

TACOLNESTON PARISH COUNCIL

Minutes of the Meeting of Tacolneston Parish Council in Tacolneston Village Hall on Wednesday 18th July 2018 at 6.30pm

Present: Cllr B Spratt (Chairman) (absent until 7pm), Cllrs Cleary, Darrell and Gulliver.
Clerk/RFO- Hellen Hammond and 6 members of the public.

Absent:

1. To consider accepting apologies for absence

Apologies were received and accepted from D. Cllr B. Duffin, Cllrs Maginn, Manning and McClenning. **18/022**

2. Declarations of Interest & Dispensations

A Dispensation from Cllr Darrell was granted. **18/023**

3. PLANNING APPLICATIONS (Chaired by the Vice Chairman)

It was agreed that the public should participate.

Application Ref: 2018/1379 was opposed. All in Favour.

Application Ref: 2018/1440 received no objection. All in Favour. **18/024**

4. To Approve the minutes of the last meeting

The minutes of the meeting held on Wednesday 20th June were approved with amendments made to:
The start of the meeting was 8pm and not 7pm.

6) RFO Report – Unity Trust and Barclays quoted wrong way round amended to Barclays and Unity Trust. **All in Favour. 18/025**

5. Clerk's Report

Website – The Clerk recommended the temporary website should be agreed for specific Council use moving forward.

The Domain names "parishoftacolneston.co.uk, .com and .online had been purchased for an annual cost of £14.47 (exc. VAT).

Quotes of £800 and £1000 for building/creating a bespoke website had been obtained but this was agreed in excess of needs and available funding whereas the cost to continue with the temporary website would be a monthly fee of £12.44 (Exc. VAT).

The option to also purchase the Domain names "tacolnestonparishcouncil.co.uk, .com and .online together with the option for bespoke email addresses were discussed.

It was agreed that the temporary website should be adopted and arrangements for the continued creation to be made, together with the purchase of the Domain names for

"tacolnestonparishcouncil.co.uk, .com and .online. Cllr Cleary proposed, Cllr Gulliver seconded.

The option for bespoke corresponding email addresses could be discussed later.

Noticeboard – The Clerk expressed gratitude to Cllr McClenning for installing a softer backing to the noticeboard interior and suggested that the forthcoming weeks might be an appropriate time to consider the refurbishment of the entire Noticeboard. The Clerk to revisit this issue with Cllr Manning and/or McClenning. Also, the Clerk made comment that the right-hand door of the noticeboard would not open and assistance was required.

CiLCA Training – The Clerk requested the Council agreed to enrolment on the next CiLCA course starting September'18 at a cost of £250.00. Cllr Cleary proposed, Cllr Darrell seconded. All in Favour.

Sole Trustee Report – The Clerk advised that the new play equipment had been ordered but would require clarification on appropriate installation dates. It was agreed that this should now wait until after the School Holidays.

The exact location for the installation should be discussed with Cllr Manning on her return.

The purchase and installation of a new Rubber Grip Handle was agreed.

Signed:

B Spratt

Date:

19 Sept 2019

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The purchase of (green) paint and the painting of wood around the slide was agreed.

The Clerk advised that the Recreation Committee would like to change from Barclays to HSBC.

The Clerk advised that confirmation from the Charity Commission was still pending on the acceptance of the submitted Constitution Documents, and the Sole Trustee accounts should be filed together with the RCC accounts.

Records Storage – The Clerk advised the need to consider archiving historic documents with the Norfolk Records Office. It was agreed that this should be investigated further, and Cllrs Darrell and Gulliver would assist the Clerk with the sorting out of Council documents currently held in storage upstairs.

The Clerk recommended that current working documents are stored electronically in 'the Cloud' with access rights shared between the Clerk and one other e.g.; the Chairman or Vice-Chair. It was agreed that Google Drive be used as opposed to Dropbox which is chargeable. **18/026**

6. RFO's Report

Bank - The Clerk asked the Council to agree if the Bank Accounts should continue with Unity Trust or revert to Barclays. It was agreed to revert to Barclays Bank. Cllr Spratt proposed, Cllr Darrell seconded. All in Favour.

The Clerk informed the Council that the Nationwide Passbook had been updated with interest of £26.09 added. The Balance is now £3074.48.

Statement of Account - The Clerk had previously circulated a Statement of Account to 30/06/18 showing an 'assumed' balance of £15,950.83.

Payments for Approval – All payments were approved en block except for Tops Garden Services as no Invoice had been received. Cllr Darrell proposed, Cllr Gulliver seconded. All in Favour. **18/027**

7. Public Participation

A parishioner raised concerns about the volume of motorcycles travelling through the village at excessive speeds on Tuesdays. The Clerk advised that the authorities had been informed and they were acting accordingly.

It was suggested that we arrange for SAM-2 to come back to the village and a second email sent to the authorities.

The Tree Warden Report had already been circulated and was briefly discussed.

County Cllr Spratt gave a brief report on the NDR situation, the forthcoming changes to the Hempsall/Hapton crossroads, required budget changes over the next 3 years and Children Services. **18/028**

8. Receive Correspondence

The Clerk reported on an email received from an organiser of the Wymondham Area Health Walkers who wished to pass on gratitude to our Footpath Warden on the excellent maintenance given to our footpaths. This email to be forwarded on to the Footpath Warden with thanks.

Cllr Darrell on behalf of Cllr McClenning, distributed a letter composed, dated and signed 10th July 2018 – the contents of which are to be discussed at the next meeting and therefore to be added to the Agenda for the next meeting.

Cllr Gulliver reported on email's received from two parishioner's with concerns on the parking situation around and outside the school. It was suggested that the Head of the School is communicated with along with the relevant authorities.

The Clerk to liaise with the authorities and Cllr Gulliver to contact the Head of the School. **18/029**

9. Update of the proposed repair to the Village Sign

Cllr Darrell reported on communications with the landowner and other relevant parties including the Conservation Officer. In conclusion, Cllr Darrell to obtain a schedule of Works to be included on the Agenda for the next meeting. **18/030**

10. Working Group MO Action Plan Report

Signed:

B Spratt

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Cllr Gulliver reported on the second Working Group meeting held on 4th July'18, the notes of which were circulated around previously.

The third meeting is scheduled for 12th September'18.

As part of the Action Plan, it was agreed that Refreshments are to be available at the next PC meeting scheduled for 19th September'18 and this should be advertised accordingly.

It was agreed that the inclusion of the Clerk's Report in the Tacolneston Times should be re-introduced. **18/031**

11. Policies and Procedures

The proposed policies, procedures and risk assessments for:

Internal Control, Footpath Warden, Tree Warden and Code of Conduct were all approved for adoption and would come into force with immediate effect. **18/032**

12. Items for the next Agenda/Confirm the next Meeting

The next meeting is confirmed for 19th September 2018 and the following items for the Agenda suggested:

Safety Rail at the School

Report from the Internal Control Officer **18/033**

The Chairman thanked everybody for coming and closed the meeting at 8.04pm.

Next Meeting: 2018 – 7pm – Village Hall, Tacolneston

Signed:

B Spina

Date:

19 Sept 2018

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