

## FRANSHAM PARISH COUNCIL

DRAFT Minutes of a meeting held at 7.00pm on Tuesday 16<sup>th</sup> January 2018 in the Village Hall.

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

County Councillor Mark Kiddle-Morris  
Sheryl Irving – Clerk

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

The Chairman welcomed everyone to the meeting. There were no apologies for absence received.

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

There were no interests declared.

### **3. To approve the minutes of the meeting held on Tuesday 21<sup>st</sup> November 2017.**

Cllr Lake proposed that the minutes be signed as correct, Cllr Taylor seconded and the council were all in favour. The minutes were duly signed by the Chairman.

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

The Chairman informed the Council that, having consulted all councillors, he had carried out a three month review and that Mrs Irving had now been confirmed in post as Clerk and RFO.

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

County Councillor Mark Kiddle-Morris reported on the following items:

- The Government is permitting all councils to increase their precept by up to 3% and Norfolk County Council will make the maximum increase, although the precept relating to Adult Social Care will be higher.
- The cap for public sector employees pay has increased from 1% to 2%.
- The overspend in respect of the Northern Distributor Road of £20M will be funded from additional monies set aside for Highway projects which will mean there is less money for other projects. Between £6M and £7M of the overspend is due to delays by utility companies over which the Council has no control.
- The budget will be confirmed on the 12<sup>th</sup> February 2018.
- The Police & Crime Commissioner has put in a bid to take over the running of the Fire Service which the Council strongly oppose.
- There is no affect in Norfolk from the collapse of Carillion.

District Councillor Elizabeth Gould was not present.

## **6. Open Forum for Public Participation.**

No members of the public were present.

## **7. To report any progress regarding the seventh parish councillor vacancy.**

One possible applicant was no longer interested. It was agreed to publish the vacancy in the Church & Village magazine and on notice boards.

## **8. To receive a Crime & Policing report.**

Three offences had been reported during October & November – all in the same vicinity.

## **9. Planning Issues.**

### **9.1 Current Applications:**

- 3/PL/2017/1376/O – Kirkhams Meadow, residential development – nine dwellings – the Council had recommended refusal on the grounds of over-development and access. The application was refused.
- 3PL/2017/1518/F – Church Barn, Station Road – conversion of barn to create residential – the Council recommended approval. No decision has yet been made.

### **9.2 Decisions Due:**

- **3PL/2017/1200/F – Old Hall, Main Road – Change of Use** – the Council had no comment. Permission had been granted.

### **9.3 To consider establishing a Planning Committee.**

Cllr Kiddle-Morris informed the Council that he understood all planning meetings had to be held in public and the proposed committee would have to be advertised in the normal manner. The Clerk to investigate.

In respect to the proposed Committee, it was agreed, subject to the above, that all councillors would be members with a quorum of three.

## **10. Highway Matters.**

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

A decision is awaited in respect of grant funding from the Parish Partnership Grant Scheme. C/Cllr Kiddle-Morris confirmed his £1,000 donation.

### **10.2 To receive updates in respect of issues previously reported:**

- **Hedge at Lyndhurst Cottage -**
- **Station Road Hedge (owner unknown).**

No action has been taken in respect of either of these hedges – the Clerk to follow up.

- **A47 – from East into village – uneven road surface.**

Highways England had informed the Clerk that this work was pencilled in for January/February 2018.

- **Crown Road flooding.**

No update had been received.

- **Logs in ditch near Chapel on Station Road.**

NCC Highways had confirmed the logs will be removed.

**10.3 To receive reports of any new highway issues.**

Flooding by The Old Crown on Crown Road and between 3 and 5 Station Road will both be reported to the County Highways Department.

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

Cllr Lake had received an update from Highways England that the funding was now in place, however, the Council felt this was incorrect and C/Cllr Kiddle-Morris will check the current situation.

**12. To receive a report in respect of the Village Hall Defibrillator.**

Cllr Taylor, on behalf of the Village Hall Committee, informed the Council that the Committee felt the Village Hall was not a suitable place for the defibrillator as it would have to be inside the locked building, which was not used very often and access difficult. It was agreed to offer the unit to a local sports club which Cllr Taylor will progress.

**13. To receive a report in respect of Data Protection Regulations.**

The Council appointed the Clerk as Data Protection Officer and approved registration with the ICO at an annual cost of £35. The Clerk will update the meeting as and when necessary.

**14. To note the external and internal auditors reports for the year ended 31<sup>st</sup> March 2017 & associated recommendations.**

Both reports were noted by the Council and the list of recommendations was approved.

**15. Financial Matters.**

**15.1 To confirm the appointment of Internal Auditor for the year ending 31<sup>st</sup> March 2018.**

Cllr Lake proposed that Mr Bergin be appointed as internal auditor for the current year, seconded by Cllr Taylor with all in agreement. The audit cost will be £25.00.

**15.2 To receive an update in respect of the budget/accounts for the current financial year.**

The Council noted the financial update.

**15.3 To consider part-funding Clerk's CiLCA qualification (£39.65).**

The Clerk informed the meeting that the cost was now likely to be £79.30. Cllr Taylor proposed the Council approve funding up £80.00, Cllr Spratt seconded and all were in favour.

**15.4 To approve cheques for payment.**

The Council approved the following cheques for payment and they were duly signed.

- |   |         |
|---|---------|
| • Clerk – Salary/Allowance – Nov & Dec 17 | £167.73 |
| • HMRC                                    | £33.20  |
| • ICO Membership (data protection)        | £35.00  |
| • Max Bergin (internal audit)             | £25.00  |

- SLCC (Governance Guide publication) £24.80

In respect of the Mazars invoice for £660.00 (external audit) it was agreed to submit a letter to Mazars with an offer of an immediate payment of £300 or a breakdown and justification for the £660 fee.

**16. To discuss and adopt the following documents:**

- **Standing Orders** – Cllr Lake proposed adoption of Standing Orders, subject to agreed amendments, with Cllr Sheringham seconding and all in favour. Standing Orders were duly adopted.
- **Financial Regulations** - Cllr Taylor proposed adoption of Financial Regulations, subject to agreed amendments, with Cllr Lake seconding and all in favour. Financial Regulations were duly adopted.
- **Risk Assessment & Management Policy** - Cllr Spratt proposed adoption of the Risk Assessment & Management Policy, with Cllr Lake seconding and all in favour. The policy was duly adopted.
- **Asset Register** – the Council approved the register.

**17. To consider a report in respect of the Parish Website.**

The Council considered a report and it was agreed to advertise locally for a volunteer and defer the item for a decision at the next meeting.

**18. To confirm Councillors responsibilities for publication on the website.**

Cllr Sheringham has a responsibility for monitoring the financial accounts.

**19. To note meeting dates for 2018:**

The following meeting dates were noted:

- Tuesday 20<sup>th</sup> March
- Tuesday 15<sup>th</sup> May
- Tuesday 17<sup>th</sup> July
- Tuesday 18<sup>th</sup> September
- Tuesday 20<sup>th</sup> November

**20. Correspondence for circulation.**

There was no correspondence for circulation.

**21. To receive any items for the next meeting.**

There were no additional items for the next meeting.

**22. To confirm the date of the next meeting of Fransham Parish Council will be held on Tuesday 20<sup>th</sup> March 2018 at 7.00pm in the Village Hall.**

The meeting closed at 8.24pm.

Signed:

Date:

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