

**MINUTES OF THE MEETING OF HORSTEAD WITH STANNINGHALL PARISH COUNCIL
HELD IN THE HAYLOFT OF THE TITHE BARN, RECTORY ROAD, ON WEDNESDAY 10 JANUARY 2018**

Present: Cllrs, Mr C Jones (Chair), Mr B Benton, Mr M Blackburn, Mrs C Fleming, Mrs D Williams and Mr R Jennings
In Attendance: Suzanne Hall (Parish Clerk) and two members of the public

Public Forum

- Cllr J Coplestone provided a report which was read out at the meeting
- The neighbourhood planning group advised that a grant had been received and would be used for a distributed publication and a public meeting during March

1. Apologies

Apologies for absence were received and accepted from Cllr Mrs K Lawrance, Mrs E Wishart, Mrs M Gurney and Cllr J Coplestone

2. Declarations of Interest

Mrs C Fleming – Item 4 - owner

3. Minutes of the Meeting of 13 December 2017

The minutes of the last Parish Council Meeting were

AGREED AND SIGNED

4. Planning

20172215 - 7 Frettenham Road, Horstead with Stanninghall, NR12 7LB - Two Storey Side Extension & Single Storey Rear Extension

NO OBJECTION

BA/2017/0485/FUL and BA/2017/0486/LBC – Horstead House, Mill Road, Horstead – Repair and rebuild garden wall and outbuilding

NO OBJECTION

20180008 – No 1 The Glass Barn, Stanninghall Road, NR12 7LY – Amended elevations and internal layout

NO OBJECTION

5. Parish Clerk and Chairman

(1) The dog poo by the Recruiting Sergeant has been cleared and the bin on Green Lane repaired

(2) The broken bin at the Mill has been temporarily replaced and a restricted access one is on order

(3) It was **AGREED** that Mr C Jones and Mrs K Lawrance would attend the NALC Spring Conference

(4) Mr B Benton has resigned from the Parish Council but will be available to answer questions regarding land and PROW. The Parish Council thanked Mr Benton for his decades of dedication to the Parish.

(5) Following concerns from Parishioners the clerk will ask people to cut back hedges overhanging footpaths - note to go in the Marlpit

(6) The Chair and Parish Clerk received letters from Ms P Weightman volunteering to fill one of the Parish Council vacancies. It was agreed Ms P Weightman should attend the February meeting and be co-opted at the March meeting.

6. Finance

(1) Payments Received

Neighbourhood Plan grant

£1800.00

(2) Payments for Approval

Clerks expenses Q3

£95.88

Tithe Barn Hire for 2018 meetings (awaiting invoice)

£396.00

Westcotec – SAM2 equipment

£2070.00

NPTS – new councillor training – E Wishart

£50.00

Proposed by Mrs C Fleming and seconded by Mr R Jennings and

APPROVED

(3) Payments for information only – previously agreed direct debits and standing orders

H Gurney – Playing Field Rent

£300.00

Veolia - Bin Lifts in November collected 30/12/2017

£105.12

Clerks Salary December 2017

£494.64

D Burrows Q3 fee

£225.00

(4) Payments for information only – Neighbourhood Plan

None

7. GDPR

Information from the training attended by the Clerk and Mr C Jones was circulated and discussed. From the actions that were recommended during the training it was proposed by Mrs C Fleming and seconded by Mr R Jennings that the Clerk be appointed as DPO and

APPROVED

It was proposed by Mrs D Williams and seconded by Mrs C Fleming that the proposed new GDPR policy be adopted and

APPROVED

Outstanding actions are: Amend Standing Orders, Amend Clerks Job Description, Nominate a GDPR Councillor, Complete 'information audit' and update the Councils risk management schedule

Standing Orders were suspended to allow the Neighbourhood Planning group to provide guidance on item 8 and then reinstated

8. Neighbourhood Plan

The Issues and Options document and its implications were discussed. The Councillors are to provide the Clerk with feedback on the document for the February meeting. The Neighbourhood planning group have received a grant and will be engaging with the public during March to discuss the Issues and Options Document, this will be via a delivered document and a public meeting.

9. Donations

The Clerk to find out if donations can be made to First Responders

10. WW1 Celebrations

The Clerk to ask Coltishall Parish Council if they have any plans in place so efforts are not duplicated. Mr R Jennings to investigate options.

11. Pond

Two surveys have been organised by Mr C Jones with the NWT – the first to take place on the 17th January with a follow up in June. Tree canopies etc. may need to be cut back and monitored.

12. Horstead Mill

The Clerk to meet with Canham Consulting with regards to organising a full structural survey. Concern has been raised about overnight parking at the Mill – The Clerk to contact the Broads Authority requesting signs for the Car Park. If the Broads Authority cannot help, the Parish Council will organise signs.

13. Playing Field

There is a tree on the highway which has suffered some damage in the recent winds. Mr C Jones and Mrs C Fleming to discuss with the landowner.

The Clerk is awaiting a third grass cutting quote.

Mr C Jones is to investigate the possibility of a sunken trampoline and potential grant options from Derbyshire Environmental Trust

14. Speedwatch and SAM2

Update provided by Mr C Jones – The SAM2 has been in operation for 4 weeks, on Norwich road, collecting data on traffic heading towards Norwich. It is now facing the other way collecting data from traffic heading into the Village. Initial indications are that in the first four weeks, around 45% of vehicles exceeded the 30mph speed limit. Further analysis of the data collected is required and this will be done in conjunction with Coltishall Parish Council and then be sent to the Authorities. Mr C Jones will be mentioning the initial findings to the Police at the next SNAP meeting. The next 'B team' speedwatch session will be in Horstead on 15th January.

15. Highways

Nothing to report

16. Training, meetings and consultations

Upcoming meetings and training:

CiLCA training – ongoing – clerk

NPFA – Mr C Jones – 11th January

SNAP – Mrs K Lawrance and Mr C Jones – 16th January

Internal Audit Training (sponsored by Coltishall PC) – 24th January

UKPN – Mr C Jones – 5th February

New Councillor Training – Mrs E Wishart – 24th April

17. Police Report

Report from Mr K Lawrance circulated

18. Items for the Next Agenda

Donations – breakdown

WWI celebrations – Mr R Jennings to report

Standing items for monthly meeting

19. Date and Time of the Next Meeting

Parish council meeting: Wednesday 14 February 2018 at 6pm in the Main Hall of the Tithe Barn, Rectory Road

Cllr Jo Coplestone's report

The Greater Norwich Local Plan Regulation 18 Consultation is now in progress and there will be a meeting for Parish Councils at Broadland on 24th January at 6pm. The main objective of the GLNP is 'to deliver high quality homes of the right size, mix and tenure to meet people's needs and grow vibrant healthy communities'. Presently six different options to deliver 7000 new homes over the next 20 years are outlined in the plan. You can view the document at www.gnlp.org.uk.

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