

The Annual Meeting of the Parish Council was held on Monday the 14th day of MAY 2018 at the Methodist Chapel, Bell Street following the Annual Parish Meeting – commencing 7.00 pm

COUNCILLORS PRESENT: Mrs Batten, Messrs Lambert, Cock, Cooper, Rayner and Storey (arrived 8.25 pm), Mrs Arnold, Mrs Bane and Mrs McGeeney. Also present 3 members of the public.

ELECTION OF CHAIRPERSON: Mr Lambert asked for nominations for position of Chairperson, Mr Cooper proposed Mrs Batten, seconded Mrs McGeeney, there were no further nominations, all agreed. Mrs Batten was duly re-elected to position of Chairperson. Mrs Batten signed her declaration of acceptance to office and took the chair.

ELECTION OF VICE-CHAIRPERSON: The Chair asked for nominations for the position of Vice-Chairperson. Mrs Bane nominated Mr Lambert, seconded Mrs McGeeney, there were no further nominations, all agreed. Mr Lambert was duly re-elected to the position of Vice-Chairperson.

APOLOGIES: Apologies received from Mrs Enefer-Harrison and Mr Leamon.

DECLARATIONS OF INTEREST: None.

MINUTES: Minutes of the last meeting were taken as read, agreed and duly signed by the Chairwoman.

PUBLIC SPEAKING: The meeting was suspended for 1 minute to allow members of the public to speak.

MATTERS ARISING

1. RAF Feltwell – Sq Leader Neild sent his apologies and therefore there was no report.
2. SNT – Various Police Connect emails have been received, one none relating to Feltwell; Ram raid on the One Stop on 16th April 2018.
3. Risk Assessment – Mr Lambert carried out the report. He said the grass contractors have sprayed around the tree stumps and play equipment but this really should be strimmed. There are weeds inside the tennis court that need spraying and graffiti on the teen shelter. Clerk to speak with Handyman about these jobs. Handyman has cleaned and re-stained the bench, cleaned graffiti from the teen shelter, repaired the downpipe and fixed the cantilever swing. Greenery around the outside perimeter of the playing field needs cutting back. Clerk to speak with Highways. Clerk read out the Inspection Report from Wicksteed and there were no High Risk items. Mr Lambert also said some holes on the car park have been filled in and this was assumed to be by the contractors building the skate park. Mrs Enefer-Harrison to carry out next Playing Field inspection.
4. Balance Sheet – No queries.
5. Allotment Pest Control – Reports received for March and April.
6. NALC – Weekly newsletters and updates have been circulated.
7. Skate Park – Mrs Bane said the skate park should be finished in two weeks. The ROSPA sign has been delivered and was sponsored by MWM (Anglia) Ltd. Another person has kindly offered to pay for the reinstating of the fence at a cost of £250-£300. Mrs Bane asked if any of the farmers

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present would donate some grass seed. Mrs Bane said the official Open Day will be Saturday 2nd June 2018 with a theme of 'Party in the Park' and this will be advertised locally. The Lynn News will be present and Elizabeth Truss MP will be asked to official open the skate park.

8. Briefing sessions (i) Local Plan – Site Allocations & Development Management Policies Development Plan Document (ii) 5 year land supply – No further news.

9. Street Light Replacement – The last seven lights of the second phase have been replaced. Mrs Bane asked if 10 of the next phase could be replaced as follows: 3 x Mulberry Close, 2 x Western Close, 1 x Camp Close, 2 x Curtis Drive and 2 x Moat Side. The missing street light at 1 Lodge Road which was taken down by UKPN has been re-erected and Mrs Bane asked if another LED light could be installed here. Mr Rayner proposed purchasing 11 x LED Indo Air Street Lights at a cost of £205 + VAT each, Mrs McGeeney seconded, all in favour. K&M Lighting have advised the parts for the damaged street light at Newcombe Drive are now redundant and the most cost effective option would be to replace it with a new LED light. Mr Lambert asked if any of the parts might be available from those stored in his shed. Mrs Bane proposed ordering an additional lantern if the existing one could not be repaired from parts stored, Mrs McGeeney seconded, all in favour.

10. Ranger Visit – Clerk had spoken to Martin Edmunds who said the Rangers were behind and were in the village 10th May 2018. Clerk to chase for report.

11. Hedge Cutting – Clerk has heard nothing from Orbit but will continue to chase this.

12. Additional Post Boxes – Clerk has enquired re an installation date but has heard nothing back as yet from the Collections Manager.

13. Brandon Bank Bridleways – Clerk read out an email from Mr Mills stating that following a further meeting with the landowner and the NFU, he is hopeful that the route will be in situ at least as far as Corkway Drove this summer. He has also managed to put the riverbank itself back on the cutting contract which should be carried out in June.

14. Football Club Request – The container has been installed.

15. Dogs' Mess – Clerk has spoken with the Borough Council and they are sending some signs which can be put on boards around the Oakfields. Clerk to obtain further information regarding CCTV outside the school.

16. Allotment Walkabout: May – This was carried out by Mr Cooper who said the majority of the allotments were in good working order considering the weather in April. There were a few showing concern although it was agreed to view these at the annual inspection carried out by the Allotment Committee in June, date agreed as Monday 4th June at 7.00 pm. Tenants to be advised. Mr Cooper asked if some sort of signage could be attached to each allotment in some way to distinguish which allotment was which.

17. Highways – Clerk had spoken with Martin Edmunds resulting in a repair that was not satisfactory. Clerk to speak to him again as the whole junction of Long Lane/Short Beck needs resurfacing.

18. Parish Partnership Scheme – Mr Rayner said this is currently in place along Lodge Road. There have been a few teething problems; the SAM2 pole along Paynes Lane is too close to the fence which is acceptable for vehicles coming from Wilton Road but when going towards it, the SAM2

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will face the telegraph pole. NCC said it can be put in a different place and suggestions are Long Lane near the dog bin or attached to the 30mph sign by St Nicholas's Church along Hythe Road. If Long Lane was chosen, a pole would need to be purchased at £89.00. Following Mrs Batten's enquiry about having a 20mph speed limit along The Beck, Mr Rayner had spoken to Highways who said that this was not possible although there are two other options; an advisory sign (called a Wigwam) which flashes during school start and finish times could be purchased for £1940 or there is a flashing LED version at a cost of £6000. Westcotec informed Mr Rayner said this could be purchased out of Mr Storey's Local Member's Highway Budget which NCC has confirmed. Mr Storey said his budget applies to the new financial year and he had already allocated the money to other parishes. However, he said he would consider it and speak to Andrew Wallace.

19. Oak Garden – Mr Lambert said the Borough Council was responsible for maintaining this garden and that the trouble with planting other plants here would be that the roots would suck moisture from the tree.

20. Audit - Internal audit completed and invoice received at £285 + VAT. Chair read out the Annual Governance Statement and then the Accounting Statements which were accepted as correct. Mrs Bane proposed, Mrs McGeeney seconded and all in favour. The form was then duly signed.

21. Clerk Pay Review – Clerk presented NALC Recommended Pay Scale to the meeting and said her job fell between SCP 26 (£12.40/hour) and SCP 30 (£14.22/hour) although this does not take into account experience or qualifications. The Clerk's last pay increase was agreed in August 2015 and backdated to 1 April 2015 and this was based on an average of the two scales. Mr Cooper proposed the Clerk's pay be increased by an average of the two scales (£0.50/hour) to be backdated to 1 April 2018 when the pay increase came into force, Mr Lambert seconded, all in favour.

22. Ratification of Allotment Tenants' Meeting Minutes – Minutes were read and agreed.

23. Matters Arising from Allotment Tenant's Meeting – Clerk has received a quotation to level the allotment entrance of £200 + VAT. Two Councillors couldn't really see an issue if drivers were careful when they pulled in or out of it. It was decided this matter should be left at the present time as the problem was not significant enough to justify that amount of money.

24. Review of Committees – Rawlins Charity and Allotment Committee to remain the same. Mr Lambert said he would like to stand down from the Fuel Allotment Committee and the Atmere Charity and Mr Rayner volunteered for both. This was accepted.

25. Record of Attendance – Clerk read out figures for attendance at monthly Parish Meetings from 1st May 2017 – 30th April 2018, as follows:- Mrs Bane 9/12, Mrs Batten 11/12, Mr Cock 10/12, Mr Cooper 12/12, Mrs Enefer-Harrison 8/8, Mr Lambert 11/12, Mr Leamon 9/12, Mrs McGeeney 7/12, Mr Rayner 12/12, Mr Storey 8/12.

26. Data Protection Bill – Clerk announced that the General Data Protection Regulation (GDPR) will take effect as of 25th May 2018 which replaces the existing law on data protection and gives individuals more rights and protection regarding how their personal data is used by councils. NALC have supplied a GDPR Toolkit which the Clerk will take advice from.

CORRESPONDENCE

27. Norfolk Police Connect – Various emails received and circulated. Police investigating post office ram raid incident in Feltwell 16/5/18.

CORRESPONDENCE CONT.

28. Op Randall Rural Crime – Newsletters received and circulated as appropriate
29. Norfolk Constabulary – Email – Denton Parish Newsletter
30. Norfolk County Council – Various emails received and circulated
31. HMRC – Letter – Important changes to the way VAT126 Claim is made
32. National Playing Fields Association – Email – Newsletter
33. West Norfolk Service Directory – Email - Children's Services Survey; Information from Networking Event 10/4/18
34. RAF Marham – Email – Invitation to event at the Sandringham Centre – 2/5/18
35. University of East Anglia – Email - Return to Learn – UEA Art and Humanities Undergraduate Open Evening – 23/5/18
36. Calor – Email – Calor Rural Community Fund - What's your project?
37. Community Action Norfolk – Email – Job Finder
38. Civic Voice – Email – War Memorial News
39. Came & Company – Email – Power Outage; Change of contact details
40. John Stickley- Email – “Feltwell Sings!” Invitation to local residents to attend a singing session with a professional music director at St Mary’s Church, Feltwell 23/6/18
41. Brochures – Parish Magazine
42. **CHEQUES** – Were signed for the following – S Sargent £98.52, T George £167.46, Cash £10.00, Methodist Church £14.88, Viridor £129.00, Post Office (SSE – Street Lighting) £282.07, Post Office (SSE – Changing Rooms) £521.34, Berryman £18.72, Luke Hamill (Grass Maintenance) £348.00, Anglian Water £60.97, John Rolph £100.00, RBL Poppy Appeal (Great Pilgrimage) £75.00, TWR Accountants £342.00, K&M Lighting £1722.00. Standing orders to Mrs J Martin £813.19 and K&M Lighting £158.14, and direct debit to BT £48.90.
43. **PLANNING** – Mr B Rutterford – Change of use from a public house to 5 apartments at 36 Hill Street – REFUSED – loss of amenity; Mr & Mrs Linge – Change of use of land for siting of a caravan, White Bridge Farm, Southery Road – NO OBJECTIONS. Feltwell Developments – Erection of 46 developments with associated garages and highway works at 10 Lodge Road – Meeting took place with 7 Parish Councillors and a representative from Intermodal Transportation to discuss the two proposed bus stop relocations. After much consideration, the Parish Council and Intermodal agreed for the bus shelter to be located at the corner of the development site entrance. Nothing further received re access, installation of pedestrian crossing/traffic lights, proper traffic survey or street light information.

Mr Storey arrived 8.25 pm.

ANY OTHER BUSINESS

44. Highways – Drains along Lodge Road are loose and need urgent attention. Deep pothole along Southery Road near R K & J Jones. Mr Storey said that between 25/12/17 and 30/4/18, approx. 6700 potholes have been reported in Norfolk alone and of these 3700 have been repaired. Grass on the Lodge Road junction with the B1112 needs cutting as do the splays. Splays at Blackdyke Road junction also need cutting back. Some vehicles are still not stopping at the Hill Street junction with The Beck and some are still pulling left out of Mulberry Close onto a one way street.
45. Royal British Legion – Have enquired if the Parish Council is celebrating the centenary of the end of World War 1 (1918 – 2018) as they are holding a tea party.

Next meeting to be held on Monday 11th June 2018 at 7.30 pm.
Meeting declared closed 8.55 pm.