

Wiveton Parish Council

**DRAFT MINUTES of the Parish Council Meeting held on
Wednesday 20th November 2019, 7.30pm at the Parish Room**

Present: John Ramm (Chair), Carolyn Newman (Vice-chair), Martin Pearce, John High, Rachel Pryor and Catherine Fletcher (Clerk)

Also present: District Councillor Karen Ward and four members of the public.

1. Welcome, Apologies and Declarations of Interest

(a) To receive and consider apologies

Apologies were received and accepted from Cllr. Hardcastle and Cllr. Ratcliffe.

(b) To receive Declarations of Interest and consider requests for Dispensations on agenda items

No Declarations of Interest were received.

2. Minutes

(a) To approve the minutes of the meeting held on 11th September 2019

The minutes for the meeting held on the 11th September 2019 were **approved** as a true record of the meeting.

(b) To approve the minutes of the extraordinary meeting held on 9th October 2019

The minutes for the extraordinary meeting held on 9th October 2019 were **approved** as a true record of the meeting.

3. Matters arising from the minutes (for information only) To report on matters from the minutes not covered elsewhere on the agenda

It was reported that the application for Change of Use of the Car Park had been submitted and a response is expected in mid-December.

It was reported that work on the registering of land in the village was near completion.

4. Reports from County and District Councillors and the Police To receive reports from the County Councillor, District Councillor and Police

District Councillor Karen Ward spoke to the meeting. She reported:

- It is expected that NNDC will pass a motion this evening to lobby on behalf of the area in relation to poor ambulance response times.
- It has now been agreed that the old telecommunication mast will be removed and the new mast put in its place. Work is to begin within 28 days.
- It has been found that the 'structure behind Sycamore Cottages' is in breach of planning control. A full planning application will need to be submitted.
- It was reported that the planning application for the decking in front of The Wiveton Bell will be refused in its current state. The applicant may withdraw the application and re-submit.

In relation to The Wiveton Bell planning application, it was noted that a letter had been received by the council from the applicant requesting a meeting. It was **agreed** not to meet with the applicant.

It was noted that the decking outside The Wiveton Bell is currently very slippery. As this is a public right of way, it was **agreed** to report this to NCC Highways.

County Councillor Dr. Marie Strong sent her apologies along with a report that had been previously circulated.

Police An email had been received highlighting a number of trailer thefts in nearby parishes. The Police cluster newsletter had been received and added to the Council website.

5. Finance:

(a) To note the accounts summary to 30th September

It was noted that the second half of the Precept had now been received.

(b) To note the bank reconciliation to 30th September

The bank reconciliation was noted.

(c) To approve the payment of the following invoices:

i.	C Fletcher	Salary for September	£99.00
ii.	C Fletcher	Salary for October	£99.00
iii.	C Fletcher	Postage, milage, phonline	£39.00

All three invoices were **approved** for payment.

(d) To approve the payment of invoices received since the publication of the agenda
One invoice had been received since the publication of the agenda:

i.	NNDC	Uncontested election	£30.28
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It was **agreed** NOT to approve this payment. It was **agreed** to write to NNDC querying why the council should be invoiced for an uncontested election.

(e) To note the following payment made on 4th October 2019

i.	PWLB	Loan repayment	£267.85
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The above, final, loan payment was noted.

(f) To agree the 2020/21 budget

The 2020/21 budget was **agreed**.

(g) To agree the 2020/21 precept demand

It was **agreed** to submit a precept demand for 2020/21 for £4000. It was noted that though the precept would be the same as 2019/20, due to a decrease in the number of tax payers in the village, this would result in an increase of 2.24% in the amount paid by tax payers in the village.

(h) To agree to the transfer of funds to the savings account

It was **agreed** to transfer £5000 from the Community Account to the savings (Premium) account.

(i) To agree additional bank signatories

It was **agreed** to defer this to the next meeting.

6. Planning

(a) To consider and respond to any planning applications received since the publication of the agenda.

- i. PF/19/1926 Change of use of agricultural barn to sui generis for vehicle & boat repair, restoration & storage (retrospective), Church Farm Barn, Church Farm, The Street, Wiveton

It was **agreed** the Council **support** this application noting that this is a perfect use of a redundant barn, providing useful employment and a handy service in a good location.

- ii. PF/19/1950 Variation of condition 2 (plans) of planning permission PF/18/1263 to allow for amended design. 8 Wiveton Road, Blakeney, Holt, NR25 7NJ

It was **agreed** not to submit a comment for this application as it is outside the parish.

(b) To adopt the NCP Dark Skies Planning Statement

It was **agreed** that the NCP Dark Skies planning statement will be added to all applications the Parish Council comment on. The statement is as follows:

The National Planning Policy Framework (NPPF) Clause 180c and Norfolk County Council's Environmental Lighting Zones Policy both recognise the importance of preserving dark landscapes and dark skies. In order to minimise light pollution, we request that any outdoor lights associated with this proposed development should be:

- 1) fully shielded (enclosed in full cut-off flat glass fitments)
- 2) directed downwards (mounted horizontally to the ground and not tilted upwards)
- 3) switched on only when needed (no dusk to dawn lamps)
- 4) white light low-energy lamps (LED) and not orange or pink sodium sources

(c) To receive any updates regarding the telecommunications mast

This was covered under item 4.

(d) To receive any updates regarding The Wiveton Bell decking

This was covered under item 4.

(e) To receive any updates regarding the summer house at Parva Cottage

This was covered under item 4.

(f) To receive any updates regarding the planning application for the Car Park

This was covered under item 3.

7. Highways and Footpaths

(a) To receive any updates on items previously reported to NCC Highways
Post box - request for a 'keep clear' sign.

It was reported Highways do not have a suitable sign for this situation. The only action Highways could take would be to paint on the road, though this may not be appropriate for this location. It was suggested that the Council may wish to contact the owner's of the wall and request to put up a small 'keep clear' sign.

It was **agreed** to monitor the situation.

Speed limit on Coast Road

It was reported that speed limits are set in accordance with the NCC member approved Speed Management Strategy and Highways feel the speed limit is correct for this section of carriageway using this strategy.

It was **agreed** to contact Highways requesting monitoring for this section of the Coast Road.

Vegetation over signs

It was reported that the vegetation that had overgrown signs in Chapel Street opposite the allotment and in the Coast Road between Marsh Lane and Hall Lane has now been cut back.

(b) To consider a speed limit for the village

It was **agreed** to defer this to the next meeting.

(c) To identify issues to be reported ahead of the Highways Streetscene Inspection

It was **agreed** to report the following issues to the Streetscene Inspector:

- Pothole on Chapel Lane
- Dirty sign in Chapel Lane
- Pothole near the The Wiveton Bell at the end of The Street

(d) To consider the use of Sandy Lane by motor vehicles

It was **agreed** to seek clarification from Highways as to whether vehicles are able to use a bridleway for access.

(e) To consider the specifications for the 2020 grass cutting contracts

It was **agreed** to defer this to the next meeting.

(f) To identify any work required this autumn/winter in the village in relation to hedges and verges

It was **agreed** for the following work to take place:

- Cutting the pathway
- Cutting the hedges in the car park

(g) To consider the maintenance of hedges in the village

This was covered under item 7.(f).

(h) To consider the repair and/or replacement of the signs for the car park

It was **agreed** to look into the colours available for reflective parking signs.

(i) To consider the use of solar lights in the village car park

It was **agreed** to allow the use of solar lights in the village car park.

8. Allotments and Allotted Land

(a) To agree the Allotment Tenancy Agreement

It was **agreed** to contact the allotment holders for their views on the tenancy agreement.

(b) To agree to send invoices for previous un-invoiced years' rent

It was **agreed** to send invoices for the unpaid allotment and allotted land rent for 2017/18 and 2018/19.

(c) To receive any updates regarding the Allotted Land

It was noted there were still parts of the Allotted land that required clearing.

9. Governance

(a) To adopt Standing Orders

The Council recognised the legal duties set out in the N-ALC model Standing Orders and also noted the best practice outlined in the model Standing Orders but **agreed** not to adopt Standing Orders.

(b) To adopt Financial Regulations

It was noted that it is a legal obligation to adopt Financial Regulations. It was **agreed** to defer this to the next meeting.

(c) To adopt the Code of Conduct

It was noted that it is a legal obligation to adopt a Code of Conduct. It was **agreed** to defer this to the next meeting.

(d) To appoint a member to represent the council at the police SNAP meeting

It was **agreed** not to send a representative.

(e) To appoint a member to represent the council at the meeting of the Local Police Inspector

It was **agreed** not to send a representative.

(f) To consider making a submission for the NCC Budget Consultation

It was **agreed** not to make a submission.

(g) To consider making a submission for the Norfolk Fire & Rescue Service's draft Integrated Risk Management Plan

It was **agreed** not to make a submission.

(h) To agree the meeting dates for 2020

The Council meeting dates for 2020 were **agreed** as:

- 15th January
- 18th March
- 20th May (Annual Parish Meeting and Annual Parish Council Meeting)
- 15th July
- 16th September
- 18th November

(i) To receive any updates regarding the registering of land in the village with the Land Registry

This item was reported under item 3.

(j) To consider councillor training

It was **agreed** for Cllr. Pearce to attend the N-ALC *Being an Effective Councillor* course at a cost of £60+VAT.

(k) To consider additions to the new website

It was **agreed** to add the following to the Council website:

- Police Reports
- Events section
- Information about the Ralph Greenaway Trust
- A link to the Parish Rooms website
- Information about the Friends of Wiveton Church

10. Correspondence To consider and respond to any correspondence received since the publication of the agenda.

An email had been received regarding the large red 'Slow Down' sign that had been put up along the Coast Road.

It was **agreed** to write to Highways pressing for a speed reduction on this section of the Coast Road.

It was **agreed** to write to the owner of the sign, expressing the sympathy of the council in relation to danger of the Coast Road, but requesting the sign be removed.

11. Any Other Business (for information only)

None reported.

12. Parishioners' Questions

A member of the public asked why the Council had agreed a precept that would result in an increase in the amount of tax paid by parishioners when the Council had £20,000 in the bank.

It was reported that it had been felt that while the Council have a source of income that mayn't go on forever, the Council should use the to build a reserve that could be used in the future.

It was **agreed** to put this to the parish at the Parish Meeting in May.

13. To confirm date of the next Parish Council Meeting, Wednesday 15th January 2020

There being no further business, the Chair closed the meeting at 9:08pm.