

Grimston Parish Council
Minutes of the Meeting on Monday 4 September 2017
Grimston Village Hall

Present: Cllrs Israel (Chairman), De Whalley, Coleman, Rudd, Packer, Willis, O'Brien and Coe

In Attendance: Cllr S Fraser(B.Cllr), Mrs P Sewell (Clerk) and 8 members of the public

17.095 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The Council received and accepted apologies for absence from Cllrs Moore, Smith and Johnson.

17.096 TO RECEIVE DECLARATIONS OF INTEREST

Cllr de Whalley stated his intention to offer the Council IT advice free of charge, however he declared a personal interest should the issue of purchasing computer equipment arise.

Cllr Willis declared a personal interest as the invoice for approval for the refurbishment of the village signs had been submitted by her husband.

17.097 TO RECEIVE AND ACCEPT THE MINUTES OF 10 JULY 2017 AS A TRUE RECORD

- Cllr Coe proposed: Council to receive and accept Minutes of 10 July 2017 - *Resolved*

17.098 TO REPORT ON MATTERS ARISING FROM PREVIOUS MINUTES

War Memorial: The Council noted that a pre-grant application had been submitted to the War Memorial Trust for a grant to assist with the costs of the re-lettering.

Footpath 18: The Council noted that Highways had agreed to carry out some remedial work on the trees where they were causing an obstruction on Footpath 18, but would not undertake any regular maintenance as the trees were not County Council responsibility. Cllr Rudd that he would undertake a review of the all the rights of way, to identify what works needed doing to improve the paths. Cllr de Whalley said that the Gaywood Valley Conservation volunteers had indicated their willingness to help maintain the paths.

Projector: The Clerk confirmed that the projector had been purchased, but not the laptop. The Council briefly discussed who else could make use of the projector.

17.099 TO RECEIVE CORRESPONDENCE

Council noted the correspondence as listed.

Data Protection Course: The Clerk reported that it would be useful to attend the course being run by Norfolk ALC to check on the Council's responsibilities.

17.100 FINANCE

To approve payments due

- Cllr Packer proposed: Council to approve accounts due - *Resolved*

| Grimston Parish Council | | 4 September 2017 Meeting |
|-------------------------|-------------------------------|--------------------------|
| Payments | | Gross |
| P Sewell | Salary (August) | 460.72 |
| P Sewell | Broadband/Phone (July/August) | 40.00 |
| P Sewell | Projector | 667.92 |
| P Sewell | Photo Frames | 104.35 |

| | | |
|---------------|------------------------|----------------|
| P Sewell | Postage | 4.66 |
| P Sewell | Training | 60.00 |
| G W Ess | Maintenance | 240.00 |
| G W Ess | Clock Tower | 300.00 |
| Office Depot | Office supplies | 51.12 |
| Pearce & Kemp | Street Lights (August) | 85.20 |
| EON | Street Lights (August) | 100.42 |
| Mr Willis | General Maintenance | 100.00 |
| Total | | 2214.39 |
| Income | | |
| Santander | Interest (August) | 2.91 |
| Total | | 2.91 |

To approve Grant and Donations Policy

The Council considered the draft Grant and Donations Policy, which updated and expanded on the current policy

- **Cllr Willis proposed: Council to approve Grants and Donations Policy as drafted - Resolved**

To agree to meet the cost of Clerk's membership of SLCC (with Bircham PC)

The Council noted that it had in the past met the costs of SLCC Membership as this provided the Council through the Clerk with access to advice, materials and discounts on certain products. The total cost of £108.00 would be shared with Bircham Parish Council

- **Cllr Willis Proposed: Council to contribute to the Clerk's membership of SLCC - Resolved**

Resolution to suspend business to receive reports from Ward Members and Parishioners' Questions

Borough Councillor: Mrs S Fraser

Cllr Fraser reported that she had requested a new street name plate for Candlestick Lane. There had been a great deal of concern over the summer about the Gypsy encampment on Roydon Common, however as it was on private land with the owner's permission, there was little that could be done except to monitor the activity. It was Cllr Fraser's intention to organise a meeting to discuss protocols for the future. Hudson Fen Leisure asked if they could be included in any meeting as they had had to deal with rubbish bags from the site.

Parishioners' Questions

The Council was asked to cut back the Willow tree on the corner of Pott Row Green. Cllr Coleman said that he would see to this and the Oak tree branches, as the Conservation volunteers were unable to do tree work of this nature.

17.101 CHAIRMAN'S REPORT

The Chairman thanked councillors for making time to attend July training session There were several ideas such as a Council information leaflet which could be introduced in due course.

17.102 PLANNING MATTERS

To receive the Report and Resolutions of the Planning Committee

Cllr Coleman presented the Report and Resolutions of the Planning Committee on 31 July. A meeting had been arranged by Cllr Fraser with a Planning Officer to review some of the

policy decisions and material considerations on 5 September at 9.30am.

To receive an update on The Neighbourhood Plan

Cllr de Whalley reported that KL&WN Borough Council had agreed to the 3 Councils producing a joint plan. The neighbourhood plan area was now out for formal consultation until 4 October.

17.103 HIGHWAY MATTERS

The Council noted that the Highway Rangers would be in the village on 9 October, the Clerk has asked them to ensure the trods were clear.

17.104 POLICING MATTERS - TO CONSIDER REPORT OF MEETING WITH POLICE AND HIGHWAYS ON SPEEDING

The Council considered the report of the meeting and possible actions identified by the councillors at the meeting. The Council acknowledged that nothing was likely to change unless there was a serious accident as there was not the resources.

-The Community Speed Watch was a tried and tested method of speed reduction, but would only be successful if there were sufficient volunteers to coordinate and run a Scheme.

-The purchase of mobile speed units could work in isolation but would be much better as a compliment to the Speed Watch Scheme who could identify and site the unit in areas where speeding was an issue.

-The Council had already considered the gates idea could be an option in the correct places.

- **Cllr de Whalley proposed: Council to support the Community Speed Watch Scheme in principle, including Roydon and Congham in the Scheme, if there was sufficient interest. - Resolved**

17.105 BOROUGH WARD REVIEW - PROGRESS REPORT AND ACTION

The Council discussed the proposed split from Roydon proposed by the KL&WN Borough Council task group. B.Cllr Fraser briefed the Council on the reasoning behind the proposals and the other suggestions she had put to the Council task group. It was more of a numerical exercise than a geographical one and the Boundary Commission would have the final say. The Council considered that the position agreed at the last meeting should remain unchanged and that support for Roydon's position to remain within Grimston Ward was implicit. Several councillors would attend the next Roydon Parish Council meeting to offer support in presenting a joint objection.

17.106 COMMUNITY INFRASTRUCTURE LEVY – TO AGREE MANAGEMENT SCHEME

The Council noted the guidance note prepared by the Clerk – The note set out what the levy was and how the Parish Council should manage and account for any monies that come to Grimston. Cllr de Whalley said the NHP questionnaire should provide information on what infrastructure projects the community might want.

- **Cllr Willis proposed: Council to approve the Grimston Parish Council CIL guidance note - Resolved**

17.107 RISK ASSESSMENT 2017– TO REVIEW REPORT AND RECOMMENDATIONS

The Council noted the 2017 risk assessment report, most of the minor issues would be overseen by the Clerk, but during the walk several management suggestions were highlighted which the Council should consider.

To commission a Tree Survey covering land managed by Grimston Parish Council – The

Council is responsible for numerous trees, some of the trees were substantial and could represent a risk if not maintained properly. A full survey would identify trees and prioritize work required.

- **Cllr de Whalley proposed: Council to agree that a tree survey should be carried out and the Clerk be authorised to source quotes - *Resolved***

The Clerk was advised to speak to Philip Parker (Tree Warden) before seeking quotes.

To commission a structural survey of the Jubilee Clock Tower

The Council have had some works to the lime mortar done this year, but more work had been identified. It had been suggested that the Council should consider a structural survey to ensure a rolling programme of maintenance is established. Cllr Rudd advised that the cost could be at least £500.00.

- **Cllr de Whalley proposed: Council asked the Clerk to seek more information about the likely cost - *Resolved***

17.108 TRANSPARENCY GRANT - AUTHORISE APPLICATION FOR 2017-2018

The Council noted that it could apply for a further grant to cover the cost of meeting the Transparency Code requirements. The Clerk would apply for a grant to cover staff costs for around 18 hours for the year.

- **Cllr Coleman proposed: Council to approve application for Transparency Code grant - *Resolved***

17.109 COUNCILLORS' REPORTS

Cllr Coleman remarked on the photograph display in the Village Hall and commended the Cllr Willis and the Committee on the work.

17.110 DATE, TIME OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA

The next meeting would take place on Monday 2 October at 7.30pm.