

Minutes of the meeting of Tacolneston Parish Council held in Tacolneston Village Hall on Tuesday, July 17, 2007 at 7.30 p.m.

Present were Mrs K. Darrell [Chairman], Mr B. Lees, Mr D. Ludkin, Dr A. Mackie, Mr R. McClenning, and [from item 8 to 13 inclusive] Mr B. Spratt. Also present were Mr P. Jeffery [Clerk], and six members of the public.

1 Apologies for absence. Apologies for absence were received from Mrs S. Sparrow and Mr H. Smith [District Councillor].

2 To receive and approve the minutes of the previous meeting. The minutes of the previous meeting, May 15, 2007, were received and approved.

3 Matters Arising. No matters were raised under this heading.

4 Public participation. Matters raised under this heading by members of the public were the dissemination of information about the Parish Council and the desirability of a web site; drainage problems in New Road and the deterioration of verges caused by large vehicles. The Clerk was asked to bring the problems in New Road to the attention of the Highways Department.

5 Items to be entered in Parish Log Book. Dr Mackie reported an instance of broken windows and the forced entry of a shed at the Recreation Ground.

6 Report by Mr H. Smith, District Councillor. In the absence of Mr Smith the Clerk read a report from him concerning road visibility at New Road; hedges in Hall Road; and the state of the old signpost at The Bleech.

7 Report by Mr B. Spratt, County Councillor. Mr Spratt gave a report following item 8 below. He said that work was to be carried out at Dovedale and that plans were being drawn up to deal with drainage problems at New Road.

8 Financial matters.

[i] Internal Review. It was reported that Dr Mackie had carried out an internal review and all appeared to be in order.

[ii] Bills for payment. The Clerk reported balances totalling £6,914.06 [Barclays Bank £4,590.90 and Nationwide £2,323.16] One item was presented for payment, this being from Mr S. Billin in the sum of £50 for the Internal Audit. It was proposed by Mr Ludkin that the item be paid. This was seconded by Mr Lees, and carried.

[iii] Appointment of Third Signatory to Council's Accounts. The Clerk presented the forms from Barclays Bank and Nationwide for the appointment of Dr Mackie as third signatory as proposed at the last meeting.

[iv] Audit Commission Annual Return Statement of Accounts 2006-2007 and Annual Governance Statement. It was reported that Mr Billin had completed the Internal Audit and signed the Annual Internal Audit Report. The Audit Commission Annual Return was presented for approval and signature. It was proposed by Dr Mackie that the Statement of Accounts and Annual Governance Statement be signed. This was seconded by Mr Lees, and carried. Mrs Darrell signed the form as appropriate for submission to the Audit Commission.

[v] Review the Systems of Internal Control and Review of Internal Audit. The Clerk reported on the Council's systems of internal control. It was proposed by Mr Lees that the present systems of internal control and internal audit be approved. This was seconded by Mr Ludkin, and carried.

9 Amendment to Standing Orders. It was proposed by Mrs Darrell that Standing

Order 70 be amended to read, 'At all meetings of the Council the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public and those councillors with a prejudicial interest in items on the agenda to address the meeting in relation to the business to be transacted at that meeting.' This was seconded by Mr Lees, and carried.

10 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.]

11 Planning Matters. Mr Spratt declared an interest in planning matters.

[i] To confirm applications received. There were no items to be considered under this heading.

[ii] Other Planning Matters. Two applications were presented for consideration, 2007/1352 land adjacent to New Road, implementation of planning permission 2006/1638/F with compliance with Condition 2; and 2007/1362 proposed new dwelling and detached garage at land adjoining Lanivet, New Road. Mrs Darrell proposed that 2007/1352 be refused. This was seconded by Dr Mackie, and carried. Mr McClenning proposed that 2007/1362 be approved. This was seconded by Mr Ludkin, and carried. The Clerk was asked to bring the Council's concerns regarding 2007/1352 as being contrary to previous information to the attention of District Councillor Mr H. Smith with a view to arranging a meeting with Planning Officers of South Norfolk District Council before the August Planning Meeting. Mrs Darrell said she intended to attend that meeting to present the Council's views.

12 Highways Matters

[i] Provision of a Reactive Speed Sign. A report was received from the Clerk. It was decided to defer further consideration of the matter and the Clerk was asked to raise the matter with District Councillor Mr H. Smith with a view to seeking the views and the co-operation of Forncett Parish Council in addressing this matter and the siting of a suggested reactive sign.

[ii] Hall Road. The Clerk reported that complaints had been received concerning hedges in Hall Road. Mrs Darrell and Mr Spratt reported that the hedges had been cut back.

[iii] Other Highway Matters. Mr McClenning asked that the forthcoming closure of Cheney's Lane should be further publicised.

13 Regeneration of Play Area. It was reported that a site meeting had been arranged for July 24 next with an officer of South Norfolk District Council. Mr McClenning asked that any plan should include provision of equipment for older children. The Clerk was asked to report back to the next meeting.

14 Provision of Dog Waste Bins. The Clerk reported a request for another dog waste bin. It was decided to take no further action at the present time.

15 Health and Safety At Work - Review of General Statement of Policy. The Clerk reported on action taken in risk assessment. Mrs Darrell proposed that the policy was adequate and also suggested that a second person should be present at future risk assessments of assets. This was seconded by Dr Mackie, and carried.

16 No Smoking Legislation - Provision of No Smoking signs. The Clerk reported that a 'No Smoking' sign had been placed in the bus shelter.

17 Parish Plan. Dr Mackie and Mr McClenning reported that work was

continuing on the draft and that it was expected that the final draft would be available in November next.

18 New Noticeboard at junction of Westway-Norwich Road. Dr Mackie suggested that the noticeboard might be triangular with one side being a T.A.F.R.A. board for public items, one side being for Parish Council items, and the third consisting of a footpath map of the parish. The Clerk was asked to take up the matter of the footpath map with the County Council. It was proposed by Mr McClenning that a sub committee comprising of Mr Lees, Dr Mackie and Mr McClenning be formed to take the matter forward. This was seconded by Mr Ludkin, and carried.

19 Community Web Site. Mr Lees reported that he hoped the web site would be up and running by the end of August next. He suggested that fliers be distributed in the parish to publicise the facility.

20 Sign at The Bleech. It was reported that a note had been received from Mrs A. Bulmer concerning the old direction sign at the Bleech. Mr McClenning proposed that the Clerk write to Mrs Bulmer proposing that she consider the setting up of a trust to maintain The Bleech and the sign. This was seconded by Mr Ludkin, and carried.

21 Policing within the Parish. Dr Mackie said that he had had contact with the community police officer for Tacolneston and said he would forward the dates of meetings to him. It was reported by a member of the public that the previous anti-social behaviour at the Recreation Ground had been largely eliminated by the provision of the gate.

22 Items for Next Meeting. Mr Lees reported on a meeting he had attended regarding the forthcoming consultation of the joint core strategy covering the South Norfolk area. Mrs Darrell reported the death and funeral of former Parish Councillor, Mrs B. Hardie.

23 Date of next meeting. The next meeting was arranged for Tuesday September 11, 2007, at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 9.35 p.m.

Minutes of the meeting of Tacolneston Parish Council held in Tacolneston Village Hall on Wednesday, September 19, 2007 at 7.30 p.m..

Present were Mrs K. Darrell [Chairman], Mr D. Ludkin, Mr R. McClenning, and Mr B. Spratt [from Item 3]. Also present were Mr P. Jeffery [Clerk], Mr H. Smith [District Councillor] and one member of the public.

1 Apologies for absence. Apologies for absence were received from Mr B. Lees, Dr A. Mackie and Mrs S. Sparrow.

2 To receive and approve the minutes of the previous meeting. Mr McClenning proposed that the minutes of the previous meeting [July 17, 2007] be received and approved. This was seconded by Mr Ludkin, and carried.

3 Matters Arising. Mr McClenning reported that the anticipated work at Cheney's Lane had not occurred. Mr Spratt said that he understood that there would be a new route and the work would be carried out later in the year. Mr McClenning said that a draft version of the Parish Plan had been prepared and was in the process of being revised.

4 Public participation. No matters were raised under this heading.

5 Items to be entered in Parish Log Book. Items reported were a raid on Woodlands Club, Theft of items from Old Rectory, an instance of fraud and theft from a car at The Pelican.

6 Report by Mr H. Smith, District Councillor. Mr Smith's report drew attention to recent hedge trimming in Hall Road; the situation regarding access from McKee Drive to the Recreation Ground; the clearance of the Denton traveller site; the identification of sites for gypsies and travellers in South Norfolk; a review of car parking charges; and improvement in the fly-tipping situation.

7 Report by Mr B. Spratt, County Councillor. Mr Spratt also referred to the hedge trimming in Hall Road and said that one result had been an increase in traffic speed. He reported that the cost of children's social services was much over budget; he referred to the new pipe work in Norwich Road currently being carried out Anglian Water; and gave an update on the bid for unitary authority status, this he said was unlikely to be clarified until 2008.

8 Financial matters.

[i] Internal Review. The Clerk reported that no internal review had been carried out.

[ii] Bills for payment. The Clerk reported balances totalling £6,852.72 [Barclays Bank £4,497.90 and Nationwide £2,354.82] The Clerk presented the following for payment – Clerk's salary April-September 2007 £703.48 [based on 2006-2007 scale] and Clerk's expenses £106.01. It was proposed by Mr Ludkin that the items be paid. This was seconded by Mrs Darrell, and carried.

It was reported that a letter had been received from Mrs D. Spratt on behalf of Tacolneston P.C.C. requesting support for the maintenance of the churchyard. Mr Spratt declared an interest in this item. Mr McClenning proposed that this item be placed on the agenda of the next meeting and stated that as the grant had been held at the same level for two years, he would support an increase of 10%. This was seconded by Mrs Darrell, and carried.

9 Amendment to Standing Orders. It was proposed by Mr McClenning that Standing Order 70 be amended to read, 'At all meetings of the Council the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public and those councillors with a prejudicial interest in items on the agenda to address the meeting in relation to the business to be transacted at that meeting.' This was seconded by Mr Ludkin, and carried.

10 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.]

11 Planning Matters. Mr Spratt declared an interest in all planning matters.

[i] It was proposed by Mr McClenning that the recommendations of approval of applications 2007/1597 and 2007/1619 at Elm View, The Green, be confirmed. This was seconded by Mr Ludkin, and carried.

[ii] Other Planning Matters. One application was presented for consideration, 2007/1920 loft conversion with dormer at Lakeside Bungalow, Hall Road. It was proposed by Mr McClenning that a recommendation of approval registered. This was seconded by Mrs Darrell, and carried.

12 Highways Matters

[i] Provision of a Reactive Speed Sign. District Councillor Mr H. Smith reported on ways of tackling speed issues and said it was a matter that he expected to be raised at the Neighbourhood Forums. He said he would raise the suggested reactive speed sign in Norwich Road with Forncett Parish Council.

[ii] Other Highways Matters. Mr Spratt reported on drainage problems in New Road, stating that there was a problem with a pipe. Mr McClenning referred to the width reduction of the road at the junction of New Road and Norwich Road and stated that the verge was being worn away. The Clerk was asked to raise the matter again with Highways Department.

13 Regeneration of Play Area. Mrs Darrell reported on a site meeting attended by herself, the Clerk and Mr Gary Howard, Play and Amenities Officer, South Norfolk Council. It was reported that Mr Howard had written to the Parish Council suggesting the installation of a new fence and other items at a cost of £11,300 plus VAT. Mr McClenning proposed that the Clerk write to Mr Howard expressing surprise at the cost and that no action should be taken at present. Also that a site meeting with councillors should be held with a view to drawing up a plan of action. This was seconded by Mrs Darrell, and carried.

14 Transfer of Land at McKee Drive. The Clerk reported that Mr C. Wright, solicitor acting for the Parish Council, had contacted him regarding the completion of the transfer of land in McKee Drive to the ownership of the Parish Council. Mr McClenning proposed that no action should be taken in this matter provision was made for the access to the recreation ground as originally agreed. This was seconded by Mrs Darrell, and carried.

15 New Noticeboard at junction of Westway-Norwich Road. The Clerk reported contacting Norfolk County Council regarding a new footpath map board. Further consideration of this item was deferred to the next meeting.

16 Community Web Site. Councillors expressed their delight with the new Tacolneston village web site which Mr Lees had launched recently. Regarding Mr Lees' suggestion of printing and distributing of fliers within the village to publicise the web site, Mr McClenning said that he would contact Mr Lees on the matter. Mr Smith suggested that consideration be given to having a simpler web address at a cost of about £10 per year.

17 Old Signpost at The Bleach. The Clerk reported that he had written to Mrs Bulmer but had received no response. Further consideration of this item was deferred to the next meeting.

18 Items for Next Meeting. The Clerk was asked to place on the agenda of the next meeting provision for a report on the Parish Plan and consideration of churchyard maintenance costs.

19 The next meeting was arranged for Tuesday November 13, 2007, at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 9.25 p.m.

Item 8 Financial Matters.		
Balance at last meeting		6,871.06
Payment made	50.00	6,821.06
Income		
Nationwide Account interest	31.66	6,852.72
Current Balance		6,852.72

[Barclays Bank 4,547.90, Nationwide 2,354.82, total 6,902.72. The £50 cheque had not been presented at receipt of latest statement.]

Bills for Payment

Clerk's Salary April-September 2007		£703.48 [see below]
Clerk's Expenses		
Miscellaneous	68.53	[2006 £45.81]
Telephone	28.96	[2006 £18.62]
Postage	8.52	[2006 £8.81]
Total	106.01	[2006 £73.24]

Negotiations on which the pay of parish council clerks is based have not been settled so I have made a claim based on last year's figures. Any adjustment can be made later in the financial year, assuming government and unions come to an agreement.

The rise of £23 under miscellaneous is due to the purchase of ink cartridges [£44]. I am having to copy and print more documents so consumption of ink and paper has been rising significantly. The £10 rise in phone charges is down to internet charges which totalled £25 for the six months as against £16 in 2006 when the computer was not behaving itself.

A letter has been received from Mrs D Spratt on behalf of P.C.C. regarding the cost of churchyard maintenance. In each of the past two years the Parish Council has made a grant of £350.

Item 10 Correspondence. AGM of NCAPTC will be at East Tuddenham Village Hall on Saturday September 15 at 10 am. Please let me know as soon as possible if you would like to attend [£5 per head for lunch].

Item 11 Planning. The planning application for new dwelling and garage at land adjoining Lanivet, New Road, has been approved.

Item 13 Play Area. Mrs Darrell and I met Mr Howard of SNDC at the play area on July 24. He was given an idea of what the Parish Council has in mind. He suggested the removal of one or two items, the replacement of the swings, with priority being given to providing new fencing. The present fence does not meet modern standards so is only fit for firewood. It was suggested that a 'bus shelter' style refuge/meeting place for teenagers might be provided near the pavilion and that could double up as a place for spectators for cricket and football. Mr Howard has had a quote of £11,300 plus VAT for some work on play area.

Item 16 Sign at The Bleach. No response has been received from Mrs Bulmer.

Calendar of Meetings	Tuesday	November 13	2007	
	Tuesday	January 8	2008	
	Tuesday	March 4	2008	
	Tuesday	May 6	2008	
	Tuesday	July 8	2008	
	Tuesday	September 9	2008	
	Tuesday	November 11	2008	
	Tuesday	January 6	2009	
	Tuesday	March 3	2009	End

Regarding the fence - the pales measure 47 inches [120 cm] long, 3 inches [7.5 cms] wide and 7/8 inch [2cm] thick. The laterals are 6 ft [183 cms] long, 1 inch [2.5 cms] thick and 3 inches [7.5 cms] wide. I have in my shed 67 pales that can be used again and 7 laterals. However, the combined thickness of pale and lateral is less than 2 inches which means that it is relatively easy to kick out the pales. I would suggest fixing with three laterals each of a greater thickness thus allowing the use of sturdier nails. There are 11 pales per lateral.

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1 Apologies for absence. There were no apologies for absence.

2 To receive and approve the minutes of the previous meeting. Mrs Darrell proposed that the minutes of the previous meeting [September 19, 2007] be received and approved. This was seconded by Mrs Sparrow, and carried.

3 Matters Arising. No matters were raised under this item.

4 Public participation. No matters were raised under this item.

5 Items to be entered in Parish Log Book. No matters were raised under this item.

6 Report by Mr H. Smith, District Councillor. Mr Smith reported on recent flooding fears, the current outbreak of bird flu, and meetings regarding the move toward proposed unitary status. Mr Smith's report was suspended with the arrival of two Police Community Support Officers, Charlotte Curtis and P. Borman. They reported crime figures of 10 reported crimes in the last six months. The Clerk asked them to look into the forwarding of monthly crime figures which had ceased following transfer to the Wymondham area. The two officers spoke of their roles and answered questions before leaving the meeting at 8 p.m.. Mr Smith resumed his report stating that Planning Department Officers had taken up with Abels the matter of the access from McKee Drive to the Recreation Ground. He asked if the Council considered it likely that there would be volunteers within the parish to be trained to take part in a community speed watch programme involving the use of speed guns. Members of the Council considered that there would be interest within the community and agreed to publicise it.

7 Report by Mr B. Spratt, County Councillor. Mr Spratt reported on work on footways in the parish, and drainage work in Cheney's Lane. He said that the Highways Department officers were looking into the widening of New Road and said that this might involve the moving of an old milestone. He also reported on problems faced by the education service in Norfolk.

8 Financial matters.

[i] Internal Review. It was reported that Dr Mackie had carried out an internal review and all appeared to be in order.

[ii] Bills for payment. The Clerk reported balances totalling £8,428.23 [Barclays Bank £6,073.41 and Nationwide £2,354.82] He presented the following for payment – Clerk's salary adjustment April-September 2007 £17.39, and S.N.D.C. for play area inspection £70.50. It was proposed by Mrs Sparrow that the items be paid. This was seconded by Dr Mackie, and carried.

[iii] Churchyard Maintenance Grant. Mr Spratt declared an interest in this matter. It was proposed by Mr McClenning that a grant of £385 be made to Tacolneston P.C.C. and this to be held at that level for two years. This was seconded by Mrs Sparrow, and carried.

[iiii] Appointment of Third Signatory. It was reported that this matter had been completed in the case of the Barclays Bank account, and that in the case of the Nationwide account it would be completed within a short time.

[v] Budget Estimates 2008-2009. The Clerk presented a draft of estimates. There was discussion on items concerning recreation ground maintenance and the Clerk's salary. [A copy is attached to these minutes at 'November 2007 Appendix A']. The Clerk was asked to request an itemised account concerning ground maintenance during the past year and to seek estimates for 2008. Mr Ludkin declared an interest in this matter. Mr McClenning proposed that the Clerk's allowance be raised by one half-hour per week to 3.5 hours per week from April 1 2008. This was seconded by Mr Lees, and carried.

[vi] Precept 2008-2009. Mrs Darrell proposed that the precept for 2008-2009 be set at £4,750. This was seconded by Dr Mackie, and carried.

9 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.]

10 Planning Matters. Mr Spratt declared an interest in all planning matters.

[i] Joint Core Strategy. Mrs Darrell reported on recent J.C.S. meetings.

[ii] Other Planning Matters. The Clerk reported that the proposed loft conversion at Lakeside Bungalow had been approved. He also reported receipt of a letter from National Grid Wireless concerning the intended submission of a planning application to S.N.D.C.. Mrs Darrell proposed that this be included on the agenda for the next meeting. Also that a representative of National Grid Wireless be asked to attend that meeting and this be publicised so that interested members of the public might attend. This was seconded by Dr Mackie, and carried.

11 Highways Matters.

[i] Proposed Provision of Reactive Speed Sign. The Clerk reported that a proposal for a 'get together' meeting had been received from Forncett Parish Council [Item 17 below] and suggested that any joint speed reduction measures could be discussed then. The Clerk was asked to offer the dates of December 18, 2007, January 22 and 29 2008 as being suitable with Tacolneston Village Hall as the venue.

[ii] New Road. Mrs Sparrow asked about recent flooding and Mr Spratt reported that it had been caused by a broken pipe and that remedial work had been carried out. Regarding the widening of the road, Mr Spratt had reported on this at Item 7 above.

[iii] Other Highway Matters. No matters were raised under this item.

12 Regeneration of Play Area. Mr McClenning reported that a site meeting had been arranged for 10 am, Saturday, November 24. The Clerk reported receipt of the annual inspection report. It was agreed that the report be considered at the site meeting. Mrs Darrell and Mr Spratt left the meeting at this point and Dr Mackie assumed chairmanship of the meeting.

13 New Noticeboard at junction of Westway-Norwich Road. The Clerk was asked to contact Norfolk County Council again regarding the possible provision of a new footpath map board. Also to make available literature on types of noticeboards at the proposed Play Area site meeting on November 24 next.

14 Community Web Site. Mr Lees reported a new domain website for parish items at a cost of £45.74. He was asked to submit an account for reimbursement. He asked that the new website should be publicised and it was suggested that details be circulated with the forthcoming distribution of the parish plan. The Clerk was asked to forward a letter of thanks to Mr C. Lees for his work in establishing the new website.

15 Old Signpost at The Bleech. The Clerk reported that no correspondence has been received regarding this matter.

16 Parish Plan. Dr Mackie reported that a meeting was due to be held on November 15 next and it was hoped that distribution of the plan would be made during December 2007.

17 Suggested 'Get Together' meeting with Forncett P. C.. Councillors welcomed this proposal. Proposed dates for a meeting had been suggested at Item 11 [i] above.

18 Items for Next Meeting. No matters were raised under this item.

19 Date of Next Meeting. The next meeting was arranged for Tuesday, January 8, 2008, at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 9.30 p.m.

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