

OXBOROUGH PARISH COUNCIL

2018/4
MINUTES

ORDINARY MEETING

Held at Oxborough Village Hall
Wednesday 11 July 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

10 Members of the Public

The Chair welcomed everyone and asked that any news about the World Cup semi-final currently being played out between England and Croatia should be kept secret, as there were people at the meeting who were looking forward to watching the match on catch-up, once the meeting had finished.

Open Forum (any question regarding the Agenda)

Mr. Mike Cooper had brought his recording equipment to the meeting, and questioned the Chair concerning the rule on retaining recordings of the Parish Council meeting. Cllr Nairn confirmed that any recordings (or draft minutes) made by the PC should be destroyed once the draft minutes had been approved, and the Chair agreed, quoting the Standing Orders. Cllr Monson observed that it was up to members of the public, if they so choose, to retain such recordings. Mr. Dave Watkin referred to Item 19, and, speaking on behalf of another member of the public, asked the councilors to consider the upkeep of the benches on the green, the state of the notice board in the bus shelter and the dog poop sign requiring some repair to the post.

1. APOLOGIES FOR ABSENCE

Cllr. Eagle had emailed his apologies, as he preferred to watch the football without delay.

2. DECLARATION OF INTEREST AND ANY REQUESTS FOR DISPENSATION

None

3. MINUTES OF THE LAST MEETING

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). Cllr Gay proposed that these 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.

4. MATTERS ARISING

a) No update on the gritter.

5. DISTRICT COUNCILLOR REPORT

Cllr Nairn talked about the Local Plan, which is currently with the building directorate and approval is expected within 2-3 months' time, after which, all being well, this will be adopted. For Oxborough this means no development envelope, instead a limitation of 10% of the existing dwelling over the life of the Local Plan. There are lots of Summer activities planned for school children, see website for details. Fly-tipping incidences have increased following the introduction of charges for recycling DIY material and he urged everyone to inform the district council via the website.

He invited questions. Mrs. Bar Pritchard asked how many years the Local Plan would be in place - 20 years. Cllr. Allison commented that he had thought it was 5 years, but Cllr Nairn advised him that he was thinking about the

Land Supply, and that this had only just been achieved (due to overlapping areas of Breckland with South Norfolk and Norwich). Cllr Willies asked what would be the baseline date for the 10% building allowance - this would be as soon as the Local Plan is adopted. Mr. Mike Cooper questioned whether a receipt is issued when cash payment is made for recycling DIY material - Cllr Nairn said this should always be the case.

6. COUNTY COUNCILLOR REPORT

None

7. PLANNING MATTERS

a) 3PL/2018/0372/HOU. Removal of existing lean-to extension, and construction of a new 2 storey extension at 36 Eastmoor Road (Mr Graham McGreish): Approved

8. CORRESPONDENCE RECEIVED

a) NCC

1. "Parish Partnerships" scheme for local highway improvements, which the County Council will be repeating in 2019/20. All bids to be submitted by 7 December 2018. The Chair asked around the council to think on ideas or suggestions.

2. Norfolk Minerals and Waste Local Plan Review: Initial Public Consultation: Statement of Community Involvement Consultation (six-week period from 29 June to 13 August 2018). This sets out how NCC intends to involve the community in the preparation of minerals and waste planning policy documents and the consideration of planning applications determined by the County Council (consisting of minerals and waste and the County Council's own developments). All documents are available on NCC website at www.norfolk.gov.uk/nmwdp on the 'Norfolk Minerals and Waste Local Plan Review'. 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

b) Breckland Council

1. As part of National Licensing Week (18-22 June), Breckland Council is shining a spotlight on the essential work that goes on behind the scenes by its Licensing team, licensees, operators and regulators, ensuring safety and standards are adhered to across the district.

c) Regarding the recent grass cut (8 June) the Chair instructed the clerk to request CGM return to finish off the cut in the usual way, as sections of uncut strips of grass had remained. CGM immediately acknowledged the request and promised to rectify the situation quickly - this was completed the following week.

d) Email from Charlotte Adey, requesting the use of the village green for car parking, as she is getting married at the church on August 11. Clerk emailed the booking form and Ts & Cs and advised the cost would be £45, for hire of just a portion of the green.

e) Norfolk Constabulary -

1. Beddingfield and Forest newsletter (June), received from PC Amy Lucas, Community Engagement Officer.

2. Norfolk Safer Community Awards 2018 (NOSCA's): Now entering its second decade of recognising dedication and excellent service, NOSCA's celebrates the valuable contribution police officers, police staff and the local community make in helping keep Norfolk a safe place to live, work and visit. Vote now for The John (Cecil) Mason Volunteer of the Year, Young Citizen(s) of the Year and Community Citizen(s) of the Year by completing the coupon in the Eastern Daily Press newspaper. Nominations can also be made through the NOSCA's 2018 website www.noscas.co.uk. Followers of Norfolk Constabulary's Facebook page will once again be asked to vote for the Police Dog of the Year at <https://www.facebook.com/norfolkpolice/> Deadline is 31 July. The winners and runners-up will be invited to the special awards evening taking place at the Holiday Inn, Cromer Road, Norwich on Thursday 11 October.

3. Dog walking buddy scheme 'Breckland Dog Walkers' launched on Sunday 24 June -poster to display

f) Email from Rebecca White, Director: Your Own Place CIC: training local people to be Volunteer Tenancy Mentors- Poster displayed.

g) Seafarers UK - fly a Red Ensign ashore on Merchant Navy Day - 3 September; to raise awareness of the ongoing reliance on seafarers and shipping. Registration form at www.merchantnavyday.uk

h) Email from Jackie Palmer-Hibbert: 'regarding the benches on the green, in bad need of treatment, some linseed oil sprayed ... are needed to preserve these seats a little bit longer'. This will be discussed under the Agenda item 19.

i) Email from Post Office (customer care) 'I can confirm that there are no plans currently in place to introduce a mobile or outreach service to your area. However, I appreciate how important it is for you and your community

to have access to Post Office services, and as such I have passed your feedback on to our Area Management Team for consideration. Whilst we won't be able to provide you with an update on any considerations for the future of services in your area, I can assure you that if there is any change to this situation or any proposal is agreed to establish a mobile or outreach Post Office for Oxborough, this will be communicated through the appropriate channels. We welcome your feedback and I wish to thank you again for taking the time to provide us with your comments. Please also accept my apologies for any inconvenience caused'. The Chair expressed her disappointment to this news, but Cllr Nairn suggested that, as other villages nearby - and no further from a post office - had one or more visits from the mobile van, we should have at least a weekly visit. Perhaps the OPC should write to Elizabeth Truss, MP to ask if she would support us in this request; he added that any member of the public could also write to their MP to petition for this service.

9. HIGHWAYS

Email from NCC Cllr Fabian Eagle: 'end of this week, beginning of next that as many junctions as possible which are considered dangerous are to be cut this week. This is an extra cut which will precede the 2nd cut to take place later in July. Please can you let me know of any junctions that you feel would benefit from being cut; please let me know and I will try to get them cut. The cost of this cut will come from my personal highways budget'. The Councillors had emailed Cllr Fabian (prior to the meeting) with suggestions of locations around the village, and particularly the crossroads at Gooderstone/Caldicote, which both Cllrs Allison and Monson agreed was an important position to keep clear for the safety of all motorists.

10. FINANCE

a) To receive bank balance and reconciliation. It was noted that the budget figure for village hall hire had been based on 5 meetings, but that this would need to be reviewed as there were now 7 meetings per year. Cllr Allison suggested that the clerk's salary should be reviewed, and it was agreed this would be discussed at the next meeting, as an agenda item. The Chair proposed that these be accepted, which was seconded by Cllr Hotchkin. A vote was called, which was unanimous, so this was passed.

b) To consider authorisation of payments and to sign cheques: Payment - Temporary clerk Judith Taylor, for services regarding AGM 23 May 7.33 hours @ £15 per hour, plus 8 miles at 45p per mile, £3.60, total of £113.60. The cheque was signed by Cllrs Hotchkin and Monson.

11. MOTION TO CONSIDER BUYING 30 MPH BIN STICKERS

The Chair pointed out that this agenda item and the following 2, were the outcome of the inaugural Parish Meeting. Eastmoor Road could benefit especially from having a supply of these 30mph stickers, as there is no Speedwatch operated along this road, although it would be voluntary not mandatory. However, Cllr Monson suggested that it might be a good idea for other households around the village (and on the main road) to display these stickers, as it would remind drivers to observe the speed limit, adding that this should not mean that the bins are left out all week. Cllr Hotchkin commented that NCC Highways no longer give permission and that he had also contacted the district council, who had agreed that it would be permitted, as long as the bins did not remain out. But Cllr Nairn observed that Cllr Eagle had decided to use some of his allocated budget to buy these stickers for Weeting PC. Cllr Willies agreed it would be a good idea to get some - and suggested asking Cllr Eagle. Cllr Monson proposed an amendment to the motion, that 50 stickers should be bought; this was seconded by Cllr Willies. A vote was called - 3 for and 2 abstaining - amendment passed. The Chair called for a vote to buy 50 stickers, this was seconded by Cllr Monson. 3 voted yes, 1 voted no and 1 abstained - motion passed.

12. MOTION TO CONSIDER AN APPROACH TO THE BEDINGFELD ARMS LANDLORDS ABOUT RESOLVING THEIR CAR PARKING ISSUES

Cllr Monson disagreed with the language used, suggesting that the PC might instead liaise with the pub owners. Cllr Willies felt that NCC Highways should handle the situation, as the pub is a business. Cllr Hotchkin commented that this matter had been handled before - with no positive outcome - and he could not see how this would change now, adding that his past meeting with David Jacklin, to discuss finding a solution to the car parking problem, had made clear the fact that it was a question of finance, as NCC Highways cannot afford to introduce parking restrictions in the village. Cllr Allison responded that he had also previously asked NCC Highways to intervene - to no avail. Cllr Monson urged the council to be careful over the approach - that this should be on a friendly basis, as it did not serve well to antagonize. The Chair proposed amending the motion to use the wording 'to consider instigating a discussion with the Bedingfeld Arms landlords...etc'; 2 for, 1 against, 2 abstentions - passed.

The Chair then proposed the amended motion, which was seconded by Cllr Monson; 2 for, 3 against, motion defeated.

13. MOTION TO CONSIDER APPROACHING HIGHWAYS ABOUT CAR PARKING IN THE VILLAGE

Cllr Monson stated that NCC Highways is not interested in bringing any restrictions to the village, rather they now encourage villagers to park their vehicles in such a way as to slow down through-traffic. Cllr Nairn observed that it is very expensive to run a public consultation, but if the village has traffic speed officers catching offenders - and issuing fines - then the parish council can apply to the Road Safety Team. The Chair proposed the motion, this was seconded by Cllr Monson, a vote was called -4 in favour, 1 against, motion carried.

14. MOTION TO CONSIDER ESTABLISHING A DEDICATED PC WEBSITE

Oxbo Messenger website currently posts the Parish Council agenda/minutes and documents relating to the Transparency Code, plus the Standing Orders, Financial Regulations, Risk Assessments and accounts. But the best practice guidelines direct that a Parish Council should have its own website, which is possible to establish at either low cost or no cost. There would simply be a link on the website run by Mike Cooper. Cllr Hotchkin informed the council that he had been working on creating just such a website (Wix based) and that it would only be a few more weeks before it was ready for review. Cllr Monson asked Cllr Hotchkin if he was volunteering to operate the website, but he said it would only be in the first instance, suggesting that the clerk should manage this going forward, after a little training. The Chair shared that she has also been working on a website (also Wix based) and proposed that the councillors should be given the opportunity to comment on the dedicated PC website before it went live. This was seconded by Cllr Willies - the vote was unanimous, motion passed. The site will be (www.oxboroughpc.wixsite.com) and the email address (oxboroughpc@gmail.com).

15. MOTION TO CONSIDER THE PURCHASE OF ANY PARTS NEEDED TO COMPLETE THE REPAIR OF THE PHONE BOX

The Chair referred to her email circulated a few days earlier, which detailed information on where to purchase spares for the 'phone box. Cllr Allison advised that no spare parts are required, as he has all the necessary material, save for the paint which he will source imminently. Cllr Monson offered the use of equipment regarding any heavy lifting but Cllr Allison assured him that Sam Hernandez had agreed to help when the time came. The Chair asked when he thought the repairs would be completed - and Cllr Allison confirmed this would be before the next meeting. Following this, the Chair withdrew the motion.

16. MOTION TO CONSIDER REMOVING THE LOWEST LIMB OF THE WALNUT TREE WHICH OVERHANGS THE GREEN

Cllr Monson had thought that all the trees had been trimmed appropriately, but the Chair said that this was the only one left. Cllr Hotchkin thought that there seemed nothing wrong with the limb in question, although the one above it might need some attention. The Chair thought that CGM may be struggling to negotiate cutting the grass in the location. Simon Willies had no comment. Cllr Monson commented that it might not be the right time to prune the walnut tree, rather wait until winter, and then carry out some judicious pruning, although Cllr Allison considered May would be the prime time. But regardless, the Chair proposed the motion and as there was no second, the motion was withdrawn.

17. UPDATES ON THE POSSIBILITY OF HAVING THE MOBILE POST OFFICE IN THE VILLAGE

See correspondence point 8 i).

18. UPDATES ON THE AED ACCESS FOR THE VILLAGE AND CPR TRAINING.

The Chair informed the council that Oxburgh Hall is looking for an accessible location, perhaps a heated shed, although it might be the better solution to store in a case which is heated from within. The Chair asked Mrs. Bar Pritchard, Chair of OxboroughVillage Hall Committee (OVHC), to speak about this - the recent Breakfast Event had raised funds towards the purchase of a case, and further funds could be sourced by the village hall, removing the need for the Parish Council to contribute to the purchase. Regardless of this, the CPR training is going to be made available to the village - the OVHC will make a donation to the Community First trainer, who has said it would be ideal to combine the CPR training with the AED training. Cllr Nairn recommended that the CPR training should be prioritized, as the AED operation was fully automated.

19. MOTION TO CONSIDER SETTING UP A WORKING PARTY TO CARRY OUT SMALL MAINTENANCE JOBS AROUND THE VILLAGE

The Chair asked Mr. Dave Watkin if he might like to spearhead the project, but he demurred although adding he would be a willing participant. The Chair observed that there is quite a list of jobs which need doing and Cllr Allison pointed out that previously, in earlier times, if something needed doing around the village, someone would just get on with it. Only now it was necessary to carry out a risk assessment, which might seem like too much effort, but really it is required. Cllr Hotchkin had no comment, but Cllr Monson also reminisced that in past times it had seemed more straight-forward to fix things, to form a working party working with the authority of the Parish Council. Cllr Nairn helpfully added that, in Weeting, every 2 years the councilors carry out an 'all-risks assessment' whereby everything around the village which needs upkeep is reviewed. And then villagers can approach the Parish Council (via the clerk) with offers of work, which can be quickly processed without any delay. Cllr Allison mentioned that he had a tin of wood preserver which could be used on the benches and the Chair thanked him for this offer. It was agreed that the councillors would arrange to go around the village to identify any work needed, before the next meeting.

20. A.O.B.

Cllr Monson spoke about the village hall committee hosting the Latin Mass Society at the village hall - and the request to the Parish Council to permit camping on the village green 24/25 August. The group (of families) is walking in pilgrimage to Walsingham; the women and children would bed down in the village hall (maybe some of the youngsters in tents adjacent to the building) whereas the men would be pitching tents on the green. Cllr Willies asked, what would be the numbers of tents - and Mrs. Pritchard said it could be between 25-35 tents. Obvious concern is that it may give the perception that it is normal to camp on the green, but this is simply a one-off. Also, that the green should be used respectfully, observing the Ts & Cs, including the removal of all rubbish. Cllr Hotchkin had no objection save that it appeared that the itinerary of the group had been published in May, when it stated that the camping arrangements had been agreed by the Parish Council. Cllr Monson had no objection. Cllr Allison questioned what charge should be made and Cllr Willies suggested 50% of the normal charge (i.e. £45). But Cllr Allison reminded the council that they had accepted just £30 charge for the dog show event - which was for a charitable purpose -so perhaps this should be considered on the same grounds. Cllr Hotchkin suggested £30 as the night rate, Cllr Monson agreed: the Chair confirmed that it would be £30.

21. QUESTIONS FROM THE PUBLIC

Mrs. Janet Cooper informed the council that she had carried out the annual cleaning of the brass plaque by the memorial tree - and the Chair thanked her for this.

The next Parish Council meeting will be 12 September, starting at 7.30 pm. The Chair thanked everyone for their contributions.

The meeting closed at 9.10pm

OXBOROUGH PARISH COUNCIL**Meeting 16 May 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	300.00	0.00
Village Hall Hire	65.00	0.00
St. John the Evangelist	175.00	0.00
Insurance	191.92	191.92
Royal British Legion	30.00	0.00
	<u>2759.72</u>	<u>340.12</u>

Estimated Receipts

Village Green Hire	165.00	0.00
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>1515.50</u>

* 3 x cuts @ £32 / 12 x cuts @ £34 / 2 x herbicide @ £27.50 plus VAT

Bank Reconciliation

Bank Balance @ 16 May 2018 4584.61

Add Receipts:**Less Payments:**

CGM 148.20

Balance @ 7 July 2018 4436.41