

**MINUTES OF THE ANNUAL MEETING OF HORSTEAD WITH STANNINGHALL PARISH COUNCIL
HELD IN THE HAYLOFT OF THE TITHE BARN, RECTORY ROAD, ON WEDNESDAY 9 MAY 2018**

Present:, Cllrs, Mr C Jones (Chair), Mr M Blackburn, Mrs M Gurney, Ms L Wishart, Mr R Jennings, Mr T Cain, Ms P Weightman and Mr A Browne

In Attendance: Suzanne Hall (Parish Clerk), Cllr J Coplestone (BDC), PC P Magee and three members of the public

1. Elections (NB this always has to be the first item on the agenda).

(a)Chairman: Mr Campbell Jones was proposed by Mr Jennings and seconded by Ms Wishart. There being no other nominations, Mr Jones was deemed elected Chairman and took the chair.

(b)Vice Chairman: Mrs Fleming was proposed by Ms Weightman and seconded by Mr Cain. There being no other nominations, Mrs Fleming was deemed elected Vice-Chairman.

Public Forum

- Cllr J Coplestone gave an overview of her current involvements – see report at end of these minutes

2. Declaration of Acceptance Of Office

Mr C Jones signed his Acceptance of Office and Mrs C Fleming will sign on return

Parish Councillors were also elected to lead roles:

Mr M Blackburn - Planning

Mr A Browne – Internal Control and council representative for SNAP and RAF liaison committee

Mr T Cain – Highways

Mrs C Fleming – Employment

Mrs M Gurney – Tarmac Liaison

Mr R Jennings – WW1 and Tithe Barn Committee

Mr C Jones – Playground Inspector and SNAP representative

Ms P Weightman – Policies

Ms L Wishart – Assets and Risk

Mrs D Williams – Planning

It was AGREED that Mr Browne would replace Mrs Lawrance as a bank account signatory etc.

3. Apologies

Apologies for absence were received and accepted from Cllrs Mrs C Fleming and Mrs D Williams

4. Declarations of Interest

None

5. Minutes of the Meeting of 11 April 2018

The minutes of the last Parish Council Meeting were

AGREED AND SIGNED

6. Planning

None

7. Parish Clerk and Chairman

(1) **EOY accounts** – approved by internal auditor

(2) **Insurance** – this is the third year of a three year deal – the Clerk and Mr Campbell have reviewed the policy along with the asset register – no changes required

(3) **Patricia Avenue footpath** – Mr T Cain explained the concerns of residents, it was AGREED that the clerk would forward the Highway ranger report to Mr Cain to enable a plan of action to be drawn up.

(4) **Frettenham Road** – a parishioner's letter was circulated – it was noted that sugar beet lorries are allowed to load on the Road. The clerk is to ask Frettenham PC if they are aware of issues

(5) **Clerks review** – Mr C Jones reported that the clerks review had taken place, the write up has been circulated. It was proposed by Mr Cain and seconded by Mrs Gurney that recommended salary changes and hours be accepted and backdated to 1st April 2018 and **AGREED**

(6) **WiFi in the Tithe Barn** – Mr Jones has met with a local IT company and has obtained a quote for WiFi set up and monthly costs. He has also spoken to Cllr T Garrod about funding - It is possible that NCC may be able to help in the near future. Mr Jennings will continue to liaise with the Tithe Barn Committee.

(7) **Mrs K Lawrance** – it was agreed that the clerk would obtain quotes for a bench to commemorate the work Mrs Lawrance carried out on behalf of the village

8. Finance

(1) Payments Received

Precept 1st instalment – 25/4/18

£11,000.00

WW1 donation – brothers of Lammas

£50.00

Neighbourhood grant 1st instalment

£4,500.00

(2) Payments for Approval

Norfolk PT&S – New councillor training	£50.00
Glasdon – Picnic bench	£748.41
D Clark – Pond Bench fittings -	£40.00
D Clark – Fitting picnic bench at Mill	£120.00
D Clark – Clearing ivy at Mill	£360.00
Mr C Jones – Litter picker and internal control expenses	£36.71
Zurich – Insurance June 2018 to May 2019	£1129.25
Mrs L Wishart – travel expenses – new councillor training –	£8.10
Mr R Jennings – Travel expenses – Broadland Community info session	£8.10
Tithe Barn – deposit for 10 November – awaiting invoice	£50.00
P Carrick – internal audit	£100.00
Westcotec – SAM2 post	£106.80
SLCC summer conference	£148.50
Proposed by Mr Jennings and seconded by Mr Cain and	APPROVED

(3) Payments for information only – previously agreed direct debits and standing orders	
Veolia - Bin Lifts in March collected 30/4/2018	£93.79
Clerks Salary April 2018	£494.64

(4) Payments for authorising – Neighbourhood Plan

None

(5)Accounts Final Quarter 2017-2018 have been examined by Mr Browne and **APPROVED**

(6)Financial risk assessment – the changes to the document were **APPROVED**

(7)Governance statement 2017-2018

The Governance Statement on the Annual return was **APPROVED AND SIGNED**

(8)Statement of Accounts 2017 – 2018

The Statement of Accounts was **APPROVED AND SIGNED**

9. Neighbourhood Plan

There was no April meeting

10. WW1 celebrations

Mr B Jennings provided an update on progress. Donations have been requested and a possible grant from Broadland District Council is being investigated.

11. Pond

The pond bench has been repaired.

Mr Jones to chase up dates for the second survey which is due to take place in June or July

12. Horstead Mill

- (1) Litter Picker – The 'old' litter picker returned to duties before the 'new' litter started work
- (2) The picnic bench is now in place and an invoice will be issued
- (3) Mr C Jones reported that the bank work for canoeists is underway, the area is currently fenced off.
- (4) A structural survey quote has been obtained and circulated. A decision will be made at the June meeting.
- (5) The ivy has been removed from the Mill as agreed

13. Playing Field

- (1) Weekly inspections are being carried out by Mr C Jones
- (2) Further quotes for the matting under the witches' hat will be requested

14. Speedwatch and SAM2

Speedwatch – 2 sessions have been held since the last meeting including the county wide speedwatch Saturday. The SAM2 has returned to Norwich Road in Horstead. When it was there at the start of the year it recorded around 110,000 vehicle movements over 4 week period (and the same again over the 4 weeks it was facing the opposite way). The average speeds recorded in each direction was well over the 30 mph limit. We are interested to see the impact of the Broadland Northway being fully open as the perception is that traffic flow has increased.

15. Highways

Nothing to report

16. Training, meetings and consultations

Events attended:

- CiLCA training – ongoing – clerk
- Coming together, Broadland community event – 23/4/18 – Mr B Jennings and Mr C Jones
- New Councillor Training – 24/4/18 – Mrs L Wishart and Mr A Browne

Upcoming events:

CiLCA training – ongoing – clerk
Tarmac Liaison – 25/5/18 – C Jones and M Gurney
PCC meeting – 5/7/18 C Jones
NPFA – AGM 27/7 and summer party 7/7 – C Jones
Planning training – BDC – June dates – C Jones, A Browne, C Fleming
SLCC Summer conference – DATE in JUNE? – P Weightman, C Jones, Clerk

17. Police Report

The police report was circulated

18. Items for the Next Agenda

Standing items for monthly meeting

19. Date and Time of the Next Meeting

Parish council meeting: Wednesday 13 June 2018 at 6pm in the Main Hall of the Tithe Barn, Rectory Road

News from Broadland District Council.

June 2018

When Council last met in April we were presented with the latest 'Crime profile overview' from Chief Inspector Hornigold. The constabulary currently have 103 Sergeants and 511 PC's, and in the last six months Safeguarding and Public Safety crimes have risen exponentially in our region. Most of this crime is due to Public Order and Domestic Abuse offences, some of which can be attributed to the high number of Mental Health Hospitals in our area. A dedicated Police Officer (PC Shaun Phillips) who has specialist experience of Mental Health problems, will now be based at Hellesdon Hospital and it is hoped this will mitigate the problems faced when patients are being discharged.

Norfolk County Council is holding a series of public consultation events between 8th May to 3rd July 2018, in respect of the proposed Norwich Western Link Road, which when built could give positive benefits to residents, businesses & visitors, and support economic growth in our area. If you would like to know more about these events please go to www.norfolk.gov.uk/nwl

The Environmental Excellence Panel has announced the Council has been awarded £3.2m from the Warm Homes Fund, and this money will help households in 'fuel poverty'. It is estimated that there are 5000 homes in our region without central heating, and the fund will facilitate the delivery of heating systems to homes in the following three categories. Firstly, urban homes with gas central heating, secondly rural homes with 'non gas' solutions, such as air source heat pumps, oil and LPG systems, and thirdly identifying households in fuel poverty. This scheme will also cover emergency repairs, fund two employees who would undertake home visits, and assist households to access cheaper fuel. Please contact the Private Sector Housing Manager at Broadland if you would like more information on this scheme.

Please do not hesitate to contact me with any concerns you may have, I am only too happy to help.

Kind regards, Jo Copplestone

01603 860840 www.cllr.jo.copplestone@broadland.gov.uk