

OXBOROUGH PARISH COUNCIL

2020/1
MINUTES

ORDINARY MEETING

Held at Oxborough Village Hall
Wednesday 15 January 2020
starting at 7.30pm

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

2 Members of the Public

Open Forum (any questions regarding the Agenda)

No comments

1. APOLOGIES FOR ABSENCE

None

2. DECLARATION OF INTEREST AND ANY REQUESTS FOR DISPENSATION

None

3. DECLARATIONS OF RECORDING AND SOCIAL MEDIA USE

None

4. MINUTES OF THE LAST MEETING

The Minutes of the last meeting held on 20 November 2019 had been circulated to all councillors and displayed on the Notice Board (and website). Cllr Gilluley proposed that the Minutes should be accepted, this was seconded by Cllr Allison; a show of hands was unanimous, so they were approved as a true record and signed by the Chair.

5. MATTERS ARISING

None

6. DISTRICT COUNCILLOR REPORT

Cllr Nairn advised that the Local Plan had been approved and that a copy should be sent to the clerk in due course. The 5 year land supply is in place until at least 2023 and the Council now has a large measure of control over potential developers. The Budget for the year ahead should be finalised soon. The Chair thanked him for his report.

7. COUNTY COUNCILLOR REPORT

Cllr Eagle advised that the budget was being discussed this week. A total of £470M would be generated from the precept (increased by 3.99%) but that £427M is budgeted to Adult Social Care. Since so much government funding has been lost since 2011, the government has approved £1B fund towards social care, of which NCC is receiving just £17.6M. An increase in the living wage of just 1p will use up £200K for adult care costs and it seems that every saving made is consumed by increased costs. He invited questions.

Qu. Is Adult Social Care taking the lion's share of the money

Ans. Yes, Norfolk is a very attractive place to retire to and there has been an increase in the number of older residents. Plus the younger adults are still in need of support and funding.

Qu. Is it true that elderly people no longer need to sell their houses to fund their care.

Ans. Yes, and this will affect the level of services available.

Qu. The care industry is made up of a large number of European and non-eu workers, so is the fact that the UK is trying to leave the EU going to impact the sector.

Ans. There is a high turnover of staff as although low wages, the work is freely available.

Qu. What is the increase in the budget for adult social care

Ans. £34.6M -there is a need to find savings behind the scenes

Qu. What is the increase in the budget for Children Social Care.

Ans. There is £120M for the provision of specialist schools and transportation (private taxis and minibuses) to and from. This is very costly, a significant figure so it is a priority to find resources to build SEN schools in local areas, rather than transporting children long distances.

Qu. What shape is the current budget in

Ans. There is a deficit in Social Adult Care as the provision for Children Social Care has to take priority. The Council Tax does not even cover half of the budget

Qu. Although a few recent pothole repairs have been carried out, it seemed that last summer very little was done about the condition of the local roads.

Ans. There is a continuing programme of road maintenance (cycle 5-7 years of surface dressing) but Cllr Eagle advised that works cannot be carried out during the winter months as the result is not lasting.

The Chair thanked him for his report and Cllrs Nairn and Eagle left the meeting at 8.05pm.

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: Nov 2019 - uploaded to website/Dec 2019 uploaded to website

2. Norfolk Police Connect: Received reports of doorstep cold callers attempting to sell 'their' artwork.

3. Op Randall Rural Crime Newsletter- uploaded to website

4. Bedingfeld and Forest Newsletter plus Speedwatch figures for November

5. Police are urging residents to be vigilant after an elderly man was almost conned out of thousands of pounds by a telephone scammer pretending to be a police officer. Police are keen to hear from anyone who may have received a similar type of telephone call or has any information about these incidents. Anyone with information should contact Norfolk Police on 101 quoting crime reference number 36/86493/19. Alternatively, contact Crimestoppers anonymously on 0800 555 111

6. Norfolk's drink/drug drive campaign continues throughout December a total of 84 people have been arrested with related offences so far. Members of the public are encouraged to keep reporting any concerns on the online portal which has been set-up to enable individuals to report any concerns relating to suspected drink or drug-driving directly to the Roads and Armed Policing Team: <https://mipp.police.uk/operation/363719P01-PO1>

7. Our next Norfolk Neighbourhood Watch meeting will be taking place on Thursday 9th January 2020 at Breckland Council Offices, Elizabeth House, Walpole Loke, Dereham, NR19 1EE. All coordinators, members and anybody who would like to set up a new scheme are invited to attend. Tea and coffee available from 7:00pm for a 7:30pm start.

b) Breckland Council

1. Adoption of the Breckland Local Plan 2011 - 2036; this was completed 28 Nov 2019: the Local Plan contains the policies that will guide development until 2036 and covers important topics such as housing, employment, transport and the environment, as well as allocating sites for development. Any person who is aggrieved by the adoption of the Breckland Local Plan 2011-36 may make an application to the High Court under Section 113 of the Planning and Compulsory Purchase Act 2004 on the grounds that the document is not within the appropriate power and / or a procedural requirement has not been complied with. Any such application must be made promptly, and in any event no later than six weeks after the date on which the Local Plan was adopted, i.e. no later than Friday 10th January 2020.

2. New course to increase mental health resilience in rural areas launched. The course will run on Tuesday 21st and Wednesday 22nd January 2020 for people who work in rural and farming communities; to be held at Broom Hall Country Hotel, Richmond Road, Saham Toney, near Thetford. Book a free place on the above course please email YANA at johoey@yanahelp.org for further information. www.yanahelp.org

3. Email received in response to enquiry from the Chair: Charlotte Brennan-S106 Monitoring & Compliance Officer-

"Oxborough doesn't have any S106 monies available to them. I confirm I do write to the Clerks of the Parishes and Towns on a quarterly basis, who have money available to spend".

c) Norfolk County Council

1. Smokefree Norfolk, the stop-smoking service commissioned by Norfolk County Council Public Health, offers free, expert one-to-one help which, together with stop-smoking aids, provides you with your best chance of quitting. See www.smokefreenorfolk.nhs.uk or on 0800 0854113. Their specialist advisors will book an appointment with you either by telephone or face-to-face, depending on what works best for you. They will then create your personalised quit plan, which includes support throughout your quitting journey.

d) Gooderstone PC requested letter to confirm that Oxborough has no disabled accessible play equipment.

e) Email from Mr. David Watkins: I am writing to express my opposition to the suggestion of using the telephone box as a recycling collection point for Tapping House. Whilst I am personally supportive of Tapping House, I oppose separating/scattering different types of recycling at various points around the village. The nucleus of the existing village recycling effort is established at the Village Hall car park and, if I understand correctly, Cathy Warnock is proposing that this will also be where our "Smalls For All" recycling point is to be situated. It makes no sense at all to create a new recycling point at the telephone box for a different category of recycling and I urge the Parish Council to reject this idea.

The Chair advised the council that the recycle products now accepted by the charity is only ink cartridges, used postage stamps and old/foreign money.

10. HIGHWAYS

- a) Regarding the issue of the verge adjacent to Badgers End which is in need of repair. NCC update "No action has been taken at this time, but we will continue to monitor the problem -We have assessed that the defect does not currently meet our intervention criteria. We will continue to monitor as part of normal scheduled inspections".
- b) The Chair reported a pothole located in the area of Oxburgh Hall main gates -Highways have already confirmed that they are taking action.
- c) Mrs Jackie Palmer-Hibbert reported an issue (ENQ-370784-W0G5T2) regarding the condition of the verge adjacent to Badger's End (see point a)-same generic response sent to Mrs Palmer-Hibbert.
Cllr Monson observed that the recent wet weather had resulted in some damage to the verges by heavy traffic and the Chair confirmed that the pothole mentioned above (Point 10b) has been repaired.

11. FINANCE

- a. To receive bank balance and reconciliation.
- b. To consider authorisation of payments and to sign cheques
Payment:
 1. Village Hall Committee - Annual Hire of the hall (2019)- £78
 2. TSB - service charge £5Receipt:
 1. National Trust - £150 annual receipt for lease of land for use as carpark (not yet received into the bank account).
The clerk mentioned that Cllr Gilluley had handed over £30 cash by way of reimbursement for the payment made to the Royal British Legion (as he had offered during the last meeting, see Minutes dated 20/11/2019 point 11). Cllr Gilluley proposed that the bank balance and reconciliation, and the authorization of payments, should be accepted; this was seconded by the Chair - a show of hands was unanimous, passed. The cheque was signed by Cllr Monson and Cllr Hotchkin.
- c. Set the budget for the year 2020-2021 (see Appendix B)
 - i. The Chair asked the council to consider the quote for proposed works to the beech tree, received from A.T. Coombes and the risk assessment required:
The cost for the climbed inspection of the cable bracing and removal of dead wood from the crown would be £575 plus VAT. The cost for the two acoustic tomograph tests would be £490 plus VAT. There may be the need for some traffic control when removing dead wood from the crown of the tree- absolute maximum £500 plus VAT but it will be likely to be a lot less. Cllr Monson recalled the time when the original bracing was installed back in the early 1990s but that the trees were inspected just 5-6 years ago when one of them was found to be diseased. The remaining tree appears to be in good shape, although it would be good to cut away the ivy. The PC is responsible for the tree and therefore liable, but Cllr Allison agreed that in his opinion the tree remained in good condition with no signs of weakness. Cllr Gilluley added that he had not seen any areas of dead wood and Cllr Monson agreed too, proposing that any further formal inspection should be considered in a year's time. This was seconded by Cllr Allison - 4 in favour and 1 against- proposal carried.
 - ii. The Cllrs reviewed the various costs anticipated, questioning the clerk on the unchanged wage for a further year, but she was sure that no change was necessary. After a short discussion, Cllr Gilluley proposed that the budget should be accepted, this was seconded by Cllr Allison -all in favour- carried.
- d. Motion to consider the Annual Precept request-submit to Breckland Council by 31 January 2020 (see Appendix B). After the Cllrs finished discussing the proposed budget, the Chair proposed that the accounts merited that the precept should remain at the same level as last year (£3046) and this was seconded by Cllr Monson - all in favour- motion passed. The clerk will complete the usual return of Form B to Breckland Council.

12. UPDATE FROM CLLR GILLULEY ON THE PROPOSAL FOR A PLAY AREA ON THE VILLAGE GREEN

Cllr Gilluley shared an amended quote supplied by NGF Play, comprising the original 5-piece balancing trim trail (with long life steel ground anchors), safety surfacing, a monkey run, safe grass matting in certain locations, a 2-position single bay swing (nest swing), 3 x park benches (to be sited in the current locations) consisting of weather resistant cast aluminium ends and brown enviropol slats, fencing and gates (2 x vehicular and 1 x pedestrian), including installation and a single independant post installation inspection for a total of £18178 plus VAT. He has also been busy with seeking funding sources (National Lottery and Hewars Charities) and intends to broaden his search. The Chair informed the council that he had asked Mr. Jamie Tuckwell to consider installing a metal footgate on the corner opposite the pub, and that Mr. Tuckwell had offered to do this free of charge, expecting only a mention in dispatches. Cllr Monson expressed his enthusiasm, adding that it might be an idea to install a kissing gate, to slow down any children leaving the green and returning to the pub garden. Depending

on how successful funding is, the gates/fencing and bench components can be removed or included. Cllr Monson thought it would be very beneficial to the village and might encourage families with children into the village.

13. MOTION TO CONSIDER THE CONDITION OF THE REMAINING BENCHES ON THE VILLAGE GREEN, AND WHAT ACTION TO BE TAKEN

The Chair advised that previous quotes secured by the clerk were no longer available and Cllr Gilluley suggested that the council consider the option of benches included in the quote from NGF Play Ltd, each priced at £595 plus VAT. Cllr Monson commented that the remaining 3 benches were in a fair enough condition, however the Chair added that before the next meeting, further new quotes for replacement benches would be sought.

14. MOTION TO CONSIDER THE POTENTIAL USE OF THE VILLAGE TELEPHONE BOX

Mrs Elaine Willies had emailed the clerk with her suggestions: use the 'phone box to display cards of local businesses and services and maybe to display maps of local walks (for residents and visitors alike). The Chair referred to the email received from Mr. David Watkin (see Correspondence 9.e) that opposed the idea of using the 'phone box as a recycling location. The Chair had obtained a copy of Breckland Council's 'Street Trading' - in summary, every street/road is subject to consent whereby a license must be acquired for selling - whether this be for garden apples or a family car - at a cost of £408 per annum. Cllr Allison had also spoken with BC about this, and that although this was indeed the case, the department does not have the capacity to actually inspect every street in the district. Cllr Monson agreed that the 'phone box was unsuitable for recycling material and Cllr Gilluley and Cllr Willies supported Mrs Willies's idea regarding the business cards. Cllr Allison pointed out that the PC has had ownership of the 'phone box for many years - when it had been in poor condition and neglected - but that now it was restored he questioned why it should now have a particular use. Cllr Gilluley agreed that it is a great asset to the village and maybe deserved to be a focal point. Cllr Monson reminded the council that this had been the subject of debate for many years, and that it should simply be a symbol of the past. The Chair concluded that this was enough to mull over for now, and that no action was required at this point.

15. A.O.B

Cllr Willies questioned Cllr Allison regarding the continuing work on the telephone box. He responded that it needs another coat of paint, but really there is a need to prevent cars from being parked alongside, as the poor condition of the verge (very muddy) makes it very difficult for pedestrians to negotiate. Cllr Gilluley pointed out that maybe if more use was made of the box, then the area would be better cared for - Cllr Allison advised that, weather permitting, he intends to continue the revamp. Cllr Monson commended Cllr Allison for his works.

Cllr Allison asked the council to consider funding a bunch of flowers and a card to mark the 100th birthday of villager Mrs. Sybil Rutterford. Her birthday is on 26 January and although she does not want any fuss and bother, Cllr Allison expressed his enthusiasm to recognize this milestone birthday. Cllr Willies thought it would be a mark of respect for a lady who had lived in the village for so long (68 years or so), but the Chair advised that this could not be discussed or agreed as it has not been included on the Agenda. Cllr Willies proposed suspending the Standing Orders to discuss this issue - this was seconded by Cllr Allison and a show of hands was unanimous. Cllr Allison repeated his proposal that the Parish Council fund £30 towards a bunch of flowers and card, to mark this special birthday for Sybil Rutherford. Cllr Monson suggested that this should not set a precedent. Cllr Willies seconded the proposal - a show of hands was unanimous, carried. The Chair confirmed that this marked the end of the meeting.

16. QUESTIONS FROM THE PUBLIC

Mr. John Voaden supported the idea of the playground area, but he asked who would be carrying out the daily inspection of the play equipment, in line with health & safety guidelines. Cllr Gilluley responded that he would take on this responsibility. Mr. Voaden raised his concern over the remaining benches, as they were very aged now - the Chair advised that he had personally inspected the remaining benches and considered them all to be safe for use. Mrs. Bar Pritchard suggested that the birthday flowers and card could be presented on behalf of the Parish of Oxborough. This was met with agreement.

The Chair thanked everyone for their contributions.
The meeting closed at 9.10 pm

APPENDIX A

OXBOROUGH PARISH COUNCIL

Meeting 15 January 2020

Report: Accounts reported against the budget quarterlyIAW 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	30.00
Insurance (5% increase)	201.10	170.75
Village Hall Hire	84.00	0.00
Speed watch signs	0.00	60.00
Bank charges	0.00	10.00
	<u>3793.30</u>	<u>1715.95</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	5674.64	
<u>Add Receipts:</u>		
	sub-total	0.00
<u>Less Payments:</u>		
CGM grass cuts plus herbicide	340.20	
Royal British Legion donation	30.00	
Bank charges (2 months)	10.00	
	sub-total	380.20
Balance @ 10 Dec 2019	<u>5294.44</u>	

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

Appendix B: OXBOROUGH PARISH COUNCIL						
PARISH MEETING 15 January 2020- PRECEPT SETTING 2020/21						
Precept request-submit to Breckland Council by 31/01/2020						
Draft calculations for payments and receipts expected before 31/03/2020:						
Bank Balance 10/12/2019				5294.44		
Add: Estimated receipts due in current Financial Year (ending 31/03/2020):						
National Trust lease			150.00	150.00		
Less: Estimated Gross payments due in current Financial Year (ending 31/03/2020):						
Clerk's wages & expenses			1201.20			
HMRC			220.00			
Hedge Maintenance			240.00			
Accountant's fee			25.00			
Training			150.00			
Village Hall Hire			84.00	1920.20		
Estimated Balance at 31/03/2020				<u>3524.24</u>		
<u>PROPOSED BUDGET 2020/2021:</u>						
<u>Estimated INCOME:</u>						
Village Green Hire			90.00			
National Trust Lease			150.00			
VAT refund			204.00			
Precept (2019/2020 FIGURE)			3046.00			
Grant			0.00	3490.00		
<u>Estimated GROSS PAYMENTS:</u>						
Auditors			0.00			
Accountants			25.00			
Training			150.00			
Beech Tree (TPO) maintenance works *		TBA				
Clerk's wages/expenses			1201.20			
HMRC			220.00			
CGM (grass maintenance - 15 cuts)			612.00			
CGM (herbicide treatment -twice)			66.00			
Hedge maintenance (2 cuts)			480.00			
St. John the Evangelist donation			175.00			
Royal British Legion donation			30.00			
Insurance (5% increase)			201.10			
Bank charges			60.00			
Village Hall Hire			84.00	3304.30		*Tree maintenance cost to be added
Estimated Balance at 31/03/2021				<u>3709.94</u>		