

FRANSHAM PARISH COUNCIL

DRAFT Minutes of a meeting held at 7.00pm on Tuesday 21st November 2017 in the Village Hall.

Present: Cllr Russell James (Chair)
Cllr James Sheringham
Cllr Tony Mallon
Cllr Andrew Lake
Cllr Emma Spratt
Cllr Gerry Taylor

County Councillor Mark Kiddle-Morris
Sheryl Irving – Clerk

Two members of the public

1. **Welcome and apologies for absence.**

The Chairman welcomed those present to the meeting. Apologies were received from District Councillor Elizabeth Gould.

2. **To declare any declarations of interest.**

Cllr Mallon declared an interest in item 9.2 – 3PL/2017/1200/F.
Cllr Lake declared an interest in item 9.2 – 3PL/2017/0902/O.

3. **To approve the minutes of the meeting held on Tuesday 26th September 2017.**

Cllr Spratt proposed the minutes be signed as correct, seconded by Cllr Lake, with all in favour. The minutes were duly signed by the Chairman.

4. **To discuss any matters from the September minutes (not on the agenda).**

- Vattenfall – no response had been received from Vattenfall in respect to the letter sent regarding the alternative site. C/Cllr Kiddle-Morris informed the meeting that the County Council response was due to be published shortly and related to Highways, Waste, Safeguarding and Flooding, all of which were County Council responsibilities. The Breckland response was also awaited.
- The Chairman updated the meeting in respect of the change of business address which was causing some problems although he was hopeful he was now in contact with the correct department at Barclays. He suggested that it would be simpler if the savings account be closed with the funds transferred to the current account, particularly as no interest was currently being earned. Cllr Lake proposed that the Chairman take this course of action, Cllr Mallon seconded and all were in favour – the resolution was passed and the Chairman will action.

5. **County/District Councillor reports.**

C/Cllr Kiddle-Morris updated the meeting in respect of the following matters:

- The County budget to be set in February was in its final stages of consultation. An additional £30M per year had to be saved each of the coming four years hence it was to be a four year budget. There will be a 4.9% increase to the precept this year, 1.9% in the next two years and no increase in the final year.

- Alternative ways of working were being made in Adult Social Services and Social Care and Children's Social Services, such as preventions to keep the elderly and young in their own homes rather than going into care.
- Contrary to press reports, there were to be no library closures, however, libraries may be moved to other council buildings and share facilities e.g Children's Centre, Library and Health Care together. A One Public Estate committee had been established which was looking at making the best use of current estate.
- County Hall had been reconfigured, allowing room for all county workers in the one building, thereby freeing up other locations in Norwich. Home working and hot desking was becoming more commonplace.
- The Police & Crime Commissioner had put forward a business case to take over the running of the Norfolk Fire Service. C/Cllr Kiddle-Morris felt it has not a good case and noted that the Norfolk Fire Service is currently very efficient and is the lowest cost service in the country.

There were no questions for C/Cllr Kiddle-Morris. As C/Cllr Kiddle-Morris wished to leave the meeting asap, the Chairman agreed to move item 10 forward to include his input.

10.1 To receive a report on the proposed trod on Station Road.

The cost of the proposed trod had been reduced from £6,400 to £2,800 by reducing the width and length and using alternative surfacing materials. An alternative grass pathway was considered but it was agreed a correctly installed trod would be the safest option for users. It will require some maintenance but this is the responsibility of the County Council.

50% of the cost can be obtained through the Parish Partnership Grant Scheme, C/Cllr Kiddle-Morris is able to contribute £1,000 from a fund he has for the purpose of new highway schemes, with the Parish Council funding the remaining £400. Cllr Lake proposed that the scheme go ahead, seconded by Cllr Taylor – five in favour – the proposal was carried. The Clerk to submit an application to the grant scheme for funds.

10.2 To discuss the issues at Crown Lane & Lyndhurst Cottage.

Cllr Mallon informed the meeting that there continued to be flooding issues on Crown Lane, with the junction of Love Lane. The Clerk to contact Highways to progress.

The Chairman informed the meeting that the overgrown hedge was due to be cut back by Highways and the owners had been informed.

10.3 To receive reports of any new highway issues

There were no new issues to report. The Chairman thanked C/Cllr Kiddle-Morris for his input and he left the meeting.

6. To receive a report from PCSO Greenhill regarding village crime levels.

PCSO Greenhill had been unable to attend, however, she had submitted a report which attempted to explain the discrepancies found between the Police UK website and known crime. The explanation was unclear and it was agreed to continue to monitor the figures on a monthly basis.

7. Open Forum for Public Participation.

A member of the public notified the Council regarding a fallen tree which had been cleared from the road during the October storms with the logs left blocking a roadside ditch - the Clerk to notify County Council.

A member of the public who had recently moved into the village volunteered his services if required in the future – he was thanked by the Chairman.

8. To report any progress regarding the seventh parish councillor vacancy.

Cllr Spratt will make contact with a possible candidate for the seventh vacancy.

9. Planning Issues.

9.1 Applications for consideration.

There were no new applications to consider.

9.2 Decisions to note.

- 3DC/2017/0137/DOC – Barn adjacent Church Barn, Station Road – Discharge of Conditions – Completed.
- 3PL/2017/0622/CU – Manor Farm Shop, Main Road – Change of Use – No longer relevant – remove from list.
- 3PL/2017/0749/F – Homestead, Main Road – changes to access, four new dwellings, replace hedge with 1.8 brick wall (Full) – Permission granted.
- 3PL/2017/0902/O – Land off Station Road – four dwellings with garages (outline) – Permission granted.
- 3PL/2017/1200/F – Old Hall, Main Road – Change of Use – remains undecided.

10. Highway Matters.

10.1 To receive a report on the proposed trod on Station Road.

10.2 To discuss the issue at Crown Lane & Lyndhurst Cottage.

10.3 To receive reports of any new highway issues.

All three items had been dealt with earlier on the agenda.

11. To receive a report on the Bus Shelter Project.

Cllr Lake reported on the disappointing progress of the project. However, he is awaiting an update from Highways England which may move the project forward.

The Chairman thanked Cllr Lake for his persistence in pushing the project forward.

12. Village Hall Defibrillator.

12.1 To approve payment of lock and associated items in respect of installation.

12.2 To discuss ongoing maintenance costs of the defibrillator.

The two items were discussed in tandem. Cllr Taylor updated the meeting with information and costs regarding the installation of the unit following which Cllr Mallon proposed that the unit be installed inside the village hall, Cllr Lake seconded and five were in favour – the proposition was carried.

The Village Hall Committee will be consulted regarding positioning.

Ongoing maintenance costs were in the region of £130 every five years which is in respect of replacement batteries – funding to be agreed at a later date.

13. To receive a report regarding the addition of Little Fransham War Memorial to the National Heritage List for England.

The Council had no objections and the Clerk will notify Historic England.

14. To determine number of attendees at the 'Battle's Over' commemoration on 11th November 2018.

It was agreed that two members would attend the ceremony.

15. Financial Matters.

15.1 To approve an updated expenses claim form.

The expenses claim form had been updated and was approved by the Council.

15.2 To approve grass cutting contracts for year 2018.

Following consideration of an alternative quote, it was agreed to continue with the current contractor.

15.3 To consider part-funding Clerk's membership of the Society of Local Council Clerks (£15.50)

The Council approved the funding request in that the SLCC is an excellent source of information and advice for the Clerk.

15.4 To approve cheques for payment.

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| • Gary Lake – Grass Cutting | £412.50 |
| • Clerk – Salary/Expenses | £301.39 |
| • Brisley Parish Council (SLCC) | £15.50 |

Cllr Taylor proposed the cheques be approved for payment, with Cllr Lake seconding and all in favour. The cheques were duly signed.

15.5 To discuss the proposed budget for the year ending 31st March 2019.

The Council had no projects planned for the coming year and, with the exception of an increase in precept, agreed the budget as presented.

15.6 To set the village precept for the year ending 31st March 2019.

Due to the low working balance in the accounts and the reduction in Breckland's annual grant, Cllr Sheringham proposed that the precept be increased to £3,500, this was seconded by Cllr Taylor with all in favour. The Clerk to notify Breckland.

15.7 To appoint a councillor with responsibility for account monitoring.

Cllr Sheringham was appointed as councillor with responsibility for account monitoring.

15.8 To receive an update in respect of the accounts for year ending 31st March 2018.

An up-to-date bank reconciliation was circulated which was noted by the Council.

16. To discuss the archiving/paper management system.

It was agreed to pass to the Clerk all paperwork relating to council matters for archiving or destruction, in accordance with statutory requirements.

17. Correspondence for circulation.

- **Norfolk Constabulary cuts to PCSOs** (previously circulated) – Cllr Taylor declared an interest and took no part in the discussion. It was agreed to take no action due to the lack of knowledge in the subject.

18. To receive any items for the next meeting.

No additional items were received for the next meeting.

19. The Chairman confirmed the next meeting of Fransham Parish Council will be held on Tuesday 16th January 2018 at 7.00pm in the Village Hall.

The meeting closed at 8.41pm.

Signed:

Date:

DRAFT