

OXBOROUGH PARISH COUNCIL

2019/5
MINUTES

ORDINARY MEETING

Held at Oxborough Village Hall
Wednesday 18 September 2019
starting at 7.30pm

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

9 Members of the Public

Open Forum (any questions regarding the Agenda)

Mr. Mike Cooper asked if the public would be allowed to participate in the discussion regarding the proposed play area. Acting Chair, Cllr Gilluley confirmed this would be the case. And Mrs. Janet Cooper asked if the issue regarding the verge on the main road alongside Badger's End would be discussed later: Cllr Gilluley advised that the Chair had been in contact with Highways regarding many issues, so this should be included at that point on the agenda.

1. APOLOGIES FOR ABSENCE

The Chairman had emailed his apologies, unable to attend due to illness and Cllr Nairn had emailed his apologies, as he would be on holiday. The clerk had not heard from Cllr Eagle (email had bounced back a few times).

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 17 July had been circulated to all councillors and displayed on the Notice Board (and website). Cllr Willies proposed that the Minutes 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

5. MATTERS ARISING

None.

6. DISTRICT COUNCILLOR REPORT

None

7. COUNTY COUNCILLOR REPORT

None

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

1. 3OB/2016/0005/OB. Discharge S106 on 3PL/1999/0623/F (to allow use of building as ancillary to the main house)

Whitebridge Farm Oxborough Road (Mr. Andrew Udall) -Approved

2. 3PL/2019/0729/HOU. Alterations to existing property (amended scheme to approved application 3PL/2018/1531/HOU) @ Robinia (Mr & Mrs P Featley) - Approved

9. CORRESPONDENCE RECEIVED

a) Norfolk Police

1. Rogue Trader Alert: Door to door fish sellers, Doorstep cold callers offering to 'clean gutters', Doorstep and telephone cold callers regarding solar panels, Doorstep cold callers offering 'roofing work', Cold callers offering to repaint car park

lines, Doorstep cold caller offering garden furniture

Scam Alert - Telephone cold calls claiming 'your credit card has been compromised', Telephone cold calls claiming to be from the 'National Cyber Attack Unit', Emails claiming to be from 'TV Licencing', Telephone cold calls claiming to be from the 'Telephone Preference Service', Telephone cold calls about a 'Lottery win', Telephone cold calls about 'your recent car crash'

2. Op Randall Rural Crime Newsletter - plus analysis of 'calls to police' and 'Index of multiple deprivation'.

3. Breckland Police Parish Newsletter and Crime Stats

4. Norfolk Police and Crime Commissioner update (uploaded to website)

5. Please be aware that we have received reports of counterfeit Scottish £20 notes being circulated. All notes appear to have the same two serial numbers; NQ292541 & KU333608. Currently we have only had reports in the Swaffham area but please examine your cash carefully and if someone tries to offer you any fake notes, or you know any information about those involved in the circulation of counterfeit money, please contact Norfolk Police on 101 as soon as possible or contact CrimeStoppers anonymously on 0800 555111. Cllr Allison reminded the clerk to print off the Crime Stats reports (the clerk has been uploading to the website only).

b) Breckland Council

1. Breckland residents are being invited to see their favourite films like they've never seen them before, as a series of affordable daytime performances return to the district. Tickets are £5 each which can be paid on the door, however people are advised to reserve their place in advance via www.thesilversocial.com or by calling 01362 656870.

2. Breckland's community groups, sports teams and charities are being offered the chance to access a share of £40,000 which has so far been raised through the Our Breckland Lottery, the lottery run by the district council. Clerk passed over to Mrs. Pritchard, OVHC.

3. Fly-tipper fined £745 by Breckland Council

4. Review of all Polling Districts and Polling Places, starting 1 Aug, ending 11 Sept:

South West Norfolk Bedingfeld BE8 - Parish of Oxborough Parish of Oxborough Village Hall, Swaffham Road, Oxborough 201 There are no access issues, it is situated within the Polling District - **Recommend: No Change.** No Polling Station issues based on Polling Station Inspector & Presiding Officer comments

5. Breckland News Letter

6. BC facebook page - Do you have a health condition that is stopping you from being as active as you think you should be, or would like to be? It doesn't matter how active you are. Share your thoughts and experiences on physical activity by Mon 30 Sept, and you'll be in with a chance to win some great prizes, including a FitBit and restaurant and shopping vouchers

7. The Silver Social: A daytime touring arts programme of workshops and performances, for older people in community venues across Breckland. See www.breckland.gov.uk for details.

c) Norfolk County Council

1. Installation of safety cameras on the A149 in West Norfolk, Monday 29 July, the Norfolk Safety Camera Partnership scheme, being implemented by Norfolk County Council, will see average speed cameras put in place on the route between the Knights Hill and Snettisham roundabouts.

2. Four Norfolk road projects designed to provide traffic relief and improve travel around the county will be put forward for national funding consideration after being made regional priorities: (a) The Norwich Western Link is a new 3.9 mile dual carriageway road connecting the western end of Broadland Northway (formerly the NDR) to the A47 trunk road. (b) Long Stratton Bypass is a new 2.5 mile single carriageway route to the east of Long Stratton. (c) West Winch Housing Access Road is a new single carriageway road in west Norfolk that would form part of the A10 immediately to the south of King's Lynn. (d) Pullover junction improvement is a proposal to improve the A47/A17 junction to the west of King's Lynn.

3. Ash Dieback Team 'we noted a dead/dangerous ash tree along Watermill Lane, Gooderstone, PE33 9DB which may pose a threat to the highway. We are trying to identify the landowner of said trees, however following land registry searches, the land appears to be unregistered'. Clerk forwarded to Cllr Monson who confirmed 'The land around Watermill lane to the North of the Gadder is I think owned by Sam Roberts on the East side of the Lane and Chris Knights on the West'.

4. Linda McDermott, Area Programme Engineer (Countywide) confirmed that the 4th location of the SAM2 at the 30mph repeater signpost on Foulden Road, on the eastern edge of the graveyard and directly opposite the Bedingfeld Arms public house has been added to the Memorandum of Understanding. The Vice Chair shared that replacement brackets needed to be purchased so that the SAM2 sign could be trialed in the new location on Foulden Road. Councillor Allison offered to remove some dead wood branches in the trees in that location.

5. New web pages giving information about how we can work with the farming community to help improve road safety and the roadside environment - you'll find them at www.norfolk.gov.uk/farmingandthehighway

6. Bridge repairs. Received Order prohibiting the use by vehicles of the Gooderstone Road from a point 20 metres north west of its junction with Chalk Row Road for a distance for 40 metres northwards in the PARISH OF GOODERSTONE: 23rd September 2019 to 4th October 2019 for the duration of the works expected to be about 12 days within the period

d) CPRE Norfolk: Rural Housing Conference, which takes place between 09:30 - 13:45 on Friday 6th September 2019 at the Memorial Hall, Dereham, supported by Breckland District Council, so we are now able to offer the reduced rate of £25 (instead of the full £35) to any parish or town councillor or clerk from within the Breckland DC area.

e) Royal Air Force Benevolent Fund - 'is the PC aware of any RAF veterans who may benefit from our support please ask them to call 0300 102 1919 or direct them to our campaign website at: www.rafbf.org.' Poster displayed.

- f) Flagship Homes: email response from Emma Harris (Housing Officer) regarding the parking issues in St. John's Close. Flagship will be sending out letters to all of our properties in St Johns Close to address this situation.
- g) A.T. Coombes Associates Ltd (Gavin Coombs) - report on the beech tree finally received (clerk has requested a quote): The following work is recommended on this tree:
- 1) Inspect the cable bracing to assess its condition and consider replacing if necessary.
 - 2) Carry out acoustic tomograph test to assess extent of internal decay at base of tree due to the presence of Ganoderma- to be carried out at approximately 300-500mm above ground level.
 - 3) Carry out acoustic tomograph of stem wound at 5m to assess whether decay has spread down the stem.
 - 4) Remove dead wood from crown.
- h) Email from Speedwatch Co-ordinator, Mrs. Frankie Watkin: '...the group was issued with four Hi Viz jackets which we have to wear whenever we are out on our sessions. Would be possible for the Parish Council to reimburse me for the cost of two jackets. I have enquired with our police coordinator and she has nothing in her stock that is larger than the smaller size we currently have. Although those from Amazon are more expensive per jacket, the delivery charge for the Safety Supply Company is £3.95 + VAT so Amazon would actually be cheaper overall for two jackets as I can use my Prime membership. This is I believe the first request for money that the group has made although I have provided pens, paper and printed worksheets out of my own pocket since taking over from Cathy as coordinator'.
- i) Disability Network Norfolk Group - began as a FB page set up for dissatisfied Norfolk residents to support each other. DNNG ask if OPC would urge NCC councillors to use the money for Adult Social Care and to help severely disabled residents and their carers/families. Meeting scheduled for 17 Sept at 7pm (County Hall). Circulated to councillors. After some discussion, Cllr Monson recommended petitioning NCC Cllr Eagle to support this. Cllr Willies put the proposal and this was seconded by Cllr Monson: show of hands was unanimous so the clerk will email Cllr Eagle to apprise him.
- j) Solo Housing is a not for profit company and registered charity. We work in partnership with Babergh, South Norfolk, Breckland and Broadland Local Authorities to advise and assist single people, who are looking for affordable accommodation: poster displayed
- k) The Pensions Regulator: re-declared OXBOROUGH PARISH COUNCIL with The Pensions Regulator under the Pensions Act 2008 (or, for employers in Northern Ireland, the Pensions Order 2008) on 04/09/2019. We have also written to OXBOROUGH PARISH COUNCIL, confirming the details you have submitted on their behalf.
- l) NALC: need help from some councillors from every parish who are willing to champion well-being and the environment and help take things forward at a local (district) level. Four topics are (1) Housing, (2) Loneliness & Community Care, (3) Electricity and (4) Trees, Hedges and Open Spaces. They request names/ email addresses of those councillors who would like to be included on the direct mailing list as likely participants in this process. Deadline is 13 October. Clerk has response form. The Councillors discussed the request and it was agreed that each would consider this and make a decision before the deadline.

10. HIGHWAYS

- a) Highway Rangers are visiting: any work you would like added to the list (respond by 26 June) please e-mail us at ketteringhamdepot@norfolk.gov.uk
- b) The Chair has received the following response from Mr. David Jacklin, Highway Engineer:
1. My Technician has looked at the signs and the bus shelter. Eastmoor sign in for new arm - programmed. Tourist sign facing correct way now. Planings programmed for in front of bus shelter. He has just gone to check but the finger arm hasn't been delivered yet.
 2. The tree on Oxborough Road is still to be inspected.
 3. I would not provide or permit a concealed entrance sign on the highway.
 4. Unfortunately, due to the removal of the Transport Management Programme (TMP) many years ago following budget pressures I am unable to offer new speed limits or traffic restrictions. Only where an accident record triggers safety scheme funding from county hall would such measures be considered as part of a safety improvement scheme.
 5. I have considered the sign requests for no overtaking. I do not feel this is appropriate in a rural village. given the circumstances it is poor driving by the perpetrator(s) if they are speeding and driving inconsiderately. I do not believe a new signpost would deter them. I'd suggest contacting the police and explain the situation and see if they can spare some resources to carry out enforcement. It may be prudent for me to mention 'sign rationalisation' a Member led drive for us to reduce sign clutter across the county.
 6. I will mention the non-approved signage to my inspector and he can assess when he next inspects Oxborough and the surrounding parishes.

11. FINANCE

- a. To receive bank balance and reconciliation.
 - b. To consider authorisation of payments and to sign cheques
- a) Payment:
1. A.T. Coombes Associates Ltd - Beech Tree Survey/Report- £265 plus VAT
 2. Travis Perkins - £31.80 for bench fixings (handled by Cllr Gilluley)

3. Ben Lambert (R. & A. Lambert)-hedge cutting- £200 plus VAT
4. St. John the Evangelist - annual donation for the upkeep of the churchyard-£175.

b) Receipt:

1. Hire of village green for use as car park (Mr. David Hotchkin)- 3 August -£30 cheque banked.
2. Hire of village green for Oxborough Fun Day - 25 August - £30 cash banked.
3. Hire of village green for car parking rally for Marie Curie - Sunday 2 June: Stags Driving School generously paid the hire fee - £30 cash banked
4. HMRC - duplicate payment of the VAT refund of £203.96 (first banked 3 April) - but now doubled -£407.92 received by BACS.

Cllr Monson talked about the Parish Councils duty to support the upkeep of the churchyard, although Mr. Mike Wood advised that the donation did not cover the costs incurred in cutting the grass. Cllr Monson suggested that the contribution should be reviewed before the next time as it had been the same amount of £175 for 5 years. The same discussion was had about the poppy wreath - for which £30 is donated. Cllr Gilluley expressed his surprise at how little is charged to Oxborough Hall for the use of parish land as a carparking area - but £150 had been charged only for the last 2 years (prior to that it had been £100). Cllr Monson shared the fact that there are 4 concrete pads located at the corners of the patch of land in question, although these are likely to be overgrown now. Cllr Willies proposed that all these issues should be reviewed at the meeting in January, seconded by Cllr Monson; this was met with unanimous agreement. Put on Agenda (15 January 2020 meeting). Cllr Allison asked if the clerk had received the invoice from BC regarding the elections in May - not yet - but Cllr Monson suggested that there would be no invoice as the elections had included District Council. Cllr Monson asked if CGM had been carrying out the cuts as per the contract - the clerk said that this was the case and that the second and final invoice was expected soon. Cllr Allison asked if the clerk had requested a quote from CGM to cut the hedge bi-yearly, and the clerk said she would follow this up with CGM.

Cllr Willies proposed that the accounts be accepted, seconded by Cllr Monson, a show of hands was unanimous, and the accounts passed. The necessary cheques were signed by Cllr Monson and the clerk.

Cllr Monson said that there is a dead cherry tree in the hedge and offered to cut it down - the Vice Chair thanked him for this and proposed that Cllr Monson carry out the work- seconded by Cllr Allison. All in favour.

The Vice Chair closed the meeting to allow for public participation

Cllr Gilluley shared the detailed quote supplied by Playdale Playgrounds Ltd (£5,646 plus VAT)- and that this company has an outlet in Dereham, so conveniently located. The equipment (Adventure Trail Playspace 3, comprising treated wooden logs and ropes), which includes a 15 year guarantee, would be installed on the north side of the village green, in a single line between the path and the hedge (from the bench closest to the Jubilee tree, extending towards the Beech tree). He had brought along the fundraising package, also supplied by the company, which detailed a large number of funding sources explaining that the company recognize that PCs have to find the money to pay for these schemes and that they are experienced and can offer a lot of help. Cllr Willies suggested that a new quote from CGM should be requested as the grass cutting in this area would include a degree of strimming. Cllr Allison asked Cllr Gilluley if there were comparison quotes but he responded that his proposal concerned the form of play area - as detailed in the quote supplied - but that of course he would put the work out to tender so that there would be 3 comparable quotes to consider at the next meeting. Mr. John Voaden suggested that the play area should be enclosed and Mr. Cooper shared his concern that dogs might mark the posts (as dogs tend to) if the playground was left open. Mrs. Bar Pritchard thought the proposal was good but worried that older children might attempt to walk on the highest points of the play equipment; she asked for reassurance that the equipment would be inspected regularly for safety and questioned whether the hedging was really impenetrable (yes, the original sheep fencing remains in place within the hedge). Mrs. Anita Cutler expressed her relief at the location of the proposed play area (well lit, good for safety) plus the composition of the equipment (no brightly coloured swings or the like, which would not be in keeping with the area) and asked what age group would be targeted. Cllr Gilluley said it is intended for ages 4-14 and the aim was to avoid creating a space for older children to sit, rather to encourage activity and fun. He had selected this form of play area as the optimum style to suit the villages historic buildings. Cllr Monson agreed with the location (furthest from the pub) but agreed that the grass cutting would need to be addressed. He suggested that a sign might be required (owners' risk and no dogs) and asked if any safety surface would be installed. Cllr Gilluley said no safety surface is required as the equipment is low level only. Mr. Jeffrey Cutler observed that more people walk dogs on the green than children play. Mrs. Cooper asked about the additional insurance. The clerk had requested a quote from the insurers and the annual premium to cover the equipment and also playground liability would be £65.31. There are around 20 children in the village now, plus visitors (using the pub or viewing the Hall) would probably include children who would want to play there. The Vice Chairman agreed that the play area could be challenging but did not see anything hazardous as it has been designed for use by children. Cllr Allison also shared his concerns regarding dogs and supported the idea of having the area fenced off. He voiced his concerns over the location as the tree roots might be an impediment, but Cllr Gilluley advised that the company is professional and skilled to carry out the installation. The idea of adding a short palisade around the equipment was also supported by some. The Vice Chair asked for approval from the public in support of his proposal for this form of play area - there were lots of 'Yes' and nods.

The Vice Chair re-opened the meeting

12. CLLR GILLULEY TO PROVIDE A PROPOSAL FOR A FORM OF PLAY AREA ON THE GREEN

The Vice Chair proposed the outlined form of play area on the green, which was seconded by Cllr Monson, all in favour - passed.

13. MOTION TO APPROVE UPDATED REVISION (E) OF THE RISK ASSESSMENT

This was considered by the councillors: Meetings increased from 5 to 6/Cheque signatories updated to only 2 councillors and the clerk/Annual Return information/ War memorial Conservation Maintenance Plan implemented. Cllr Willies proposed the motion, which was seconded by Cllr Monson - all in favour, passed.

14. TO CONSIDER MAKING A CONTRIBUTION TO SUPPORT THE SPEEDWATCH TEAM

Following a short discussion, including confirming that any uniforms/materials purchased by the speedwatch team would remain within control of the coordinator (currently Mrs. Frankie Watkins), Cllr Willies proposed that the PC make a contribution to support the speedwatch team, on this occasion for the expense of £11 for the purchase of two hi-visibility vests; this was seconded by Cllr Monson and a show of hands was unanimous, so passed.

15. A.O.B

Mrs. Cooper asked why her complaint regarding the verge on the corner adjacent to Badgers End had not been addressed by the Highways Department: the clerk will make enquiries

16. QUESTIONS FROM THE PUBLIC

Mrs. Pritchard referred back to the issue of parking problems in St. John's Close and asked if the Safer Neighbourhood Team had been approached for assistance. The Vice Chair responded that he had been reliably informed that the police do not have the resources and Cllr Monson added that the government have considered a new initiative to prevent parking on pavements, although this might not actually address the problem. Mrs. Cooper asked if the SAM2 sign would no longer be positioned on the main road through Oxborough, but she was advised that only one location was being removed which still left the second location (which Mr. Wood correctly advised was detailed in the previous minutes). Mr. Voaden commended Cllr Allison for his renovation work on the old telephone box and asked if there were any ideas on its future use. Cllr Gilluley agreed and added that perhaps this question could be shared via social media. Mr. Cutler asked if the 30mph roundels could be reapplied to the road surface, but the Vice Chair advised that Highways had limited funds for this. Mr. Wood shared his frustration at the amount and size of farm machinery being taken up and down Eastmoor Road and Mrs. Pritchard reported seeing both verges damaged by tyre tracks and questioned whether there may be legislation which prohibits such wide vehicles. Cllr Monson confirmed that there is a maximum width and then there must be an escort vehicle, but that the problem is that the maximum weight had been increased to 30 tonnes. So, he encouraged individuals to complain directly to NCC Highways Department, rather than just a single letter from the PC, which was supported by the Vice Chair, adding that the PC could also request assistance from NCC Cllr Eagle. Further discussion followed, including the possibility of using an alternative route, and Mrs. Willies reinforced the idea that each resident down Eastmoor Road should make their own complaint, as a volume of complaints received by NCC Highways Department will trigger a response. Cllr Monson added that the letter should include a request to limit the road to a weight limit of 7.5 tonnes, as the road is not adequate to support heavier traffic. Mr. Cooper reminded the meeting that the annual Macmillan Coffee Morning is at Wychwood next Friday 27 September (10.30am till 2.30pm): Bring and Buy Stall - Cake Sales - Draw -Games. £3 at door.

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

Meeting 18 September 2019

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	0.00
Clerk's wages/expenses	1201.20	0.00
HMRC	220.00	0.00
CGM (grass maintenance - 15 cuts)	612.00	307.20
CGM (herbicide treatment - twice)	66.00	33.00
Hedge maintenance (2 cuts)	600.00	0.00
Bench fixings	0.00	31.80
St. John the Evangelist donation	175.00	0.00
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>602.75</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	1523.00
Grant	0.00	0.00
	<u>3520.00</u>	<u>2224.88</u>
<u>Bank Reconciliation</u>		
Bank Balance b/f	4758.72	
<u>Add Receipts:</u>		
VAT refund (duplicated *)	407.92	
Village Green Hire - Mr. Hotchkin	30.00	
Village Green Hire - car rally	30.00	
Village Green Hire-Fun Day	30.00	
	<u>sub-total</u>	<u>497.92</u>
<u>Less Payments:</u>		
CGM grass cuts and herbicide treatment	340.20	
Bench fixings	31.80	
	<u>sub-total</u>	<u>372.00</u>
Balance @ 12 September 2019	<u>4884.64</u>	

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