

**MINUTES OF THE ANNUAL MEETING OF HEVINGHAM PARISH COUNCIL
HELD ON 1st MAY 2018 AT THE VILLAGE HALL**

Present:

Cllr D Bunn (Chairman)
Cllr D Fox-Willis
Cllr A Coldham
Cllr A Bunn
Cllr S Medler
Cllr M Williamson
Cllr A Ramsbottom
Cllr T Palmer
Cllr P Carrick (District & Parish Cllr)
K Medler (Clerk)

Parishioners: 2

In attendance: County Cllr D Roper

1. APOLOGIES

Apologies were received from Councillors G Crane and J Norton.

2. APPOINTMENTS

Cllr T Palmer proposed all current positions continue and this was seconded by Cllr M Williamson and agreed by all. Cllr D Bunn accepted office as Chairman and signed the necessary form. Vice Chair remains as Cllr P Carrick and Village Hall Representative Cllr M Williamson. The Allotment Committee are Cllrs G Crane, D Fox-Willis, A Bunn, S Medler and M Williamson. Cllr A Ramsbottom continues as Youth Advocate.

3. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

4. MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 3rd April 2018 were agreed by all and signed by the Chairman.

5. MATTERS ARISING

Cllr A Coldham advised Anglian Water have been out and cleared the drains near Westgate House which were apparently blocked by rags. Age Concern would not speak to Cllr A Coldham directly so she has had to pass their contact details on to the resident referred to at the Annual Parish Meeting.

6. PUBLIC PARTICIPATION

Residents are concerned that the introduction of the 40mph limit on the A140 will make pulling out of the village junctions, to head towards Norwich, worse than it already is. It was agreed this would be referred to County Cllr D Roper on his arrival.

7. MATTERS FOR DISCUSSION AND DECISION

a. Finance

i) Accounts for payment

The following accounts were presented for payment and were approved:

Mrs K Medler (Expenses)	£17.33*
TT Jones Electrical Ltd (Street lighting maintenance)	£41.41
Anglian Water Business Ltd National (Water on allotments)	£11.83
Steve Jackman (Website set up and support)	£96.00
NPT&S (Subscription)	£100.00
E-on (Electricity)	£66.02
SLCC (Subscription)	£100.00
Hevingham Primary School (Medals as agreed)	£100.40
P H Collins (2 nd instalment for grass cutting)	£380.00**
Came & Company (Insurance)	£615.71***
Cllr A Ramsbottom (Hanging baskets for telephone box)	£44.18

The Clerks standing order will be paid on the 5th May.

* It was noted that with effect from the 1st April 2018 the Clerks salary will increase in line with the agreement made by the National Joint Council recently.

** Slight increase to allow for cutting the triangle near the village green.

*** The Clerk detailed the 3 quotes received and all agreed to accept the recommendation of Came & Company on a 3 year long term agreement.

The following receipts were noted:

BDC (CIL payment)	£730.45
BDC (1 st instalment of Precept)	£5000.00

Balance at the bank now stands at £52,252.25.

ii) Accounts for year ending 31st March 2018

These were circulated and agreed by all.

iii) Asset Register

An updated version had been previously circulated and was agreed by all.

iv) Internal Audit

This has not yet been returned so this item will be carried forward to June.

b. Herbert Phillippo Fund

Nothing further to report.

c. Memorial Bench in Lay-by

The Clerk explained that the Parish Council will be required to accept and sign up to certain conditions for a licence to be issued. Although the lady who instigated this has confirmed she is happy to cover the conditions it was felt the Clerk should take advice before the Council sign up to these because if any issues arise it will be the Parish Council that NCC will expect to deal with them.

d. Farmers allotments centre drive

Cllr S Medler confirmed that following a site meeting the allotment committee will be arranging for some brick rubble to be put into the drive during the drier weather.

e. Future grass cutting

Following discussions, all agreed purchasing a mower would not be the best way forward and so the Parish Council will continue to employ a contractor for grass cutting.

f. John Hall Charity

The Clerk advised income and expenditure are both up slightly on last year and things are 'ticking along nicely'.

g. Planning

i) There were no new plans to consider.

ii) The clerk gave an update on recent planning applications: 20180288 (The Old Rectory, Cromer Road) approved, 20180369 (35 Westgate Green) approved.

County Cllr D Roper joined the meeting at 20:00

h. GDPR Compliance Plan

The clerk advised the Government has now tabled an amendment to the Data Protection Bill to exempt Parish and Town Councils from the requirement to appoint a Data Protection Officer, which would then make this discretionary, however it would still be considered good practice to do so. All agreed as Cllr P Carrick has agreed to take on this role the Council will keep him in place.

The Clerk circulated a proposed GDPR Policy and this was agreed by all. A proposed Privacy Notice was also circulated and agreed by all. Councillors were advised to retain the Privacy Notice as it covers the information held on them. A proposed Subject Access Request form was also circulated and agreed. There are still one or two documents to update and complete but these should be ready for the June meeting.

7. MATTERS TO REPORT

a. Correspondence

BDC have been asked to provide some training for a Parish Council on planning matters and are looking to see if there is interest from any other Councils. Most Councillors have already attended this so no-one wished to go this time.

b. Clerks Report

The Clerk advised, on behalf of Cllr G Crane, that some rubble is shortly going to be put onto the roadway in the Herbert Phillippo allotments. The Clerk then provided details of the seventh set of results from the SAM sign which will be printed in the next magazine.

c. Youth Advocate Report

Nothing to report other than they are holding a fundraiser this weekend.

d. Village Hall Report

The new charges will be printed in the next magazine so they are clear to all. The committee are really pleased with the grass cutting. A member of the public asked if the Parish Council and Village Hall benefit from the Music Fest. The Chairman advised the Parish Council do not. Cllr M Williamson will find out about the village hall at the committee's next meeting in June.

e. Police Report

The Clerk advised there were 3 crimes in the village during March: 1 anti-social behaviour (on or near Westgate Street), 1 'other' theft (on or near Cromer Road) and 1 violent or sexual offence (on or near Halls Corner). Further information can be accessed via www.police.uk. The annual report will be circulated as the Clerk has not heard from PC G Shepherd's replacement.

f. County Councillors Report

Last Monday there was a site meeting concerning the reduction in the speed limit on the A140 Cromer Road and it has been agreed that the limit will start from the 50mph near The Fox PH to the Church Lane side of the crossroads. There is no implementation date yet but it will be in this financial year. At present no changes are being proposed through Stratton Strawless.

In response to the issue raised earlier under Public Participation, Cllr D Roper confirmed he is pushing for traffic monitoring on the A140 Cromer Road and the North Walsham Road now that the NDR is fully open as traffic is not behaving as modelled. A consultation is now being launched for a Western link.

g. District Councillors Report

A meeting between BDC and Suffolk District Council took place in the village hall recently to discuss how they can work together in the future and Cllr P Carrick is quietly confident things will move forward. Both Cllr P Carrick and D Roper commented how they have received some good comments about the village hall. Thanks to Cllr D Roper for his contributions to the Laurel Club and Youth Group.

8. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

Internal audit report, Memorial bench and GDPR.

Next meeting is on the 5th June 2018 at 7:30pm in the Village Hall.

The meeting closed at 20:30