**Councillors present**: Cllr. R. Crisp – Chair (RC), Cllr. A. Collins (AC), Cllr. Frank Eglington (FE), Cllr. Alison Muir (AM), Cllr. Sue Leet (SL), Cllr. George Gillett (GG), Cllr. Stephen Gillett (SG) & Cllr. Adrian Jenkinson (AJ)

**Present:** Vicky Bright – Clerk.

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| **Item**  **15/10/1**  **15/10/2**  **i)**  **ii)**  **iii)**  **15/10/3**  **15/10/4** | Cllr. Crisp welcomed all to the meeting.  **Public Forum – LGA 1972, Section 100(1):**  No members of the public attended.  **Local Authority Reports:**  **Norfolk County Council**  Cllr. Martin Storey advised that Superfast Broadband was receiving a £5.3 million boost from 1st October from the Government, which is on top of the £2.5 million already provided. The hope is to get the 80% connected up to 95%.  Cllr. Storey reminded the Parish Council of the deadline of December 2015 for the 50/50 Parish Partnership Scheme that is available.  **Borough Council of Kings Lynn & West Norfolk**  Cllr. Storey advised that the Borough Council is currently working on the LDF, which was re-started on 30th September. Inspector’s judgement on the Borough plan highlighted not sufficient 5 year land supply; this has caused an increase in planning applications, from 16 in August/Sept 2014 to 54 for August/Sept 2015.  Devolution is also on the agenda, with Social Housing, Planning terms, jobs, infrastructure being considered.  **Norfolk Constabulary – SNT**  None.  **Accepted Apologies for absence - LGA 1972, Section 85(1) & (2):**  Cllr. Mick Peake.  **Absent:**  None.  **Members Declaration of Interest ( items on the agenda) – LGA 2000 Part III:**  Cllr. Sue Leet declared an interest in Items 8. iv & 12. iii (b). | **Action** |
| **15/10/5** | **Minutes of the last meeting held on 4th September 2015- LGA 1972, Schedule 12, para 41(2):**  **Resolved 15/10/5.01**  The minutes of the last meeting held on 4th September 2015 were adopted as a true statement and signed by the Chairman (RC). |  |
| **15/10/6**  **i)**  **ii)**  **15/10/7**  **i)**  **ii)**  **15/10/8**  **i)**  **ii)**  **iii)**  **iv)**  **v)**  **vi)**  **15/10/9**  **i)**  **15/10/10**  **i)**  **15/10/11**  **i)**  **ii)**  **iii)**  **iv)**  **v)**  **15/10/12**  **i)**  **ii)**  **iii)**  **iv)**  **v)**  **vi)**  **15/10/13** | **Reports and Matters Arising from the Minutes of the Last Meeting (For Info Only):**  **Chairman’s Report**  “I’m afraid I have two complaints this month, firstly, Mrs Kathy Laban of 16 Methwold Road has asked if it is possible to have the bench opposite her house removed, the reason being that young people are sitting out there quite late at night and making a lot of noise, disturbing her sleep.  The second item is the mess that horse droppings are making in the street, in fact under the law there is no compulsion for riders to pick up horse droppings, unlike dog fouling which is dangerous, can cause blindness if introduced into the eyes, whereas horses pass digested grass etc and present no threat to human health. It would be rather nice if owners could see their way clear to remove it”.  **Clerks Report**  The Clerk confirmed that there should be 11 members in total on the Council, 7 positions for Northwold and 2 for Whittington. This means that there are currently two vacancies on the Council, 1 for Northwold and 1 for Whittington. The Clerk has advertised these positions on the notice boards, the website and newsletter.  The Clerk confirmed that she had reported the damaged sign on the junction of Methwold Road/High Street to Highways and they had advised it could take up to 3 months to repair due to high demand.  The Clerk confirmed she is currently looking into a Community Speed Watch program and will be approaching Mick Parfitt and the Norfolk Constabulary Volunteer Recruitment Team to get this set up.  **Highways Matters:**  **West End/Methwold Road Flooding Update**  Cllr. Eglington confirmed that regular road sweeping is still being carried out, keeping the gulley’s clean. So hopefully no flooding will re-occur. There is still no reported flooding on Methwold Road.  The Clerk was asked to follow up with Highways regarding the large pothole on the High Street, opposite the War Memorial  **Common Drove Footbridge**  The Clerk confirmed that the bridge is owned by Highways, and adoption by the Parish is not an option. The Highways Team have advised that the bridge widening could be eligible for the Parish Partnership Scheme and the Clerk is liaising with Andy Wallace of Highways to get a design/plan and costings together to submit an application before December.  **Cemetery:**  **Headstone Testing (Health & Safety)**  Cllr. Collins confirmed that work is still underway to establish ownership and address details of some of the stones, two more had been located. It was agreed to place notices on the affected headstones and one in the Village Life asking owners to contact Cllr. Collins.  **Shrubbery Planting on Allotments Boundary**  Cllr. Collins confirmed he had 3 laurels that he would provide FOC, but that 4 or 5 large shrubs were still needed.  **Resolved 15/10/8.01**  The Council agreed for Cllr. Collins to purchase the necessary shrubs to undertake the work.  **Railings Maintenance Quotes**  The Clerk presented two quotes from Roger Drinkwater and CGM, the third quote from Green Balance was withdrawn.  **Resolved 15/10/8.02**  It was agreed to accept the quote from Roger Drinkwater, for £180 and £320 for the railings and 2 sets of metal gates.  **Old Cemetery – Quotes to Cut Back Overgrown Hedges**  The Clerk presented 3 quotes from CGM, Roger Drinkwater and Green Balance.  **Resolved 15/10/8.03**  It was agreed to accept the quote from Green Balance for £84.00 to clear nettles & brambles from northern boundary of old cemetery for a 1m clear strip.  The Clerk was also asked to obtain quotes for the annual pollard of the trees at the cemeteries, including Whittington closed cemetery.  **Whittington Closed Cemetery Update**  The Clerk advised that she still had no update. It was suggested the Clerk write to the Justice Department. Cllr. Collins is also going to check with Whittington’s Cemetery Custodian to see if they have any news.  **Review of Cemetery Administration and Financial Procedures**  The Clerk brought to the attention of the Council the issue of the Internal Auditor highlighting that the current financial procedures for the cemetery were not adequate. It was agreed that the Clerk would meet with Ann Howarth and Cllr. Collins to review the procedures and make improvements.  **Correspondence:**  The Clerk read out an email from Sharron Freemantle who has significant concerns regarding the competency of the Clerk and the procedures for filing and archiving its Record Management procedures, and also for the management of the Constables Charity and its finances.  The Clerk responded that “after spending some considerable hours going through boxes of files, which were handed over by the previous Clerk in quite a mess and in no order, I have now found the files and bank books relating to the Constables Charity. These files are now being organised and the bank account is being addressed, as is this years Annual Return and accounts.  Parish Councils are not obliged to store their documentation with the County Archivist and although it appears that this is something the previous Clerks have omitted to do in the last few years, it is something that I will be reinstating and with assistance from Cllr. Eglington we are currently undertaking the painstaking procedure of organising and archiving the files which have previously been neglected, and we are also in the process of compiling a detailed Records Management Policy that ensures all legal documentation are being stored appropriately, putting in place a quarterly Internal Audit procedure to ensure this happens in the future. We have also implemented storage of items on memory sticks as back-up, following guidance from our newly appointed Internal Auditor Michael Williamson of Mijan Ltd”.  It was agreed that the Chairman would reply to Sharron’s email concerns.  **Planning Applications**  **15/01413/F Installation & Operation of a rooftop mounted solar PV system at Village Hall 43 School Lane Northwold.**  **Resolved 15/10/10.01**  The Council offers No Objections for application 15/01413/F.  **Finance:**  **Parish Council Bank Balances and Reconciliation**  The Payments and receipts from 5th September 2015 to 6th October 2015 were scrutinised and approved. The Lloyds Treasurer account balance was confirmed as £51,872.26 as of 24th September 2015.  **Resolved 15/10/11.01**  That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chairman (RC).  **Cheques for signing and approval and to authorise payment of outstanding invoices**  **Resolved 15/10/11.02**  It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. R. Crisp and Cllr. A. Collins.   |  |  |  |  | | --- | --- | --- | --- | | Mrs V Bright | Office Allowance 2015-16 | 001984 | £58.33 | | Mrs V Bright | Mileage & Expenses | 001985 | £20.01 | | CGM | Grass Cutting Sept 2015 | 001986 | £301.92 | | Mazars | Audit fee 2014-15 | 001987 | £240.00 |   **Quarterly Internal Audit**  The Clerk and Cllr. Eglington are currently drafting a new procedure for internal audit & record management to incorporate quarterly internal audits to be carried out by the Clerk and a Councillor. The Clerk and Cllr. Eglington are also sorting through and indexing and archiving the Council’s files and records.  **Assets Risk Assessment Report**  Cllr. Eglington & Cllr. Jenkinson highlighted several issues with the various play equipment. The Clerk is to chase the annual RoSPA inspection to get a clearer picture of what hazards and maintenance needs to be carried out urgently. Cllr. Eglington confirmed that Steven Eyles welded the gates at the lay area free of charge; the PC extended their thanks to him.  Cllr. Eglington raised concerns regarding the building at the rear of the Social club. Cllr. Eglington is going to investigate the roof and the possibility of asbestos further and report back what action is needed at the November meeting.  It was suggested that the Clerk approach Roger Drinkwater to get a quote to varnish the 9 notice boards in the Parish, and also to look at possible options for incorporating a cover/door over the notice board at Whittington that the PC uses for PC notices and agenda’s to weatherproof.  The Clerk was also asked to check with Highways or get a quote from Roger Drinkwater to paint the Northwold sign on Little London Road.  **Update on Constables Charity Finances/Bank Account**  The Clerk responded that “after spending some considerable hours going through boxes of files, which were handed over by the previous Clerk in quite a mess and in no order, I have now found the files and bank books relating to the Constables Charity. These files are now being organised and the bank account is being addressed, as is this years Annual Return and accounts.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  |   **Parish Matters:**  **Lightsource/Solar Panels Update**  The Sports Hall is a Permitted Development. Lightsource submitted an application to the Council for Prior Approval, to have this all signed off first. This is due to be determined by end of October hopefully. The Village Hall is in a Conservation Area; therefore it needs full planning permission. The decision will be due back by end of November hopefully.  **Valuation of Clay Pit Land**  The Clerk presented two valuations by Brown & Co. And Barry Hawkins. It was suggested that the Clerk contact the valuer's to discuss their fees and the marketing options and to enquire whether the buyer could pay the conveyance fees.  **Allotments**  Cllr. Jenkinson confirmed he had approached Emma Biggs’ husband and asked him to have her contact him directly, so far she has not made contact. It was agreed that the Clerk should write formally to Emma Biggs asking her to contact Cllr. Jenkinson directly to advise her intentions regarding the condition of the plot, with a view to terminating the tenancy should she fail to respond or address the condition of the plot in accordance with the tenancy agreement.  The Clerk presented two quotes from Roger Drinkwater and CGM, the third quote from Green Balance was withdrawn, to cut back and treat the weed at the allotments.  **Resolved 15/10/12.01**  It was agreed to accept the quote from Roger Drinkwater for £70.00.  The Clerk is to check Roger’s pesticide certificate and instruct him to start on the vacant plot.  **Quotes for Roof Repairs at Bus Shelter – Whittington.**  The Clerk presented three quotes from Worzels Roofing, Roman Roofing & VPH Roofing. It was agreed in principal to accept the quote from Worzels Roofing, but that Cllr. Eglington would meet on site with Darron Harrowing of Worzels Roofing to discuss further the need to possibly add some anti-vandalism options to the quote.  **Resolved 15/10/12.02**  It was agreed that Worzels Roofing be instructed to carry out the work by Cllr. Eglington, providing the quote, including the new work required, was for less that £850.00.  **Dog Fouling**  It was agreed that notices be placed regularly on the notice boards throughout the village, and notices, including the BCKLWN reporting procedure be placed on the website and in the Village Life.  **BT Phone box**  The Clerk advised she had not yet approached BT regarding the phone box, but would do so, along with the phone box at Whittington before the next meeting.  **Items for next meeting to be held on Tuesday 3rd November 2015 at 7:30pm, in the Village Hall**.  There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 21:15pm  Signed: R.Crisp  Chair Northwold Parish Council  Date: 3rd November 2015 | Clerk  Clerk  Highways  AC/RC/AM  Clerk  AC  Clerk  Clerk/AC  Clerk/AC/  AH  Clerk/FE/  AM  Clerk/FE  RC  Clerk/FE  Clerk  FE  Clerk  Clerk  Clerk/FE/  AM  Clerk  Clerk/AJ  Clerk  FE  Clerk  Clerk |
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