**BEIGHTON PARISH COUNCIL**

**BEIGHTON AND MOULTON ST. MARY**

**Minutes of the Meeting of Beighton Parish Council held on Tuesday, 9th January 2018 in Beighton Village Hall at 8.00pm**

**Present:**

Carol Phillips (Chairman)

Alex Fegan Read (Vice-Chairman)

Ivan Cator, Ed Matthews, Joe Wright. Val Mack and Peter Howell

Parish clerk Pauline James

District Councillor Grant Nurden, County Councillor Brian Iles and three members of the public

**Public Forum:**

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| 1. | It was noted that there had been a break in at Moulton Garden Centre in December, but December crime figures are not yet available on the Police.uk website. |
| 2. | County Councillor’s Report: Brian Iles reported on the budget consultation and the recent decision to increase councillors’ allowances by 11%. |
| 3. | District Councillor’s Report: Grant Nurden reported on budget negotiations – it is proposed to increase an average Band D council tax by £5 pa. The Greater Norwich Local Plan consultation has opened. Grant asked the councillors if they would be interested in producing a Neighbourhood Plan. |
| 4. | Village Hall Report: nothing to report. |
| 5. | Parishioners: it was reported that the Parochial Church Council had been successful in an application for grant funding from Historic England and that the Norfolk Churches Trust had given funding for immediate repairs while the main application continues. |
| 6. | Councillors: 1. Some potholes in Southwood Road had been reported for repair.
2. The fingerpost at Kissing Cross is broken.
3. Speedwatch teams had not been out so much because of the shorter days and cold weather. Additional volunteers are about to be trained to join the team. The Police speed enforcement officer had attended and caught 22 people speeding.
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**Declarations of interest in item on the agenda and any requests for dispensations:**

Ed Matthews and Peter Howell are on the village hall committee.

**Apologies:**None.

**Minutes:**

The minutes of the meeting dated 14th November 2017 were agreed to be correct, and were signed by Carol Phillips as Chairman of the Parish Council.

**Clerk’s Report and Matters Arising:**

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| 1. | There was a public meeting with Inspector Hooper to discuss the changes to Policing Structure; all PCSOs are to be made redundant and there will be no replacement staff for this area. Once a new building is constructed at Broadland Gate in Postwick, then Acle Police Station will be closed.  |
| 2. | There will be a public meeting with Highways England on Thursday, 8th February at 6.30pm at Upton village hall to discuss the latest designs for the dualling of the A47 at North Burlingham. |
| 3. | The Royal British Legion sent a letter of thanks for the recent donation. |
| 4. | Norfolk County Council visited the villages to consider areas which might work as No Cold Calling Zones: they have agreed to send out voting packs to residents in (1) Old Southwood Road, (2) Southwood Road, Hantons Loke, High Road (south) and Carn Close, (3) Hopewell Gardens, High Road (north) and The Loke, (4) Chapel RoadThe councillors offered to help deliver the voting packs. |
| 5. | Historic England sent further information about the listing of the war memorial. It was agreed to object to the listing as it would make future maintenance more expensive. |

**Correspondence:**

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| 1. | The clerk was authorised to apply for funding under the Transparency Fund on behalf of the Parish Council for her time managing the Parish Council’s website.  |
| 2. | Councillors are invited to the BDC Annual Meeting with Town and Parish Councils on 24th January at 7.00pm. |
| 3. | The Greater Norwich Local Plan has been issued for consultation. The clerk will write again to object to the site put forward for development off Southwood Road. |

 **Treasurer’s Report:**  £

Balance b/f at 14th November 2017 406.33

**Receipts:**

Bank interest – 2 months 1.31

SLCC grant for conference fee 12.50

Transfer from savings 1,300.00

**Payments:**

P James – reimbursement Charity monies 810.00

HMRC – January PAYE 28.80

HMRC – February PAYE 29.00

Clerk’s fee and expenses s.o. 100.00

 s.o. 100.00

 balance 61.59

Beighton Village Hall – room hire 18.00

Norfolk Pension Fund – January 41.32

Norfolk Pension Fund – February 41.32

Acle PC – share of expenses 2 months 48.74

Balance c/f at 9th January 2018 441.37

Deposit Account – general reserves 6,909.95

Deposit Account – earmarked reserves (+ CIL monies) 7,474.48

Total Monies 14,825.80

The above payments were authorised.

It was noted that Ivan Cator had checked the November online payments to the bank statements.

**Planning:**

1. **Plans discussed at the meeting:**

None.

1. **Plans received between meetings:
i) Mr Lowe, Brooklyn, Old Southwood Road** – single storey rear extension, rear dormer and garage/workshop (20171874) (revised) – councillors had no objections to the plans so long as a condition was imposed restricting use of the garage to domestic.

**ii) Moulton Nurseries** – erection of wooden shed to be used for food retail (20172100) – there were no objections to the plans.

1. **Planning Decisions by Broadland District Council:
i) Mr Bailey and Ms Lawrance, The Cottage, Peacock Corner, Acle** **Road** – conservatory (20171842) – full approval.
2. **Mr Lowe, Brooklyn, Old Southwood Road** – single storey rear extension, rear dormer and garage/workshop (20171874) – full approval, with conditions that the workshop may not be used for commercial purposes.

**Parish Plan from 2012:** (note that this was produced by a separate working group and not by the parish council). Some of the statistics showed that of the 53 Beighton residents and 13 Moulton residents who completed the questionnaire:

* Preference was for a bus shelter in Norwich direction
* Cycle routes were popular
* 65% did not know who the parish councillors were
* 45% did not know what the parish council did
* Mixed views on whether the parish council represented the village’s views
* 64% did not feel they knew what decisions the parish council made
* 81% knew they could attend parish council meetings
* 73% did not know who their district councillor was
* 70% did not know who their county councillor was
* Issues raised: - traffic speeds, bus shelters, sugar beet traffic, play area, pavements
* 23% read the noticeboards, 3% used facebook, 34% got news by word of mouth
* 30% would like a newsletter
* 74% had slow broadband
* Good interest in a gardening group, community composting and sharing home grown produce
* Good support for litter picking and Village in Bloom scheme
* 73% wanted hedgerows protected but 71% not interested in helping
* 42% wanted a village sign
* 29% wanted planting in communal areas
* 63% wanted more recycling including a bottle bank at the village hall car park
* 87% did not want street lighting
* 26% used the village hall
* Village hall issues – flooring, ramp, contact details, more activities
* 51% wanted an oil purchasing group and some wanted an LPG purchasing group

The councillors were pleased to note that, since 2012, a local newsletter was produced and delivered quarterly three times in 2013, (but it ceased after there was insufficient help to deliver it), annual newsletters are produced by the Parish Council and delivered to every home, an oil purchasing group was set up by the Parish Council, two village signs have been paid for and erected, there is a new village hall committee, improvements carried out, including a ramp to the front door, and a wide variety of events use the hall, and there is a Parish Council Facebook page, as well as the Parish Council website. It was also noted that, since 2012, glass bottles are now collected as part of kerbside recycling collections. Better Broadband has finally arrived in Beighton. Also, Community Speedwatch was set up in response to concerns about speeding.

It was agreed to consider whether any further improvements can be made.

**Neighbourhood Plan:**There was some discussion about whether to consider doing a Neighbourhood Plan jointly with other neighbouring parishes. The clerk was asked to contact Reedham Parish Council to express an interest in their plans.

**Play Equipment:**

Val Mack, as the landowner, said that she did not wish to have any play equipment erected on the village hall site at present.

**Data Protection Policy:**

This was adopted.

**Financial Checks:**

From 1st April, parish councils with income and expenditure of less than £25,000 can declare themselves exempt from an external audit. The internal auditor, currently John Gallop in Acle, will continue to do his annual audit of the accounts, and the Parish Council will still need to fill in the Annual Return and publish this on the website.

It was agreed that Alex Fegan Read would carry out additional checks on the financial records to give assurance as to their completeness and accuracy. This would enable the Council to exempt itself from the external audit and thereby save the £200 fee.

Before the meeting Alex had checked a sample of receipts and invoices to supporting documentation, and had checked that the clerk’s online payment schedules, approved by two signatories, had then been evidenced as checked to actual bank statements by a non-signatory, from April to November.

**Any Other Business:**

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| 1. | Items for the next agenda: Neighbourhood Plan, an update on Data Protection regulations and a plaque for the village signs noting Jamie Mack’s work in the construction. |
| 2. | The clerk was asked to contact UK Power Networks to ask them to cut the front hedge at the village hall. |
| 3. | The next meeting is on Tuesday, 13th March 2018 at 8.00pm in the village hall. |

**Budget and Precept:**The clerk presented the estimated income and expenditure for the year to 31st March 2018 and the draft budget for the year to 31st March 2019. After some discussion it was agreed to increase the precept by £1 per elector to £6,642 for the year, representing a total of £38.61 for the year for an average Band D home.

**At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to discuss a request from the clerk to increase her paid hours from 3 hours per week to 4 hours per week. The clerk also left the meeting.**

It was noted that the National Association of Local Councils recommended a minimum of 4 hours per week for parish clerks. The clerk had been employed for 3 hours per week for 11 years, but she had reported that the work required had increased over time and now included new aspects, such as the management of the Council’s website and Facebook page. Grants of £1,312 had been applied for to pay for the clerk’s work on the website. The cost to the Council of employing the clerk for an additional hour per week is £771 for 2018-19.

After some discussion it was agreed to increase the clerk’s hours to 4 hours per week.

There being no further business, the meeting was closed at 10.00 pm.

Signed............................................................ Dated: 13th March 2018

 Chairman