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Minutes of the Tilney St Lawrence Parish Council meeting held at on Monday 3rd October 2011 in the Village Hall, Tilney St Lawrence at 7.30pm.

In attendance: Cllr B. Ayres (in the Chair)
Cllr C. Ayres, Cllr D. Calton, Cllr P. Cullen, Cllr J. Day, Cllr E. Hearn,
Cllr R. Jaggars, Cllr D. Jones, Cllr E. Jones, Cllr C. Mills,
Cllr G. Place, Cllr A. Sapey & Cllr R. Savage.

Clerk: Mrs M. Meyrick

Public: 0

335. Apologies and reasons for absence.

335.1. Cllr Hearn – apologised in advance for being late due to work commitments.

336. Declarations of interest for items on the agenda.

336.1. There were no declarations of interest.

337. Minutes.

337.1. The minutes of the Meeting of the Council on the 5th September 2011 were agreed and signed as a true record by the Chairman.

There was no public in attendance so no questions were raised in the public session.

338. Police Matters

338.1. Cllr B. Ayres could not attend the last SNAP meeting as he was already attending another meeting on the same night. Cllr D. Jones reported that he receives statistics from the Safer Neighbourhood team and the Clerk forwards minutes from the SNAP meeting via e-mail to Councillors. The question was raised whether the Council wished him to continue in this role considering Cllr B. Ayres is now part of the SNAP committee in his Borough Councillor capacity.

It was unanimously agreed for Cllr D. Jones to continue to liaise with the Safer Neighbourhood team on behalf of the Parish Council.

338.2. Cllr D. Jones reported that there has been 1 crime reported between the 5th September – 2nd October which consisted of 13 drain covers that were stolen and there are similar incidents happening across West Norfolk.

339. Reports

339.1. Chairman's Correspondence

339.1.1. The ferry subsidy has been removed by Norfolk County Council which the Borough Council were informed after the decision was made. The Borough Council are part funders in the scheme.

339.1.2. There is a group of people who will be carrying out a survey on behalf of Norfolk County Council to find out what people think about the Incinerator.

339.1.3. The grit bins will be put in place at the end of October ready for them to be filled.

It was agreed for each one to have labels attached to them showing they are the property of the Parish Council.

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339.1.4. The Chairman has been helping a resident who has been having a problem with a neighbouring tree which has fallen into her property. The problem is that no one lives at the attached property and it is difficult to ascertain who the owner is. Cllr Savage may know who the owner is and will inform the Chairman of their contact details.

339.2. Footway Lighting Reports

339.2.1. 18 St Johns Road – light not working.

339.2.2. 1 School Road – Day burner.

339.2.3. The give way sign at the School Road – St Johns/Magdalen junction is flashing.

339.3. Village Hall Report

339.3.1. It was reported that the July minutes were incorrect when it stated that the Village Hall had its floor re-done – it should have stated that the floor was not done yet it was being investigated. The Clerk stated that she recorded what was reported at the meeting.

339.3.2. There is a problem with the bookings of the village hall on a Monday. The Parish Council moved their meetings from a Wednesday to a Monday to accommodate a booking in the past. It now appears that a new booking on a Monday effects the meetings held by the Parish Council. Cllr Place reported that the bookings clerk has recently changed who is trying to please people. Cllr Place stated that he will speak to the bookings clerk to following day to rectify the problem of the Parish Council bookings and the new booking.

339.3.3. On Wednesday the existing tables will be redundant as new ones have been purchased.

339.3.4. An energy audit has recently been carried out and it is established that the use of oil is not in line with obtaining grants. There is an option for air source heat pumps which the committee are looking at now.

339.4. William Day Centre Report

339.4.1. The AGM took place in September which saw officers and trustees elected. Meetings with Norfolk County Council are still on-going to establish what is going to happen in the future. The meals on wheels service which currently has 20 local users will cease. Staff of the Day Centre has coped really well recently due to staff shortages.

339.5. Highway Matters

339.5.1. The give way sign on The Avenue and the broken tarmac on New Road has been passed to the highways inspector who will programme the work required.

339.5.2. Church Road is being monitored by highways and will programme works when necessary.

339.5.3. There was concern expressed of the lack of gritting in the winter of the route the buses that take the school children from the village to their schools.

339.5.4. Grass verge inside curb is higher than the curb – 15 Westfields.

339.5.5. Verge dipped – Outside Church next to post box.

339.5.6. Pot hole – Outside Salgate House, High Road towards Tilney All Saints just before left hand bend.

339.5.7. Drain cover missing – 98 High Road.

339.5.8. Hedge on the corner of High Road, Tilney cum Islington still needs to be cut.

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339.6. Doctors Surgery

339.6.1. It was reported that there is a new Patients Group that has been set up and it welcomes representatives from the Parish Council. Cllr Jones will pass on the contact details of Fiona Reynolds of the PCT to the Clerk.

It was agreed for Cllr Sapey and Cllr Hearn to share the role of Parish Council representatives for the new Patients Group at the Doctor's Surgery.

339.7. Footpath & Tree Reports

339.7.1. Cllr Appleby reported that the Open Spaces Society still stands by their objection to the diversion order of the footpath despite the site meeting that took place. It was suggested that once the new footpath was up and running you could put in an extinguishment order which the Open Spaces Society could not object to. It was put forward to set up a meeting with the landowners, Cllr B. Ayres and Cllr Appleby. Cllr B. Ayres proposed not to do anything until the next parish council meeting.

It was agreed that no action be taken until the next Parish Council meeting and for this issue to be placed on the next agenda for discussion.

340. Finance

340.1. Payments since last meeting.

NO	Name	Chq No	Description	Net	VAT	Total
69	Mrs M Meyrick	637	Salary October	229.88	0.00	229.88
70	Mrs M Meyrick	637	Expenses	31.74	0.00	31.74
71	Mazars	638	External Audit	135.00	27.00	162.00
72	MHB Ltd	DD	Street Light Maint Sept	101.91	20.38	122.29
73	E-on	DD	Street Light Electric Aug	140.13	28.03	168.16
74	CGM	639	Churchyard Maintenance	185.00	37.00	222.00
	Total			823.66	112.41	936.07

The accounts for October were agreed as listed

340.2. External Audit Report – The audit for 2010/2011 has been signed off by the external auditor. The reported stated – ‘On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.’ However, it does draw your attention the internal auditor’s report that highlighted a number of weaknesses which you have already started addressing in this financial year.

340.3. Financial & Operational Risk Assessment – Each Councillor was given a copy prior to the meeting. This is something that was highlighted in the internal audit last year. It was highlighted that visual inspections should be included. The issue of expenditure outside of meetings was also discussed which should be included in the financial regulation. Cllr D. Jones proposed and Cllr C. Ayres seconded to accept the financial and operational risk assessment.

It was unanimously agreed to accept the Financial & Operational Risk Assessment which the inclusion of visual inspections. It was also agreed to look at expenditure outside of meetings when reviewing the financial regulations.

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340.4. Part payment of 2nd phone line to Clerk’s home – This is something that is being asked of all the Clerk’s other councils. The Clerk outlined the reasons for this request.

It was agreed in principle to the financing of a 2nd phone line to the Clerk’s home subject to costs being sought and shared with the Clerk’s 3 other Council’s.

341. Planning

341.1. Planning applications – There were no planning applications or decisions to record.

341.2. The Clerk informed the Council that the Local Development Framework Site Specifics have been received. This will go on the next agenda for discussion. The website link has been forwarded to councillors on e-mail; a hard copy will be given to Councillors who are not on the internet.

342. Emergency Plan.

342.1. This will be on the next agenda for discussion.

It was agreed for the Clerk to e-mail the report to councillors on e-mail and a hard copy for councillors who are not prior to the next meeting.

343. Report re: Church Project.

343.1. Cllr Place requested this item and gave a report to the Council. The church has applied for 2 faculties – 1 to convert the church tower room to create a disabled toilet and kitchen. A septic tank needs to be installed and to increase the cold water supply. The floodlighting of the tower for up to 2 hours per day has been linked into; the lights will be sympathetic to all concerned. A local benefactor is financing this but the church has to wait for a faculty decision. A bat and owl survey has been conducted.

It was agreed to include Church Reports at item 5 on future agendas.

344. Dates of meetings for 2012.

January	2 nd
February	6 th
March & Assembly	5 th
April	2 nd
May & Annual	7 th
June	4 th
July	2 nd
Aug	No meeting
Sept	3 rd
Oct	1 st
Nov	5 th
Dec	3 rd

It was agreed to accept the dates as listed above.

345. On-going issues.

345.1. Quality Council Status – To be added to the next agenda following the event to be held that Cllr Sapey is attending.

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345.2. Bus Shelter – TCI – The Clerk reported that the anti-vandal paint has not been obtained yet but this will be done before the next council meeting.

345.3. Brickyards – Legal advice was received after the last meeting, this will enable the council to act appropriately concerning the leasing of the brickyards.

346. General correspondence.

346.1. An invitation was received to the CPRE - "*FROM THE LOCAL PLAN TO LOCALISM?*" on the 19th October. It is to be held at the West Norfolk Professional Development Centre in King's Lynn. There were no Councillors wishing to attend this event.

346.2. A letter was received from the Boundary Commission for England regarding the 2013 Review of Parliamentary constituencies in England. Councillors were given a copy of the summary report and were informed this item will be placed on the next agenda for discussion.

346.3. A letter from Active Norfolk was received regarding the Norfolk Village Games. They have been awarded National Lottery funding by Sport England. The project is made up of: -

- Roadshows – A day of sport taster sessions to allow the community to try different sports for free.
- Village games – Competitive day of sport.
- Village sport co-ordinator – encouraged to develop sport within the village/rural area.
- Coaching bursary – Need to have a bank of qualified coaches to sign up to a bank of coaches.

It was agreed for the Clerk to scan the document and e-mail to Cllr D. Jones, Cllr Sapey, Cllr Hearn & Cllr Place.

346.4. An invitation was received to attend the Terrington St John Parish Council's Diamond Jubilee meeting on the 11th October at 7.30pm at the Methodist Church.

346.5. A leaflet was received regarding walk in days at the Doctor's surgery for the flu vaccinations which starts this Wednesday and the 12th October. This will be available between 8.30am-12.45pm and 3.00pm-6.00pm.

337. Borough Council of KL & WN issues.

337.1. A draft statement of Licensing Policy – Licensing of Sex Establishments was received. This is a consultation on the draft policy and responses have to be in by the 30th November.

It was agreed not to respond to this consultation.

338. Norfolk County Council issues.

338.1. Correspondence regarding Local Highway Improvements was received. County has set aside £100,000 to work in partnership with parish councils to share the cost of delivering small improvements to the parish. The sort of schemes acceptable include: -

- Bids for small improvements such as footways, trods & improved crossing facilities.
- Schemes can be within, or off the highway provided they are linked to the highway.
- Schemes should be self-contained & not require other schemes or works to make them effective.
- Schemes that support the Local Transport Plan objectives will have a higher priority for funding.
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County has also set aside £100,000 for Vehicle Activated Signs that are triggered by the speed of the approaching traffic. Locations will be selected and will take into account the extent the local community has invested time and money in working with the council and partners to reduce road casualties.

The idea of gates to the entrance to the village was raised. These are located at other villages around the country. Research would have to be carried out on this idea.

338.2. Late correspondence was received regarding a consultation being carried out by County on the role and value of small schools in your community. The nearest event is on the 2nd November at the Ecotech Centre in Swaffham.

339. Items for the next agenda.

339.1. There were no items put forward.

334. Date of next meeting

334.1. The next meeting will be held on the 7th November 2011.

Meeting closed at 9.20p.m.

Chairman's Signature_____