

TACOLNESTON PARISH COUNCIL

Minutes of the Meeting of Tacolneston Parish Council in Tacolneston Village Hall on Wednesday, 16th May 2018 at 7pm

Present: Cllr B Spratt (Chairman), Cllrs Cleary, Darrell, Manning and McClenning.
Clerk/RFO- Hellen Hammond, Mr Lees (Press), 4 members of the public.

Absent: Cllr D Maginn

1. To consider accepting apologies for absence

Apologies were received and accepted from District Councillor B. Duffin. **18/003**

2. Declarations of Interest & Dispensations

Cllr McClenning stated he had been elected to the Management Committee of the Woodlands Club.

Cllr Cleary declared an interest in the planning applications on the Agenda – the applicants were known to him. **18/004**

3. Approval of Minutes

As the minutes of the previous meeting had not been forwarded on from the previous Clerk, it was agreed that this should be deferred until the next meeting. It was confirmed that there was Video Footage taken at this meeting and could be used to produce the minutes if required.

Cllr Darrell also requested that the deferment included the minutes of meetings held on 27th February 2018 and 11th April 2018. **18/005**

4. Approval of Minutes in Question

The Working Group met on 27th April 2018 and agreed that the Footnotes provided to the Chairman should be considered for approval and attached to the relevant minutes. Cllr Manning requested that it be recorded that although a member of public was given permission to attend the Working Group meeting with Video Footage to be used by way of supporting evidence to the conclusion of the Minutes in Question if requested, this Video Footage was not requested and therefore not provided.

Cllr McClenning proposed the Footnotes to the Minutes in Question be accepted and Cllr seconded it – All in favour.

The Footnotes were duly signed, dated and passed back to the Clerk for actioning. **18/006**

5. Clerks Report

The Clerk confirmed that the Council had received training for GPDR and that a fair amount of work was required to ensure compliance by the given date of 25th May 2018. The latest news received is that Parish Councils are now not required to have a DPO, but it would be considered best practice to do so. It was agreed that it is incumbent on the Council to make sure we complied and for the issue to be left in the hands of the Clerk for the time being. **18/007**

6. RFO Report

The RFO requested confirmation that the council were fully aware of the Bank Charges imposed by Unity Trust Bank as no record of the discussion could be found in previous minutes. It was confirmed that the charges were £6 per month per account, payable quarterly, and there were no charges for debits/credits. It was agreed that we should continue with the transition from Barclays to Unity Trust.

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The RFO reported that a remittance had been received on 15th March 2018 from HMRC for the last VAT return to 31/12/17 for £2924.00, which brought the bank balance at the 31st March 2018 to £3406.08.

The RFO reported there had also been a remittance of £4913.89 (including £77.00 CTS Grant) from SNDC being the first half of the Precept for the year.

Approval was requested for the Removal of the previous Clerk/RFO as Signatory and Key Contact and the Addition of the new Clerk/RFO as Signatory and Key Contact. This was proposed by Cllr McClenning and seconded by Cllr Cleary – All in Favour.

The RFO suggested the appointment of the previous Internal Auditor for this year and contact could be made to ascertain the cost for this year (last year's fee was £38.00). Cllr McClenning proposed contact should be made and fees to be discussed, this was seconded by Cllr Cleary – All in favour.

The RFO requested payment of the following Invoices together with a payment to TOPS Gardening Services (of which the Invoice had been given at the beginning of the meeting):

NALC	Annual Subscription 18/19	£174.97	£0.00	£174.97
SLCC	Membership	£46.00	£0.00	£46.00
NPTS	Annual Subscription 18/19	£94.84	£0.00	£94.84
NPTS	Induction and GDPR Training	£68.00	£0.00	£68.00
H. HAMMOND	April Wages	£519.38	£0.00	£519.38
H. HAMMOND	April Expenses	£87.73	£0.00	£87.73
TOPS	Grass Cutting April	£231.45	£46.29	£277.74

Cllr Gulliver enquired as to what the acronyms used in the above table stood for and an explanation was given.

Cllr McClenning stated that although the proper format was to advise the Council of Payments required by itemising them on the Agenda, it should be acceptable for the Clerk to make this payment as Tops Garden Services is a regular Service Contractor.

Cllr Manning proposed that all Invoices should be paid, seconded by Cllr Cleary – All in favour.

Cllr Darrell raised a question regarding the account for TAFRA. Cllr Manning gave a brief explanation (for the purpose of Cllr Darrell and Cllr Gulliver) on how the accounts stood for TAFRA and the Recreation Centre Committee together with how the different organisations worked. It was agreed that this should be scheduled for discussion at a separate meeting as this subject is not an Agenda Item for this meeting. **18/008**

7. Public Participation

County Cllr Spratt informed the council that Norfolk County council have received funds of £3.5 million for the Hempnall roundabout due to start Spring 2019.

It was reported that this area had fared quite well with regards to potholes and the New Road is due for resurfacing.

Cllr McClenning requested that County Cllr Spratt consider consulting on a contractual arrangement for an issue on the verge side of the road next to the Woodlands Club which may include the tarmacking of the carpark at the club. County Cllr Spratt agreed that he would see what he could do.

A parishioner requested confirmation of the charges imposed on the disposal of waste and what is Norfolk County Council's take on this. It was reported that there is a lot of aggravation at County Hall regarding the new charges as the saving amounted to around £280K – which

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is considered peanuts on the grand scheme of things, more importantly the significant risk of fly tipping.

The Tree Warden reported that the large dead Ash tree had been taken down. It was confirmed that the 2 trees at the School could be taken down once the school was closed for the summer holidays. **18/009**

8. Correspondence

The Clerk reported correspondence received from SNDC regarding Residents Parking Issues. If any parish council has parking issues they are invited to put forward views with a view to addressing any issues by the deadline of 29th June 2018. It was agreed that an article was placed in the Tacolneston Times to raise public awareness, Cllr Gulliver volunteered to submit an article.

Cllr Darrell expressed concern on the lack of communication received by email, and it was agreed that there may be a problem with the emails sending and receiving. Test emails would be sent out by the Clerk to try and identify any issues.

The Clerk had also received correspondence from Broadland District Council who were working in conjunction with South Norfolk Districts on a Support Programme for those parish/town council's who were interested in learning more about Planning and Development for the best outcomes within their community. Two representatives from each Parish/Town Council are invited to attend a workshop on 18th June 2018 at 7pm. Cllr Darrell and Cllr Manning expressed their interest in being put forward this. The Clerk will action this.

The Clerk reported that a renewal had been received from Came & Company for the Insurance Policy 2018/2019 – an annual premium of £693.50 or £661.33 PA if a 3-year agreement was entered (as last year). This would be proposed for payment at the AGM. **18/010**

9. Planning Applications

A general discussion took place regarding applications 2018/0845, 2018/0775 and 2018/0777. Cllr Cleary had hard copy site plans for viewing and expressed his approval on all applications however, Cllr Manning expressed concerns with application 0845 stating over development and overshadowing to the adjacent property should be considered. It was agreed that the following should be submitted:

0845 – Approved with the concerns of Overdevelopment and Overshadowing to the adjacent property be considered.

0775 – Approved with no further comments.

0777 – Approved with no further comments.

Proposed by Cllr Manning and Seconded by Cllr Darrell – All in favour. The Clerk with action this. **18/011**

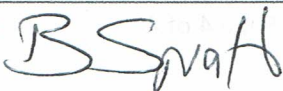
10. Action Plan for the Monitoring Officer

Cllr Cleary suggested a meeting in June to discuss this further but in the meantime the Clerk should request from the Monitoring Officer under the FOI act, the details of the complaints made etc., in order to determine what we need to do moving forward. It was reconfirmed that the Monitoring Officer had requested an action plan be formulated in a letter dated 28th March 2018 with an update to the MO in 3 months from the date of the letter.

It was agreed that a Working Group be formed to address the contents of the letter, form an action plan to be adopted and reviewed on a 6-monthly basis. This Working Group to be headed by Cllr Gulliver and to include Cllrs Darrell and Manning and the Clerk. Cllr Gulliver to action this. **18/012**

11. Items for next Agenda

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Cllr McClenning expressed concern at the condition of the Village Signpost on the Beech and whilst on private land, it does need addressing. The issue of approaching the Landowner regarding this was discussed and Cllr Darrell volunteered to make a personal approach with the Landowner to try to reach an arrangement where maintenance can be given to the Sign which is an asset to the Village. This was agreed. Cllr Darrell to action.

Cllr McClenning requested that this matter be included on the next Agenda. **018/013**

12. APM and AGM

It was confirmed that the APM and the AGM was the following Wednesday 23rd May 2018.
18/014

13. Clerk/RFO Contract of Employment

Member of the public and press were asked to leave for the Clerk/RFO contract of employment be discussed and approved.

The contract is a model contract as supplied by the SLCC and has been completed as per the previous Clerk. The Clerk expressed concerns at the 25 hours per month being restrictive on the current requirements of the Council and whilst it is understood that being new to the role combined with a challenging time of year, the hours would be more than usual but in time, this will level out.

The Clerk also requested confirmation that the annual Homeworking Allowance of £1300 as laid out in the Budget for 18/19 does in fact encapsulate the categories of:

Telephone/Internet, Home Working, Travel Expenses, Stationery etc. This amount would not include expenses incurred for Training and Development. This was checked by Cllr Darrell and confirmed to be the case.

Cllr Manning requested confirmation from the Clerk that she was happy for the inclusion of the hours required for TAFRA, the Clerk responded with whilst she was unaware at the time of accepting the role that 5 hours of the 25 hours was for TAFRA, providing the council were aware that 25 hours per month was not currently possible, it was not a problem to the Clerk to ensure whatever time needed for TAFRA was given.

The Clerk requested that the clause in the contract should read "not less than 25 hours" and to be accepted. This was agreed.

It was raised that a further approach be made to the previous Clerk to get outstanding issues finalised. The Chairman stated that he would speak to the previous Clerk regarding this. Cllr Manning proposed the approval of the Clerk/RFO contract which was seconded by Cllr Cleary – All in favour. **18/015**

There were further brief discussions regarding the necessity of the Clerk becoming fully qualified for the council to get back to a more professional level.

The noticeboard was in desperate need of repair with a suggestion of a new pin friendly backing put inside – Cllr McClenning volunteered to address the noticeboard.

Cllr Manning also mentioned that the photograph on the Website should be updated to include the new Clerk and the new Councillor at the earliest opportunity. The Clerk to action this.

The Chairman thanked everybody for coming and closed the meeting at 8.26pm.

Next Meeting: APM 6.30pm AGM 7pm – Village Hall, Tacolneston

Signed:

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