

MINUTES OF FRANSHAM PARISH COUNCIL MEETING HELD ON 17TH MARCH  
2015 AT 7.00 P.M. IN THE VILLAGE HALL

**Present:** Mr J Sheringham, Mr R James, Mrs J Bloomfield and Mr T Mallon

**Others Present:** County Cllr M Kiddle-Morris and Mr Nigel Fernig, Project Manager,  
Strategic Highways, Amey

**1. Welcome and to consider accepting apologies for Absence**

Apologies for absence were received from Mr Tom Lewis and these were accepted.  
Dist. Cllr E Gould also sent apologies for absence.

**2. To declare any Interests re items on the agenda**

There were no interests declared.

**3. To confirm minutes of the meeting held on 20th January 2015**

The minutes had been circulated and read. Mr Sheringham proposed the minutes be accepted as a true and accurate record of the last meeting, seconded by Mrs Bloomfield, carried by the Council.

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

There were no matters to discuss.

The Vice Chairman closed the meeting for the Public Participation Period.

**PUBLIC PARTICIPATION**

Discussion with Mr Nigel Fernig from Amey on behalf of the Highways Agency

Mr Fernig was informed that there were two locations under consideration. One was to be sited adjacent to the east bound A47 where there is currently a seat and a cantilever shelter is proposed at the back of the footway adjacent to the west bound carriageway.

Mr Fernig stated that he had inspected the site and in principle, there were no specific problems with putting the bus shelters where the Parish Council wishes to put them. In terms of assessing the locations there are two key issues, first public safety is paramount and secondly the road (this includes footways and verges) needs to be protected without extra costs to the highways agency. If the maintenance of the bus shelters were to fall on the Highways Agency then they would be looking for a commuted lump sum to cover this over 60 years It would therefore make more sense for the responsibility for maintenance to be the responsibility of the Parish Council. This also includes if the shelter were to be hit by a vehicle.

Making sure the locations are safe is very important. Visibility will be looked at in more detail. For the shelter adjacent to the east bound carriageway there are two accesses either

side of the proposed location. Whilst this will probably not be a visibility problem, it will be necessary to check the impact of the side panels.

A lot of criteria for impact assessment are relaxed in a 40 m.p.h. area.

The impact on the footway also needs to be thought about but again this should not be a problem. For the east bound location the site will well back from the footway. For the site adjacent to the west bound carriageway it would help if the shelter can be set further back into the hedge so things like perch seats can be used without people waiting for a bus obstructing other users of the footway.

Minimizing the maintenance is important and it helps if they are as indestructible as possible. You can get features like perforated steel panels rather than glass/polycarbonate windows that look acceptable but are less susceptible to damage. . It would be useful to have lighting but it was pointed out that the area is street lit and it is proposed to have clear roofs.

There will be a process to run through to get it to the delivery point. To begin with there needs to be a design to review, I will assess this and there also need to be a road safety audit (RSA2). It is probable that the company you have approached for the shelters will be able to put a design together as part of the construction cost. It does not have to overly elaborate. About £1,000 should be budgeted for the road safety audit. The Parish Council should check whether planning permission would be needed, so the Clerk will check.

Once this is all agreed then the Highways Agency will enter into what is called a Section 278 agreement with the Parish Council, which effectively give the Council permission to construct the shelters

This Highways Agency will still need to be involved through the construction period to ensure the work is undertaken safely. It is likely that the bus lay bys will have to be closed off when the bus shelters are installed to provide space for the contractor to operate and for pedestrians to get safely past the works. A traffic order will be needed, could take up to 12 weeks to get. Also liaison with the bus companies will be needed. The majority of the work undertaken by the Highways Agency is done at night but if all the work can be undertaken off the carriageway then day work is possible. It is probable that the bus shelter company will expect to work by day and the quotation they supplied will reflect this.

After construction a further road safety audit (RSA3) will be required. This could cost £1,500 giving a total cost for audits of about £2,500. It would be worth contacting Norfolk County Council about this.

It should also be noted that the post box on the east side may be a problem which will need to be resolved in the design stage and could be a cost for relocating it.

A fee of £2,500 was quoted by the Highways Agency. They will take about £1,000 out of that sum. The £1,500 left should be adequate to cover Amey input.

Mr Fernig said he was available to be contacted for advice and information preferably by email, and was thanked for his attendance.

County Cllr Kiddle-Morris stated that the council tax at Norfolk County Council is going to be the same as it was last year. The Parish Council told him about a lamp post that had been demolished and the electrics are exposed. It is at the junction of Station Road and the A47. He said he will deal with this problem and Mr James said he had reported the issue. There is a large pot hole down Crown Lane and Mr Mallon suggested a meeting be arranged between himself and someone from Highways to discuss the problem. Cllr Kiddle-Morris will ask someone to have a look at it and then maybe arrange a meeting afterwards.

The Vice Chairman closed the Public Participation Period and resumed the meeting.

**5. To discuss Correspondence**

Gary Lake – quotation for next cutting season. Mr Mallon proposed Mr Lake be retained for the next cutting season, seconded by Mrs Bloomfield and carried. The Clerk will inform Mr Lake of the decision.

Donation request from Magpas – this will be decided upon in September.

Highways Agency – letter regarding the A47 bus shelters stating Shelter Sollutions can provide the bus shelter but there will be a requirement for Traffic Management.

Letter from Norfolk County Council regarding the consultation on a proposal to amalgamate Mileham Primary School and Litcham School. The Parish Council did not wish to make any comments on this consultation.

**6. To discuss any Planning Issues**

Breckland 3PL/2014/0497/F Fransham Motor Co site A47, erection of 4 dwellings, parking spaces and ancillary works, planning permission received

Appeal Ref. APP/F2605/C/14/2221794 Enforcement Appeal by Mr J Gresham Hill, a site inspection took place on March 16<sup>th</sup> and the results will be available on the Breckland website in approx. One month's time

**7. To discuss any Highways Matters**

There was nothing to discuss on this matter.

**8. To discuss the Parish elections in May**

The Parish Councillors each have the paperwork they need and were advised to return it to Breckland by April 9<sup>th</sup>, but before if possible.

**9. To discuss progress regarding buying a bus shelter**

There had been a long discussion about the bus shelter under the Public Participation period with Mr Fernig. The Clerk was asked to check up with NALC whether the insurance company being used would insure the bus shelters.

**10 To discuss refurbishment of the village sign**

Three quotes have been obtained and they are as follows:-

Fransham Forge	£500.00 + V.A.T.
Scope Joinery Ltd.	£1,385.00 + V.A.T.
C Marsh Builders Ltd	£1,380.00 inc. V.A.T.

The Parish Council felt that C Marsh and Scope Joinery were quoting for work that was not necessary in this case, so the work would be offered to Fransham Forge. A new Pride in Breckland fund would be available after April so the Clerk will endeavour to obtain some funding for this work. Once it has been received, Fransham Forge will be asked to carry out the work.

**11. To discuss the A47 crossing**

This will be put on the May agenda.

**12. To discuss the Transparency Code for Smaller Authorities and the Standing Orders**

This will be deferred until the May meeting, when there will be more Parish Councillors present. The revised Standing Orders will be adopted on May and the Transparency Code will be included in the Standing Orders. This proposal was proposed as acceptable by Mr Sheringham, seconded by Mrs Bloomfield and carried.

**13. To authorize financial payments**

Mrs Bloomfield proposed the following financial payments be authorized, seconded by Mr Mallon and carried:-

HMRC Clerk's Tax for Feb./March	£48.20	Clerk's net salary Feb./March	£192.80
George Tufts & Son Ltd. (concrete for new notice boards)	£55.73		
GFG Plastics Ltd. (polycarbonate for Paths notice board at Village Hall)	£35.38		
Dave Bunning Engineering (aluminium for Paths notice board at Village Hall)	£60.00		

The Clerk had been contacted by Barclays Bank and was told that the forms submitted were filled in incorrectly, so she had to obtain some more and start the process again. As three of the Parish Councillors are already signatories, it was decided to wait until after the Election in May before attempting to add any more Parish Councillors onto the list.

**14. To discuss the purchasing of more dog bins**

This will be an item for the May agenda.

**15. To discuss the Map and board that was on the side of Village Hall**

The new board is now in place. Mr Sheringham wished for it to be minuted that the Parish Council thanks Mr James for hard work dealing with this matter.

**16. To discuss the quotation for Grass Cutting for 2014 – 2015**

This was discussed under item no 5, Correspondence.

**17. To receive items for next agenda**

Election of Chairman and Vice Chairman

To adopt the end of year accounts

Crime and Policing

Transparency Code for Smaller Authorities and the Standing Orders

Purchasing of more dog bins

To discuss the A47 crossing

**18. To confirm the date and time of the next meeting**

The date of the Parish Council meeting will be Tuesday 26<sup>th</sup> May at 7.00 p.m. (this will be preceded at 6.30 p.m. by the Annual Parish Meeting)

The Vice Chairman thanked everyone for attending. There being no other business to discuss, the Vice Chairman declared the meeting closed at 8.40 p.m.

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Vice Chairman

Date