next village newsletter. The Village Hall Committee will be discussing at their meeting the next day, the proposal to purchase a cabinet for the defibrillator. The National Trust can move the device to their outdoor staff toilet, accessible by all villagers, at a cost of £535, to be paid by the VHC. Full details available from Mrs. Bar Pritchard.

5. DISTRICT COUNCILLOR REPORT

Cllr Nairn mentioned that various council meetings are in hand to discuss budget, overview & scrutiny, audit and governance. It is anticipated that the rate support grant will be cut further, to phase out by 2020, but that the district council has a solid portfolio of assets which continue to generate income to provide services. He invited any questions. Mrs. Pritchard asked whether the Breckland Lottery was up and running - yes, it is, and Cllr Nairn

suggested she might nominate the village hall as a beneficiary. Concerning the plans of the village hall to purchase a cabinet for the AED, he pointed out that although his own village of Weeting has one of these, he would urge the committee to consider offering CPR training workshops as well. Cllr Monson asked whether the good financial position of the district council would preclude the requirement to increase the precept in the next budget. No, it would be the usual small increase. So Mr. Monson asked if any further cuts to services should be expected - not likely, but obviously this is subject to the budget review. Mrs. Eileen Willies asked if he knew when the new crematorium would be opening - most likely next Spring. Mr. Simon Willies asked about the current year budget - Cllr Nairn responded that the council was currently on target to meet the budget.

6. COUNTY COUNCILLOR REPORT

None

7. PLANNING MATTERS

- a) 3PL/2018/0796/LB: Oxburgh Hall: The re-instatement of a wall with a fire door in the North West of the First Floor, forming a small cupboard. The fire upgrading of an existing door located in the East wing leading up to the Attic: Approved.
- b) 3PL/2018/1005/LB: Oxburgh Hall: Replacement of existing radio fire alarm system with a new hybrid system to include both radio and hard-wired devices and installation of three new detector heads required in order to provide an L1/P1 system

8. CORRESPONDENCE RECEIVED

- a) NCC
 - 1. Regarding recent enquiry reference number ENQ-219789-P8X1Q1: Highways FAQs (Road Signs): Parish Council Request - Road signs. Response is 'We would not encourage additional signage on the green as this would inhibit the grass cutting'.
 - c) Customers & Engagement Team, East Anglia Area: Environment Agency - "Going with the flow" Fun and educational Event for all at Oxburgh Hall, 10.30am to 4.30pm: poster displayed
- d) Norfolk constabulary
 - 1. Newsletter: Op Randall (July & August) -displayed
 - 2. A policing operation launched to combat rural crime in Breckland and West Norfolk has led to seven arrests. Cllr Monson commented that hare coursing continues to be an ongoing problem as well as recent farm break-ins; it seems the police are over-stretched and do not always find time to follow up on crimes. The Chair informed the council that, going forward, the Op Randall newsletter will also be uploaded to the website. It was suggested that PC Paula Gilluley should be invited to attend an upcoming PC meeting. Cllr Allison said that he knew of 3 incidents of crime within the village which had been handled well by the police, but Cllr Nairn said that the record of attendance is very low in Norfolk - that although a crime report number will be issued, there is not sufficient follow up. Cllr Hotchkin agreed with the idea to invite PC Gilluley; the Chair asked for a show of hands which was unanimous.
 - 3. DC Andy Brown has retired and PC 635 Dave Armstrong is the new contact for the Op Randall newsletter: Email- armstrongd@norfolk.pnn.police.uk, Mobile 07583 013272, Direct dial 01842 222711.
 - 4. Paula Gilluley, Police Community Engagement Officer, emailed the August 2018 newsletter.
- e) Kickstart Norfolk - statistical data report for y/e April 2018 (provide people in Norfolk information about transport service and potential funding) - poster displayed
- f) NALC -This briefing is for County, City, District and Parish Councillors and will cover Councils' responsibilities regarding the Prevent Duty, a profile of the threat in Norfolk as well as an insight into future developments in Counter Terrorism activity. 25 July, venue Edwards Room at County Hall. Circulated to councillors.
- g) UK Power Networks - Thunderstorms and Electricity Network Preparedness-forecast of unsettled weather over the next few days with heavy rain and lightning affecting parts of the East and South East of England. Anyone experiencing a power cut should:
 - 1. Call 105 to report power cuts and damage to the electricity network, or 0800 3163 105 (from a corded phone or mobile phone if you have no power)
 - 2. Visit www.ukpowernetworks.co.uk for the latest updates
 - 3. Visit www.ukpowernetworks.co.uk/powercut and type in their postcode to view our live power cut map
 - 4. Tweet @ukpowernetworks to report a power cuts or to receive updates
- h). Village Hall Committee- email from Julie Wood to advise that due to increased number of OPC meetings, the

annual village hall hire charge will be increased to £78.

i) Application to display sign on the village green railings from Charlotte Adey - for her wedding (car parking) 11 August.

j) Email from Sue Dent -Events & Projects Support Officer, Swaffham and Watton Town Councils. She aims to 'improve the promotion and sharing of events and other news and I've set up Facebook and Twitter accounts to help with this. Both Facebook & Twitter for the Icen area are: What's Going On In Swaffham and the username is @swaffhamevents'.

k) Email from Mandy Moore, NARS Administrator: NARS are now able to offer a wide range of training courses.

9. HIGHWAYS

Highway rangers to visit Oxborough, request for works to be sent to ketteringhamdepot@norfolk.gov.uk by 19 September. To trim verge opposite Windy Corner; to clean the village signs; to repair minor kerb defect located in the layby (adjacent to Mr. & Mrs Cooper and the late Mr. Kelvin Smith residences) opposite the private entrance of Oxborough Hall

10. FINANCE

a) To receive bank balance and reconciliation

b) To consider authorisation of payments and to sign cheques:

1) Receipt - £30 - Hire of village green (Latin Mass Society, overnight camping 24 August) - cheque banked and receipt issued. Stephen Moseley emailed 'The pilgrimage was a great success and I thank you, and the Parish Council, for the assistance you gave us in Oxborough'.

2) Receipt - Hire of village green: Confirmation of booking from Charlotte Adey - car parking on the green 11 August (1.30 pm - 5 pm) for her wedding. £45 cash received, banked and receipt issued.

3 Invoice sent to National Trust re. annual payment £150.

4) Payment - Village Hall Committee, hire of hall, annual charge £78 - for approval. The chair proposed payment, seconded by Cllr Willies - a show of hands was unanimous - agreed; cheque signed.

5 Receipt -£90- Hire of village green (Ryston Runners Wissey ½ Marathon) - 2 September. Martin requested that the gate would need to be opened by 8am. Cheque bank and receipt issued.

6) Receipt- £30- Hire of village green (Desert Rats Association 'Companion Dog Show/Oxborough Fun Day) - cash received, banked and receipt issued.

7) Payment - Hedge cutting (Ben Lambert) - invoice received £210 plus VAT. Cllr Monson thought that Ben had done a very good job again and the Chair asked the clerk to pass on thanks. The Chair proposed that payment be made, seconded by Cllr Monson, a show of hands in favour was unanimous - agreed; cheque signed.

8) Payment - annual donation to St. John the Evangelist church for the upkeep of the grounds - £150 proposed by the Chair, seconded by Cllr Monson, a show of hands was unanimous -agreed; cheque signed.

11. MOTION TO CONSIDER MAINTENANCE & IMPROVEMENTS AROUND THE VILLAGE

1. Remove 3 of the lowest 4 branches of the walnut by the phone box, leaving the one on the west side which is growing upwards. Cllr Monson volunteered to do this.

2. Fell and kill the stump of the sycamore in the east side of the hedge which is near a chestnut on the green, to allow the chestnut to grow. This work will be tendered.

3. Many parts of the green have become covered in perennial weeds - mainly dandelion, plantain and yarrow. In March, before the grass starts growing, apply a broadleaf weed killer to allow the grass to reestablish.

Appropriate warning notices to be displayed. Councillors discussed this further - it might be prudent to carry this out during the autumn, and maybe CGM could carry out the work (clerk has sent request to CGM).

4. Two rather leaning hawthorns - keep under review.

5. Plane tree on Swaffham Road side of hedge - remove 3 lowest branches overhanging the green.

6. On the village hall corner of the green, remove the large stump and infill with hedging plants. This work needs to be put out to tender.

7. Consider planting a flowering tree - prunus? - in the hedge near the phone box. Cllr Hotchkin thought that a flowering cherry might not be suitable - and certainly not to be planted in the hedge, to which Cllr Monson agreed, adding that the council had previously agreed to take out the walnut tree stumps which remained in the hedge. Cllr Allison reminded the council how the verge deteriorates each year, in and around the telephone box, due to the quantity of dead leaves causing the ground to turn to mulch - always unpleasant and unsightly for the neighbours to put up with. All agreed to no tree in the hedge or on the green close to the location.

8. All benches to be treated - they have weathered more than expected but should do a few more years. Consideration to be given to suitable replacements and timing. The Chair suggested that the benches should be treated and then reviewed again in a year, although Cllr Monson thought maybe they could be reinforced with metal supports to give them longer life. The daughters of Mr. Kelvin Smith have asked if they can fund a memorial bench on the village green. Cllr Willies suggested that maybe they could fund the replacement of the one closest to the telephone box. Both Cllrs Allison and Hotchkin agreed with this idea. Plastic benches, which have the appearance of wood, would be maintenance free. A short discussion was held between the councillors, regarding the style of bench. The Chair then proposed that all the benches should be of the same standard design - seconded by Cllr Monson; a show of hands gave 2 in favour and 3 against; motion defeated. Cllr Willies preference was that the benches should not be of any specific design, although the material should be wood.

.....The Chair closed the meeting at 8.30pm to allow public discussion concerning the benches.....
.....The Chair opened the meeting at 8.31pm.....

New proposal put forward by the Chair - to look at various designs of benches for consideration by Mr. Smith's daughters - seconded - show of hands, all in favour, agreed.

It was noted that good progress has been made in clearing weeds and grass from the path on the village green, and thanks was expressed by the council to villagers Mrs. Cathy Warnock and Mrs. Nicky Wray for their extremely hard work to achieve this, but that the path clearing is still in progress, with more to do to complete it.

9. The bus shelter - needs a new roof, treatment for the timbers in and outside and new inserts for the noticeboards. Mr. Mike Wood raised his hand to volunteer, if only he had some help - to which Mr. Dave Watkins, Mr. Jeff Cutler and Mr. Tristan Tomlinson came to his immediate aid; the council thanked them all, adding that any costs would be met by the council.

10. Repaint the village sign in black and gold as it was originally. Cllr Monson mused if there might be a volunteer for this project - and Mrs. Nicky Wray promptly raised her hand. The council thanked her for stepping up again and asked her to request payment from the clerk for paint.

12. MOTION TO CONSIDER ESTABLISHING A TROD ON THE VERGE OPP. THE VILLAGE HALL

Cllr Monson started by saying that this is well overdue for Oxborough - remembering how decades earlier the council had requested a footpath for the location, and that when the PC reached number 38 in the list, the program was cancelled and no further footpaths in Norfolk were built for many years after. But the Parish Partnership Scheme initiative is the way to go. A short discussion followed and the Chair then proposed that the council apply for Parish Partnership funding, seconded by Cllr Monson, a show of hands gave 3 in favour and 2 abstentions, motion passed.

13. A.O.B.

1. The Chair talked about Remembrance Sunday (11 November) and the fact that this will mark 100 years since the end of WW1, so after the poppy wreath ceremony at the War Memorial, there will be refreshments at the village hall, which will have a suitable historic display (courtesy of Mrs. Bar Pritchard). Cllr Gay asked Cllr Hotchkin if he would lead the ceremony as last year -he said he would consider it. Cllr Nairn promoted the Royal British Legion's special commemorative event - 'There But Not There' -which can be marked by purchasing a silhouette tabletop Tommy figure, which represent every name of the 888,246 British and Commonwealth Fallen of the First World War. Price is £29.99. The councilors discussed the idea of purchasing one of these, all in favour.

.....The Chair closed the meeting at 8.50pm to allow public discussion concerning the Tommy figures.....
.....The Chair opened the meeting at 8.51pm.....

Mrs Eileen Willies raised her hand and offered to pay, citing the fact that her and Cllr Willies ancestors' names were written on the village war memorial. The Council thanked them both; the Church Wardens would need to be informed, as to the sighting of the figure.

14. QUESTIONS FROM THE PUBLIC

1. Mr. Mike Wood offered to carry out remedial work on the bus shelter notice boards.
2. Regarding the trod, Mrs. Pritchard suggested that the council seek additional funding from County Councillor Fabian Eagle, from his highways budget of £6k (to share between 25 villages in his constituency).

3. Mr. Mike Cooper spoke about the new PC website, detailing a number of shortcomings, such as there is advertising on each page (for wixsite) and the 'let's chat' option is confusing, the website address is not easily found and viewing the website on a mobile 'phone is difficult. Mrs. Nicky Wray interjected at this point as she had just then used her mobile to look up the website and the only query seemed to be the meeting dates page. Mr. Mike Wood add that the positive was that the website is owned and edited by the Parish Council. The Chair thanked them all for their comments.

The Chair thanked everyone for their contributions.

The meeting closed at 9.02 pm

APPENDIX A

OXBOROUGH PARISH COUNCIL

Meeting 12 September 2018

Report: Accounts reported against the budget quarterly

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

BUDGET 2018/2019

	<u>Budget</u>	<u>Actual</u>
<i>Estimated Gross Payments</i>		
Auditors	0.00	0.00
Clerk salary	873.60	0.00
Clerk expenses	210.00	0.00
HMRC	218.40	0.00
Accountants	25.00	0.00
CGM (the green maintenance)	670.80	148.20
Hedge maintenance	600.00	252.00
Village Hall Hire	65.00	78.00
St. John the Evangelist	175.00	0.00
Insurance	191.92	191.92
Royal British Legion	30.00	0.00
Temporary Minutes Secretary	0.00	113.60
	<u>3059.72</u>	<u>783.72</u>
<i>Estimated Receipts</i>		
Village Green Hire	165.00	195.00
National Trust Lease	150.00	0.00
VAT Refund	161.80	0.00
Precept	2986.00	1493.00
Grant	45.00	22.50
	<u>3507.80</u>	<u>1710.50</u>
<u>Bank Reconciliation</u>		
Bank Balance b/f	4244.89	
<u>Add Receipts:</u>		
Village green hire	195.00	
<u>Less Payments:</u>		
Judith Taylor - temporary minutes secretary	113.60	
Balance @ 12 Sept 2018	<u>4326.29</u>	