

MINUTES OF FRANSHAM PARISH COUNCIL'S ANNUAL MEETING HELD ON 26TH MAY 2015 AT 7.30 P.M. IN THE VILLAGE HALL

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

**Others Present:** Mrs Lynsey Rush, Mr Colin Horsley and Mr Andrew Lake

**1. To elect the Chairman and the Vice Chairman of the Parish Council**

Mr Sheringham proposed Mr James for the position of Chairman of the Parish Council for the forthcoming year, seconded by Mr Mallon and carried. Mr James accepted the position. Mr James proposed Mr Lewis for the position of Vice Chairman of the Parish Council for the forthcoming year, seconded by Mr Mallon and carried. Mr Lewis accepted the position.

The Clerk received signed Declarations of Acceptance Forms from all the Parish Councilors.

**2. Welcome and to accept apologies for absence**

Mr James welcomed those present to the meeting. Apologies for absence were received from County Cllr M Kiddle-Morris and Dist Cllr Elizabeth Gould.

**3. To fill vacancies by co-option if possible**

Mr Mallon proposed Mr Lake be co-opted onto the Parish Council, seconded by Mr Sheringham and carried. Mr Lake accepted the position.

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

There were no interests declared.

**5. To confirm minutes of the meeting held on 17th March 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 Mr James, carried by the Council.

6. To discuss any matters from the minutes of March (not on the agenda).  
There were no matters arising.

The Chairman closed the meeting for the Public Participation Period.

No one had any questions to ask during this period

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

**7. To discuss Correspondence**

The following mail had been received:-

Police report – 2 crimes in March ( 1 non-dwelling burglary, 1 fraud and forgery)

Resignation from Mrs Jan Bloomfield. The Clerk will write and thank her for her service.

Letter from Breckland sending the Clerk a letter they have received from a resident regarding an incident in the village hall. The Clerk will forward it to Addie Granville.

Form to fill in, received from NALC, regarding insurance.

**8. To discuss any Planning Issues**

3PL/2015/0010 Mr Roger Sharpin, Hill Farm, The Street, Beeston, steel framed dutch barn. The Parish Council had submitted it's comments regarding this application and it did not object to it. It did make the comment that the yard looked something of a mess and the proposal should help to improve this. Agricultural buildings have improved considerably since they were all built with grey corrugated roofs and a coloured roof of green or brown was suggested.

**9. To discuss any Highways Matters**

Mr James put in a report to Highways regarding the grass encroaching on the footpath alongside the A47, opposite the Canary & Linnett from Station Road, westwards, making it difficult, particularly for the disabled with walking aids and it needed cutting back. There was a bush growing through the centre of the above footpath, at the western end, which needed uprooting to stop it coming up each year and blocking the path Highways came and dug out the roots.

**10. To discuss ideas of how to fill the Parish Council vacancies**

The two residents present said they were interested in joining the Parish Council and they were advised to write to the Clerk outlining some information regarding themselves and then they could be co-opted onto the Parish Council in July.

**11. To discuss refurbishment of the village sign**

The Clerk had obtained an application from Breckland regarding funding for this project. The application will be filled in and sent off. Three quotes for the work had been obtained and Fransham Forge was the cheapest at £500.00, so eventually the job will be offered to that company.

**12. To discuss the A47 crossing**

The Parish Council is waiting to hear the view of Norfolk County Council on this matter. Hopefully Cllr Kiddle-Morris will be able to attend the July meeting, with an update.

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

Amended Standing Orders had been distributed to the Parish Councillors and the Transparency Code. Mr James explained that it is Government requirement to adopt this document and the purpose of it is to ensure that Parish Councils publish their information and use websites as well as notice boards and magazines. Mr Sheringham proposed the Transparency Code be formally adopted, seconded by Mr Lewis and carried.

Mr Lake proposed that the amended Standing Orders be adopted, seconded by Mr Mallon and carried.

The Clerk will contact NALC to obtain a copy of the model Annual Governance that needs to be used.

**14. To authorize financial payments**

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

NALC subscription £109.09, G Lake Grounds Maintenance invoice for £412.00 (1<sup>st</sup> payment of the season)

Other financial information:- Payment from Breckland April precept £1,500 grant £182.08

Recycling payment £108.89.

**14 a To discuss the Clerk's yearly increment**

The Clerk discussed with the Parish Council that, due to her many years of working as a Clerk, she had reached the end of the scales set by NALC. Their advice to her was to negotiate independently with the Parish Council a pay increment. She has been on the same scale for two years and does not want to stay on that scale any longer. She showed the Chairman the list displaying the rises over the years. She was assured this subject would be finalized at the July meeting.

**15. To adopt the end of year accounts and the annual return**

Mr Sheringham proposed the end of year accounts and the Annual Return be adopted, seconded by Mr Lake and carried.

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

The dog bin has yet to be purchased as there are complications regarding the siting of it. The Clerk will be contacting Breckland Council to ascertain clarification regarding the criteria required.

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

Co-option

Clerk's salary

Dog Bin

Renovation of the milestones

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

The date of the next Parish Council meeting will be Tuesday 21<sup>st</sup> July at 7.00 p.m.

The Chairman thanked everyone for attending. There being no other business to discuss, he declared the meeting closed at 8.20 p.m.

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Vice Chairman

Date