

**SAHAM TONEY PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON THE 11th MAY 2015**

The Annual Meeting of the Parish Council was held on Monday 11th May 2015 at 7.30 p.m. at the Wells-Cole Community Centre.

Present: Messrs. J. Kemp, T. Bunce, N. Creek, B. Hinkins, J Laws and Ms. M. Baldwin. Mr. C. Carter (District Councillor) was also present.

1. To Elect a Chairman: Mr. J. Kemp was proposed by Mr. T. Bunce, seconded by Mr. B. Hinkins and unanimously elected as Chairman.

2. To Accept the Chairman's Acceptance of Office: The Chairman signed the Acceptance of Office Form and took over the Chair. The Chairman welcomed Mr. N. Creek to his first meeting and asked for permission to refer to him by his Christian name and put his name and contact details in the Saga. Mr. Creek gave his permission.

As Mr. C. Carter had another meeting to attend the District Councillor reported at this point in the meeting. Mr. Carter said it was a great privilege to have been elected again. During his election campaign he travelled to all the corners of the village and learnt a lot more about Saham. Mr. Carter said he will continue to work for the parish in all matters particularly planning where small local developments are favoured over large scale developments and will make representation with regards to the lack of infrastructure. CIL or S.106 monies should be applied for to make improvements to the parish. In particular Mr. Carter thought Coburg Lane could be improved by such a grant. Mr. Carter referred to the Annual Parish Meeting where the Wells-Cole Community Centre meeting was unsatisfactory and said he would be happy to get involved and provide an impartial view if the parish would like him to do so.

Mr. B. Hinkins congratulated Mr. Carter on his re-election.

3. To Consider Apologies for Absence: Apologies for absence were accepted from Mrs. P.Grieff and Mr. R. Harrold.

4. Minutes: The Minutes of the Meeting held on the 13th April 2015 were taken as read, proposed by the Chairman and unanimously agreed.

5. Declaration of Interest: - There were no declarations of interest.

6. Public Participation and District/County Councillor Reports: The Chairman closed the meeting.

A parishioner spoke re the proposed development on the Richmond Hall site on Richmond Road. The proposal was for 60 family homes and a health centre with an amenity wood and dog walking facility. There is already a problem with traffic on Richmond Road (backed up by Speedwatch records) and the entrance to the development would be dangerous as visibility is not good. The Clerk said this is not an official plan and therefore the Council cannot object at this stage but urged parishioners to submit their comments to the developers.

The Chairman re-opened the meeting.

7. To Elect a Vice Chairman: This item was deferred to the June meeting.

8. To Elect a Trustee to the M. Buttle Charity: Mr. B. Harrold is the current trustee on this Charity and has indicated that she would like to continue. It was unanimously agreed that Mrs. Harrold continue as the Trustee representing the Council.

9. To Elect a Wayland Partnership Representative: It was proposed by the Chairman and unanimously agreed that Mr. R. Harrold continue as the Council's representative.

10. To confirm the Appointment of the Play Park Inspector: Mrs. B. Harrold is happy to continue in this post but had queried if a new CRB check or further training was necessary. The Clerk had checked both these points and all were in order.

11. To Appoint a Tree Warden: Mr. M. Nichols was no longer a councillor and did not wish to continue as a Tree Warden. Mr. G. Pickering was happy to continue and Mr. T. Bunce volunteered to become the other Tree Warden.

12. Matters Arising from the Minutes and Action List:

- Registration of Coburg Lane – no further information.
- Bridge in Cley Lane - Standing water and a dropped drain and pot have still not been repaired – clerk will report to Highways again.
- Registration of Church Green – on Agenda
- Oak Tree on the Playingfield – The deadwood on this tree has now been removed.
- WCCC – Clerk will contact again with a view to holding another Parish Meeting.
- Seat in front of WCCC – possibility of having a stall at the Fete or applying for a grant to be considered at next meeting.
- Road surface breaking up at the entrance and further along The Oval – the roads have been surface dressed and the pot holes reported to the Highway Ranger.
- Lack of dropped kerbs in the parish – nothing further heard – Clerk will contact highways and query if this will take place.
- Footpaths breaking up – still not repaired – report again.
- Flooding on Cressingham Road near Saham Hall – after contacting Highways they have confirmed that the gullies and soakaways have been programmed and works passed to a specialist drainage contractor to carry out works in the area. Due to the nature of the specialist equipment and the demand for it, a specific date for the work cannot be given.
- Neighbourhood Plan – on Agenda
- Play park – entrance to the under 8 enclosure is worn down and branches need to be reduced to above head height. Moles need to be dealt with before the Fete. Councillors Kemp and Bunce to look at the entrance gate.
- Hazard marker posts Chequers Lane – still not replaced – report to Highways again.
- Foul smelling water in ditch on Cley Lane in front of new development – nothing heard -clerk will check with Highways.

13. Correspondence:

Email from the Chairman of the Cricket Club re various matters –

1. Details of what the Parish Council's insurance covers – Public liability for the grounds and the Sports and Social Club building only.
2. Agreement in writing that the parish grant money is to be written out to "Saham Toney Sports & Social Club" as they agree to maintain the field regarding grass cutting and pest control only (this is because the playing field committee is now under this heading) – agreed however this cannot be paid until the Accounts for the last financial year have been presented to the parish.
3. Asking for permission from the Council to erect new "welcome to Pages Lane" sign to the entrance of the field. To be placed on left hand side as you enter the field – the Council has no objection to this.
4. Asking if there are any objections to staging a monthly car boot on the car park. The Council need to see insurance certificate for this event before it takes place.

14. To Approve Accounts for Payment: The following accounts are due for payment:-

- Norfolk Rural Community Council - £20 – Annual Membership
- Mrs. J. S. Glenn - £496.75 made up as follows – Salary-£476.76 plus Broadband - £19.99
- Norfolk County Council - £30 – Safer Programme Annual Membership
- Andrew Harrold Tree and Garden Services Limited - £200 – deadwood oak tree on playingfield.
- Norfolk Parishes Training Partnership - £40 – website course – paid between meetings.

The payment of these accounts was proposed by Mr. B. Hinkins, seconded by Mr. T. Bunce and unanimously agreed.

15. To Approve the Accounts for year ended 31st March 2015 - The Clerk said the Accounts for the year ended 31st March 2015 had been internally audited by the Council's internal audit committee and would be audited by the Internal Auditor on the 20th May before being sent to Mazars – the External Auditor. The opening balance was £52,177 with receipts of £18,450 and payments of £21,741 leaving a closing balance of £48,886. The adoption of the Accounts was proposed by the Chairman and unanimously agreed.

16. To Approve the Annual Return 2014/15: The Annual Return was presented by the Clerk. Section 2 – The Annual Governance Statement was completed and signed. Mr. N. Creek proposed the adoption of the Annual Return 2014/15 and this was seconded by Mr. J. Laws and unanimously agreed and the Return signed.

17. To Consider Planning Matters: Planning Permission received to Plan 3PL/ 2015/0198/F – demolish workshop and outbuildings and erect 3 dwellings with associated parking and amenity space at Greys Farm, Hills Road and Plan 3PL/2015/0134/F – erection of 3 bedroom bungalow in grounds of existing bungalow at Mill Corner, Cley Lane.

The following plan was considered:-

- Plan 3PL/2015/0449/F – residential development (4 dwellings) at The Croft 69 Hills Road. This plan had previously been submitted and refused. Mr. B. Hinkins said the resubmission had improved visibility display and more details about the carbon considerations. It was agreed there were no objections.

18. To Accept Revised Standing Orders and Financial Standing Orders: The Clerk had circulated these documents and the Chairman proposed that they be adopted. All in agreement. Mr. B. Hinkins said we must also minute who is the Responsible Financial Officer and cheque signatories. It was agreed that the Responsible Financial is Mrs. J.S. Glenn and the cheque signatories are any two of the following – Mr. J. Kemp, Mrs. P. Grieff and Mr. R. Harrold.

19. To Discuss a Neighbourhood Plan for the Parish: Mr. B. Hinkins reported on this matter. With the continuing need for Breckland to have a 5 year land supply – on rolling – plans for developments will be submitted. Developments can take place anywhere in the parish of Saham and will mostly be outside the development guidelines. It will become clearer when the Breckland Local Plan is completed. A neighbourhood plan cannot guarantee against development because there will always be some. The parish is 6.3 square miles mainly agricultural and with minor roads and standing and foul water is a problem. After discussion it was agreed that the Clerk contact Charles Carter in order to arrange a meeting with councillors to help with the preparation of a Neighbourhood Plan. All councillors expressed an interest in being involved with this.

20. To Discuss the Local Council Award Scheme: The Clerk said that she is now working on Section LO7 – General Power of Competence – and this will cost £30 to submit to make her CiLCA qualification up to date. The Council will then have to register with the NALC -£50 – and apply for Quality standard at £25 – half the normal fee if we apply during 2015.

21. To Discuss Renewal of the Insurance: The Clerk had received the renewal documents for the insurance. The claim re the accident on the playingfield had still not been finally closed and therefore the Council have to remain with Zurich for their insurance. The premiums are £2678.28 for one year or £2422.38 p.a. for three years. The Chairman proposed that the Council go with the three year term and this was unanimously agreed.

22. To Consider Filling the Three Vacancies on the Council by Co-option: As there were no candidates to consider this will be on the June Agenda if there are any interested parishioners.

23. To Discuss the Registration of the Church Green: The Chairman proposed that this matter be left until the June Meeting when Mr. R. Harrold was present as he had an interest in this matter. All in agreement.

24. To Consider Reports from Outside Representatives: The Clerk reported on Speedwatch. During April there had been 22 vehicles recorded exceeding the speed limit over 4 hours in 4 locations.

Mr. B. Hinkins reported on the “What Watton Wants” meeting. Paul Adcock had chaired a meeting of 70 people at which it was stated that Anglian Water had said that some areas will not cope with expansion – the west side of Watton in particular. The Health Care Manager of the Watton Medical Practice had said that the requirement of three and three quarter doctors can cover 2000 patients per head and the population of Watton is just under 7000 without taking account of the outlying villages that use the practice. From October 2015 they have to take on more patients by law – the building can accommodate 16,000 patients. The Practice can give a 3 month notice period to close the facility.

25. Items for the Next Agenda: The following items to be placed on the June Agenda – To Appoint a Vice-Chairman; To Co-opt up to Three Councillors; Registration of Church Green; Neighbourhood Plan and Seat in front of the Community Centre.

26. To Confirm the Date and Time of the Next Meeting: Monday 1st June 2015 at 7.30 p.m at the Wells-Cole Community Centre.

The Chairman closed the meeting at 8.40 p.m.

Parish Matters

Mr. J. Laws reported:

- There is a problem with dog walkers throwing polythene bags full of dog waste on to farmland on the walk between Coburg Lane and Ashill. Clerk to mention this in the Saga.
- Blocked drain on Chequers Lane between “The Chequers” and neighbouring property – clerk to report to Highways.