

MINUTES OF THE ANNUAL MEETING OF HEVINGHAM PARISH COUNCIL
HELD ON 2nd MAY 2017 AT THE VILLAGE HALL

Present:

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

Parishioners: 14

In attendance: County Cllr D Roper
Mr S Watts (Saffron Housing)
PC G Shepherd
PC A Mason
Dist Cllr S Vincent

1. APPOINTMENTS

Cllr T Palmer proposed all current positions continue and this was 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.

2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

3. MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 4th April 2017 were agreed by all and signed by the Chairman.

4. MATTERS ARISING

Footpath No 2

Following receipt of the resident's letter forwarded by the Clerk, NCC inspected the footpath and agreed an alteration to the position of some of the posts installed by the landowner and levelling of the path. This work has been completed and the footpath is now fully accessible. It will be the responsibility of the owner of the hedge to keep that trimmed.

5. MATTERS FOR DISCUSSION AND ACTION

a. Saffron Housing

Mr S Watts explained to the meeting that Saffron Housing wish to build 8 houses on their land on Westgate; 4 x 2 bedroom and 4 x 3 bedroom. These houses will be affordable shared ownership which allows purchase of between 25-75% with the remaining percentage covered by rent. Whilst there is no actual register to prove a demand for this type of property, based on other schemes completed within the Broadland area, they are confident there is a need. Being aware of previous flooding issues, a site investigation has been completed and they propose to install a soakaway system which they are confident will cope with any water. A ditch has already been dug along the north of the site to help with the water dispersion and the site rotovated. The risk to properties to the South should now be mitigated and drainage actually improved. Allocation of the properties will differ slightly to the rented ones as Saffron Housing will be responsible for allocating them not BDC however Saffron Housing intend to use the Local Lettings Cascade, as was used by BDC to allocate the rented properties to ensure local residents are considered first. This Cascade would be detailed in any Section 106 agreement to ensure it remains in perpetuity.

In answer to questions not already covered by the above the following responses were given:

- Saffron Housing would be responsible for advertising the properties but would welcome any assistance from the Parish Council.
- Although the scheme recently completed in Hainford was different, as those properties were shared equity, they were well subscribed.
- The soakaways for the original 8 properties were smaller than they intend to put in this time and with the ditch now in situ too, Saffron Housing are confident these measures will be sufficient to prevent future issues with flooding.
- The ditch does not go along the back of the original 8 properties as it is not believed to be necessary as there has only been 1 incident of flooding to these properties in 2.5 years however they will now review again.
- A new road entrance is required as the first is not to an adoptable standard and is only suitable for 8 vehicles. Having checked with Highways, they are happy with the safety of the new proposed access. (Cllr P Carrick advised he has also spoken to Highways who have confirmed this as the road has a limit of 20mph).
- If the Parish Council choose to say 'no' to this project, as confirmed by Mr J Whitelock in October 2013, Saffron Housing will walk away and not proceed with submitting a planning application.
- Although Saffron Housing considered completing a survey to establish need, as this is an exception site and need must be justified, BDC did not feel this was necessary.
- The soil from the original 8 properties was put on the adjacent land as it was too expensive to dispose of it.
- The cost of moving the electricity cable was less than originally thought.
- The letter from Leathes Prior concerning future permission has been reviewed by Saffron Housing's solicitors along with the transfer documents however as nothing was stipulated in the documents concerning this, it is not binding.

In a vote 9 were against the scheme proceeding and only 2 were in favour. It was therefore agreed the Parish Council would not support a further scheme on the land owned by Saffron Housing.

Mr S Watts confirmed a planning application has not yet been submitted to BDC and without the support of the Parish Council in principle, an application will not now be submitted.

The following item was moved up the agenda with the Chairman's permission.

6. MATTERS TO REPORT

d. Police Report

PC G Shepherd gave a resume of his Annual Report, which will be available to view on the Parish Council's website. The report now covers the Ward of Hevingham which includes Hainford and Stratton Strawless. During the last year 98 reports were received for the Ward with 66 of these being crimes and 32 non-crimes. There were 11 RTA's with injury: 7 on the A140, 3 on the B1149 and 1 in the village and 9 damage only RTA's. The SNAP is still running and well attended. Speeding is still an issue in many villages.

PC A Mason introduced himself as the Community Engagement Officer for the area having taken on the role in September 2016. Special Constables are being used to help tackle speeding and they work closely with the 11 Speed Watch teams currently running. Please get in touch if Speed Watch is of interest. Cadets (ages 13-18) are also being encouraged to get involved, especially in disadvantaged areas. The website gives full details of all police recruitment currently taking place. The Police are currently aware of 16 Neighbourhood Watch schemes (previously known as Home Watch) which are running and would encourage anyone who is interested in setting up a new one to get in touch as they are always looking for volunteers. The Police use various tools for communication: Facebook, Twitter, Police Connect, EDP and local events.

A member of the public commented that several of the 20mph signs in the village are dirty and/or obscured. The Clerk will ask Highways to deal with these as they are not the responsibility of the Police.

The Clerk confirmed there were 2 crimes in February – further details of which are on the Parish Council's website.

3 members of the public, Mr S Watts, PC G Shepherd and PC A Mason left the meeting at 20:43

5. MATTERS FOR DISCUSSION AND ACTION

b. Herbert Phillipo Fund

Under 5's

The Clerk has not heard any more from the group but Cllr J Norton advised she is aware they are currently looking at some projects, so we should hear from them soon.

Trod Path

The Clerk explained that as we have come to the end of the financial year for 16/17, NCC will be returning any funds not already spent on the trod path – they will not carry any 'spare' forward so Section 2 can be completed this year. The Parish Council therefore have 2 options: Pay in full at a cost of £5200.00 or wait until a bid can be submitted for 18/19 (if the scheme continues) and pay £2600.00 if the bid is successful. The Clerk does not yet know how much is due back from the £9000.00 paid originally but as £25,000.00 was allocated to the scheme and only a further £1641.00 is needed for the SAM sign, there is money available to fund this in full should the Parish Council wish to proceed on that basis. Highways are unable to comment in detail on when they could complete Section 2 if the Parish Council fund in full but believe it is likely to be during the latter part of this new financial year. All agreed to proceed with Section 2 and the Parish Council will fund in full.

Cllr J Norton asked why Section 1 stops short of the boundary with the adjacent property. It was thought this was down to drainage but the Clerk will check and if it is possible to extend this, will find out how much it would cost.

Defibrillators

Cllr A Coldham advised the iPads and batteries will need replacing later this year and asked whether the cost of these would come from this fund. The Clerk advised she was under the impression all future maintenance was coming from the General Fund and all agreed this should be the case.

c. Planning

i) The following plan was considered: 20170523 – Cobble Acre Park, Brick Kiln Road – No objections.

ii) The Clerk advised application 20170320 has now been granted full approval by BDC.

BDC are intending to move to electronic consultations for planning applications within the next 12 months but have asked if as many as possible could begin immediately. As many Councillors do not use or have access to the internet the Clerk has informed BDC this will not be an option for Hevingham.

d. John Hall Charity

Income for the year was £2,478.80 which was down £350.07 on the previous year. Expenditure for the year was £1,510.00 which was down £960.00 on the previous year. This leaves a balance at the bank of £3,906.20 which is up £96.88 on 2016.

e. Finance

i) Accounts for payment

The following accounts were presented for payment and were approved:

Mrs K Medler (Expenses)	£28.48
NPFA (Annual subscription)	£25.00
E-on (Electricity)	£60.36
SLCC (Annual subscription)	£93.00

Cllr A Ramsbottom (Flowers for telephone box)	£57.51
Cllr A Coldham (Plants for Village Green)	£25.98
Came & Company (Insurance)	£552.93

The Clerks standing order will be paid on the 5th May 2017.

The following receipts were noted:

Allotment tap key	£5.00
Allotment rent	£19.00
Precept (1 st instalment)	£4845.50
CIL	£3111.88

Balance at the bank now stands at £55,394.19.

ii) Accounts for the year ending 31st March 2017

The final accounts were circulated to all and agreed.

iii) Internal and External Audit

Cllr P Carrick has completed a review of the accounts and agreed all is in order. Likewise, the Internal Auditor has reviewed the accounts and confirmed all is in order with no issues raised. Thank you to both for their prompt attention. The External Audit forms were agreed and signed by the Chairman and Clerk as required.

f. Parish Partnership Bid

Cllr A Ramsbottom apologised and said she has not yet been able to speak to those necessary to move this forward. This item will therefore be carried forward to the June meeting.

6. MATTERS TO REPORT

a. Correspondence

The Clerk had previously circulated details of 2 training courses and a Summer conference but no one wished to attend.

b. Youth Advocate Report

Cllr A Ramsbottom asked if it was correct that the Village Hall will be closed for 2 weeks over the Summer holidays. Cllr J Norton advised it will be closed for redecorating but dates have not yet been confirmed. Numbers continue to be good with 60+ children attending for the last 2 weeks. The children have written some comments on what they think of the group and these will be published in the next Hevingham News along with some photos.

c. Village Hall Report

Cllr M Williamson advised they have been encouraged to see 3 new volunteers wishing to join the committee with another volunteer stepping forward to help, although not wishing to join the committee officially. New members will be confirmed at the AGM on the 5th June 2017. The new See Saw is now in place. Complaints have been received regarding the grass cutting and the amount of grass left behind. The Clerk advised this is mainly down to the machines used but will speak to the contractor to see what can be done. Previous quotes obtained to remove the cuttings have been too high to consider. It was discovered that after the last Council meeting the heating had been left on. Apologies were given for this. The Hall is still having problems with dog fouling. Cllr P Carrick advised he has obtained some signs from BDC stating the £1000 fine payable which can be put up. The Village Hall would appreciate any assistance residents can give in stopping this.

d. District and County Councillors reports

There was nothing to report from either Councillor however both candidates for the coming County Council Election on Thursday were present and the Chairman wished them both 'the best of luck' and said he would like to see as many people as possible come out to vote.

7. PUBLIC PARTICIPATION

Cllrs A Coldham advised the Church is now in dire straits as they have not only had their lead stolen but have now discovered death watch beetle in the eaves. The Hevingivers support for Jays Journey will come to an end at their AGM and they are considering which project to support this year. If they choose to support the Church would the Parish Council be able to give funds to the Hevingivers as this is not directly giving to the Church. The Clerk is not sure about this so will have to look into.

Cllr M Williamson raised an issue with rubbish sawdust and wood being left on one of the farmer's allotments. The Clerk will speak to the tenant.

8. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

Parish Partnership Bid.

Next meeting is on the 6th June 2017 at 7:30pm in the Village Hall.

The meeting closed at 21:21