

FRANSHAM PARISH COUNCIL

Minutes of the Annual General Meeting of Fransham Parish Council held in the Village Hall at 7.15pm on Tuesday 15th May 2018, immediately following the Annual Parish Meeting.

Present: Cllr Russell James (Chair)
Cllr Andrew Lake (Vice-Chair)
Cllr James Sheringham
Cllr Tony Mallon
Cllr Emma Spratt
Cllr Gerry Taylor

County Councillor Mark Kiddle-Morris
Sheryl Irving (Clerk to the Council)
Seven members of the public

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from D/Cllr Elizabeth Gould and C/Cllr Mark Kiddle-Morris, who had given his report at the Annual Parish Meeting.

2. Election of Chairman & signing of declaration of office.

Cllr Lake proposed that Cllr Russell be re-elected as Chairman, this was seconded by Cllr Sheringham and unanimously agreed. Cllr Russell was duly re-elected as Chairman and signed his declaration of acceptance of office.

3. Election of Vice-Chairman & signing of declaration of office.

Cllr Sheringham proposed that Cllr Lake be re-elected as Vice-Chairman, this was seconded by Cllr Taylor and unanimously agreed. Cllr Lake was duly re-elected as Vice-Chairman and signed his declaration of acceptance of office.

4. To receive any declarations of interest.

There were none received.

5. To approve the minutes of the meeting held on Tuesday 20th March 2018.

Cllr Taylor proposed acceptance of the minutes, seconded by Cllr Spratt and unanimously agreed. The Chairman duly signed the minutes.

6. To discuss any matters from the March minutes (not on the agenda).

There were no matters to discuss.

7. County/District Councillor reports.

Reports from both the County and District Councillors had been given at the Annual Parish Meeting.

8. Open Forum for Public Participation.

The following points were raised:

The applicant spoke in favour of the planning application on Station Road, in front of Danby House. Concerns were raised regarding access as it does sit on a blind corner.

The hedges in Station Road continue to be a problem – unfortunately hedge cutting is now prohibited until 1st September but the Clerk will continue to press the issue at Highways.

Lorries are travelling through the village towards the Beeston Estate as their HGV sat navs are directing them this way – there is nothing the Parish Council can do to remedy this.

The ditches near the Chapel on Station Road remain blocked – the Clerk will again notify Highways.

The tree which blocked Station Road during the storms earlier in the year had not been moved for two days – Council felt this was not unreasonable given the large amount of similar work the County Council had to deal with following this storm.

Many of the trees along Station Road are in a poor condition with branches dropping – Council felt this was inevitable given the lack of funding available but was also something to be accepted as part of living in the countryside.

The flooding in Crown Road will be alleviated as the ditch is to be cleared by the owner in the coming days, he will also contact Highways regarding the bollards.

Love Lane flooding needs reporting again – Clerk to deal.

In respect of the bus shelter, will the seat be moved? It was confirmed that it will be but there will be a perch in the bus shelter.

A pothole outside of Danby House needs repairing – the Clerk to report.

The applicant spoke in favour of the Kirkham's Meadow planning application and went through some of the concerns, particularly with regard to the access road and density of the development.

There is no drainage on the road between the entrance to Little Fransham church and the sewerage works, on the house side, which gets flooded. However, no residents had raised any complaints regarding this issue.

The Chairman thanked the members of the public for their inputs.

9. To report any progress regarding the seventh parish councillor vacancy.

No progress has been made and there is now an additional vacancy following the resignation of long-term Cllr, Tony Mallon at the end of the meeting. The Chairman thanked Cllr Mallon for his long service and input into council matters over the previous years.

10. To receive a Crime & Policing report.

There had been one report of criminal damage and one theft during February 2018.

11. To receive an update in respect of the Breckland Local Plan.

In the absence of D/Cllr Elizabeth Gould, there was no update.

12. Planning Issues.

12.1 Current Applications:

- 3PL/2018/0459/O - Residential Development (amended scheme now reduced to seven properties) - Land at Kirkhams Meadow, Little Fransham – Council agreed to recommend approval, subject to a satisfactory report from Highways.
- 3PL/2018/0376/F - Conversion of Barn workshop/store to one dwelling - Land opposite Danby House, off Station Road Great Fransham – Council considered an input from a local resident, however, they agreed to recommend approval, subject to satisfactory reports in respect of Highway and Ecology issues.

12.2 Decisions Due:

- 3PL/2018/0046/F - Proposed Extension to Grain Store Great Dunham Hall, Great Dunham – comments submitted re route restrictions – decision to be made by Committee – no decision has yet been made.

13. Highway Matters.

13.1 To receive a report on the proposed trod on Station Road.

Cllr Taylor was pleased to report that works will begin in the w/c 29th May 2018 and will take approximately one week.

13.2 To receive updates in respect of issues previously reported:

- Hedge at Lyndhurst Cottage – being progressed. C/Cllr Kiddle-Morris is now investigating this issue.
- Station Road Hedge (owner unknown) – being progressed.
- A47 – from East into village – uneven road surface – improvements have now been carried out.
- Flooding between 3 & 5 Station Road – Highways reported that this matter has been resolved, the Chairman will continue to monitor the situation.
- Logs in ditch near Chapel on Station Road – Clerk to report again.
- Bridleway at Great Fransham – Clerk to investigate current status as the gate remains shut.

13.3 To receive reports of any new highway issues.

There were no new issues reported.

14. To receive a report on the Bus Shelter Project.

Cllr Lake reported that the contractors were now in talks with Highways England and he will continue to push this issue to completion.

15. To consider approval of policy documents in respect of Data Protection Regulations.

Cllr Taylor proposed acceptance of the following documents, this was seconded by Cllr Mallon and unanimously agreed.

- Data Audit Schedule
- Information and Data Protection Policy
- Publication Scheme
- Information available under the Publication Scheme & Schedule of Charges
- Retention and Disposal Policy & Appendix A – List of Documents for Retention or Disposal
- Privacy Notice
- Consent Form
- Data Security Breach Reporting Form
- Subject Access Request Form

In addition, the Clerk requested approval to use the Cloud for data storage and this was agreed by Council.

16. To receive a report in respect of the Proposed Vattenfall Offshore Wind Farm.

Cllr Sheringham informed Council that Necton Parish Council had engaged a barrister as they believed that the consultation had not been carried out correctly. It is likely a request for assistance with funding will be received.

17. To consider a report in respect of the Parish Website.

Council agreed to continue with the current provider for a further two years at the increased rate of £140 (including VAT).

18. To review Standing Orders & Financial Regulations.

Council noted both had been reviewed and updated during the year.

19. Financial Matters.

19.1 To receive a financial update in respect of the budget/accounts for the year ending 31st March 2018.

Council noted the update, there were no questions.

The Clerk requested approval for the use of internet banking in certain instances, particularly HMRC. Cllr Taylor proposed approval of the use of internet banking, this was seconded by Cllr Lake and unanimously agreed. The Clerk to progress.

19.2 To receive the Internal Auditor's report and to consider recommendations.

The Council noted the Internal Auditor's report confirming that now was all in order and the recommendations in respect of review dates on policy documents will be implemented.

19.3 To approve the Annual Governance Statement in the 2017-18 Annual Return.

Cllr Lake proposed approval of the Annual Governance Statement, this was seconded by Cllr Sheringham and unanimously agreed. The Annual Governance Statement was duly signed by the Chairman.

19.4 To approve the Statement of Accounts in the 2017-18 Annual Return.

Cllr Taylor proposed approval of the Statement of Accounts, this was seconded by Cllr Spratt and unanimously agreed. The Statement of Accounts was duly signed by the Chairman.

19.5 To approve certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr Mallon proposed approval of the certification of exemption, this was seconded by Cllr Lake and unanimously agreed. The certificate of exemption was duly signed by the Chairman.

19.6 To receive a financial update in respect of budget/accounts for year ending 31st March 2019.

Cllr Taylor proposed that the update be accepted, this was seconded by Cllr Sheringham and unanimously agreed.

19.7 To consider approval of the Clerk's annual incremental pay increase & new pay rates effective from 1st April 2018 and to review Clerk's monthly hours.

In view of the excellent work carried out by the new clerk, Council approved the increase of the incremental pay increase to SCP 19 and the new pay rates, both effective from 1st April 2018. It was agreed to further review the monthly hours at the next meeting.

19.8 To approve cheques for payment.

Cllr Lake proposed approval of the following payments, this was seconded by Cllr Mallon and unanimously agreed.

• Clerk – Salary/Allowance – Apr/May 18	£175.50
• HMRC	£35.20
• Brisley PC – Clerk's Training (pro-rata)	£9.00
• Max Bergin – internal auditor	£20.00
• Insurance	£167.44
• Norfolk PTS	£32.50
• Village Hall – rental	£180.00

20. Correspondence for circulation.

The following documents were noted:

- Breckland Environmental Health, Training & Consultancy
- Calor Rural Community Fund
- Norfolk Playing Fields Association Newsletter
- Norfolk SLCC 2018 Conference
- HMRC – PAYE update.

21. To note the meeting dates for the council year 2018/19.

The following meeting dates were noted:

- Tuesday 15th May 2018
- Tuesday 17th July 2018
- Tuesday 18th September 2018
- Tuesday 20th November 2018
- Tuesday 15th January 2019
- Tuesday 19th March 2019

22. To receive any items for the next meeting.

There were no items raised for the next meeting.

23. The date of the next meeting of Fransham Parish Council will be held on Tuesday 17th July 2018 in the Village Hall at 7.00pm.

The Chairman gave one final note of thanks to Cllr Mallon for his much-valued hard work and input into council matters over many previous years, he will be greatly missed.

The meeting closed at 8.24pm.

Signed:

Date:
