

Bircham Parish Council

Not Approved

**Annual Meeting of the Parish Council held at Great Bircham Social Club on
Wednesday 8th May 2013.**

Present: Barry Mele, Keith Ives, Bob Hutchinson, Karen Greeves, Stan Eyre, Barbara French, Gloria Daniels, Richard Foster, Mike Carter

1. Election of Chair of the Parish Council – Bob Hutchinson was proposed by Karen Greeves, seconded by Keith Ives. There being no other nominations Bob Hutchinson was therefore elected as Chair. Mr Hutchinson on taking the Chair expressed his thanks to Gloria Daniels on behalf of the Council for doing such a good job over the past year.

2. Election of Deputy Chair of the Parish Council- Mike Carter proposed Gloria Daniels and this was seconded by Karen Greeves. There being no other nominations Gloria Daniels was therefore elected as Deputy Chair.

3. Declarations of interest by members and employee in items on the agenda- none made

4. To agree minutes of the last Meeting held on March 6th and May 1st and signing them. The minutes were approved subject to the following amendments:-

Absence should be recorded as "Absent" (with the reason for being absent) and "Absent without apologies/reason"

March 6th Meeting -delete "Mr R J Foster" from the attendance list. Omit "Mr M Carter (work commitments)" from the Apologies Replace the penultimate sentence in minute 10 with..

"Councillors Daniels, Eyre, Foster, French, Greeves, Ives and Sargent were appointed to the Committee and were asked to assemble at the end of the meeting to agree a meeting date for the Committee." This was agreed.

May 1st Meeting-After the sentence recording support for the Planning Application for Change of Use re 48 Church Lane (Post Office), insert the actual motion:

"Bircham Parish Council supports this Change of Use Application.

The Sub-Postmaster and his wife and their current business are well known to councillors - and greatly appreciated by them as they are by most parishioners. They have also recently been spoken with by councillors who received detailed information from them. The Council is convinced that the effect of changes made by the Post Office in their contract, in response to changes in society generally, have gone beyond what even the commendable enterprise they have shown could achieve in making their business viable – including through a joint use solution.

While the parish council would wish to retain a post office within the village, to do so in its existing premises is no longer commercially viable and it is unrealistic to think that anyone else will take on a loss making business. Market testing over 4 years has demonstrated that there is not a "mixed use" solution that would make use of the existing premises.

5. Receive any apologies for absence- Malcolm Sargent (unwell); Dawnmarie Bird (Darts Final Match)

6. Announcements from the Chair- none

7. To approve changes to the Standing Orders – Mr Ives proposed that the Standing Orders were extended to cover the work of the Neighbourhood Planning Committee. After some debate the following was approved as Standing Order 16:

Neighbourhood Planning Committee

- á *The Committee will comprise 6 Members appointed by the Council and subject to reappointment at the Annual Meeting of the Council.*
- á *The quorum of the Committee shall be 3 Members.*
- á *The Committee shall undertake the following roles and functions:*
 - To make recommendations to the Council:*
 - In relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the parish;*
 - In respect of representations to the Local Planning Authority in support of any departure application;*
 - In relation to any arrangements between the parish council and the Local Planning Authority about the involvement of the parish council in the discharge of planning functions,*
 - On any application referred to the parish council which affects the key policies of the Council (inc. new housing and the future of key local services or amenities) and on any other planning matter that affects the parish.*

It was also agreed that the Neighbourhood Planning Committee could not be subdivided without the express approval of the Parish Council

8.To approve any changes to other governing documents-- if required. No changes needed at this time

9.To agree the dates times and place of meetings of the Council for the next twelve months . Meeting dates for 2013 were noted . Dates for 2014 are still provisional . Mr Ives suggested that setting dates for the meetings of the Neighbourhood Planning Committee some time in advance would be helpful so that they could tie in with the work of the parish council. Clerk to find out possible dates that the Social Club could offer and circulate. As part of this discussion it was agreed that all emails should be copied to all councillors. Those without computers would receive copies from their nearest councillor.

10 Receiving petitions (SO 1.7) given to the clerk three working days prior to meeting and signed by ten electors)- none received.

11 Public question time (SO 1.8 five working days notice to clerk;2 min speaking time. No requests received

12.Matters arising –

1. Highway Improvements- the clerk reported that the only suggested improvement that was likely to progress was the resurfacing of Cuckoo Hill road
2. Samaritans and possible donation- The clerk reported hat no information on the level of use of the service was available. Nevertheless it was agreed to send a £30 donation.
3. Heating Oil Club- to report progress. Reports to date are that the system works and is providing savings

13.Correspondence received:-

1. Payroll Services-full PAYE/RTI returns for the PC at £40 charge per year. It was agreed to use the services of a Payroll Agent to make the HMRC returns
2. Play Field Safety Inspection alert. The parish councils' insurance broker has alerted us to concerns over the company presently carrying out inspections of the play equipment. In the light of this it was agreed to change the company to another one.



3. Alan Halliwell re no 5 gate and weed reduction. Mr Halliwell had written to the parish council offering to make changes to the field gate for no 5 Church Farm Barns as the Cricket Club had yet again failed to carry out the work. This was agreed. Mr Halliwell also asked whether the parish council would reimburse him for any monies spent on weed killer treatments? Any decision on this was deferred.
Clerk to write and thank Mr Halliwell for his kind offer to carry out the work

14 Financial Matters

1. 1.To receive the accounts for 2012-13 and the report from the local auditor on them
The clerk stated that he estimated that his expenses were approximately £285 for the year which he would not claim.
2. To complete part 2 of Audit Commission Return- Annual Governance Statement.
Part Two of the return to the Audit Commission was approved.
3. To note Bank Statements for March 31st 2013 and match them to the Bank Reconciliation. (Chairman to sign Bank Statements). This was done
4. To note receipt of Annual Precept from the Borough 6576
5. Bank balances as at April 30th 2013:-
Current Account- 2476.77 Reserve Account- 11,948.48

15.Bills to approve:

To note Direct Debit to E-on	31.63	
Westcotec (Street Light M/tenance)	420	100638
NALC	115.28	100639
Norfolk RCC	20	100640
Local audit	65	100641
Bircham Cricket Club (Playing field path)	150	100642
Insurance Premium 2012-13	648.63	100643
Social Club Room Hire 2011-12	90	100644
Dog Waste bins	74.88	100645

16.Planning Matters

Post Office Planning application-update. There was no fresh news other than the to confirm that the Post Office would close on 6th June and that Post Office Counters were exploring options to provide a service two/three times a week

17.Other business placed on the agenda

1. Declarations of Interest

Mr Ives referred to his paper on Declarations of Interest and the position of the clerk who was not covered by the Code of Conduct. The clerk pointed out that he had voluntarily placed himself within the scope of the Code;that during all the discussions on Site Specific Allocations during the Autumn of 2011 he had been the only member of the parish council to make a declaration of interest and that he had no objection to the proposed changes which would formally include the clerk within the scope of the code of conduct. He did point out that a new clerk might not agree to these changes particularly if a new clerk lived outside the parish but that was a matter for the future.

The parish council then agreed to:

[a] make employees subject to the same Code and arrangements as apply to Council members.

b) adopt the following guidelines: [i] if a reasonably informed member of the public would think it likely that one had a financial interest which would be affected (favourably or unfavourably), then one should act as if one did have and [ii] if one's property is so close that one's concern about the future of a site is more like that of a close neighbour than like that of a typical villager, then one should act as if one did have a financial interest.

2. Neighbourhood Planning Committee – operating arrangements

[a] It was agreed that a Contact Team comprising Chair, Vice-Chair and Clerk be appointed to deal with Borough representatives over Neighbourhood Planning matters.

[b] It was agreed that the Neighbourhood Planning Committee be authorised to form a Working Group, comprised of all its members, to undertake familiarisation and preparatory work and produce formal agenda items for the Committee and to supervise the implementation of relevant Council approved policy decisions. All council members should be informed of working group meetings.

[c] It was agreed that the Contact Team would be the appropriate body to engage in exploratory discussion with any local resident or stakeholder who wishes, with a view to helping them formulate possible proposals or comments for subsequent formal presentation for consideration by the Committee and the Council. Such exchanges will not commit the Committee or the Council to any viewpoint.

[d] It was agreed that the Council would consider how to enable ideas which are under consideration to be commented on by Parish Meetings, when they are timely, before the Council has taken a firm view on them or formally agreed to refer them.

3. Reporting incidents of dog fouling. The Borough has the power to act including fixed penalty notices and /or prosecution. The parish council has no power to act. It is for anyone who witnesses an incident of dog fouling to report it to the Borough.

Clerk to enquire of NALC as to what actions others take on this matter and also with dealing with dogs let off leads.

Clerk directed to write to main known offenders asking for their cooperation

18. Member question time (SO1.9)

1. Mr Ives apologised for taking up so much time in order to get the procedural process agreed for the Neighbourhood Planning Committee- but at least it was now all done.

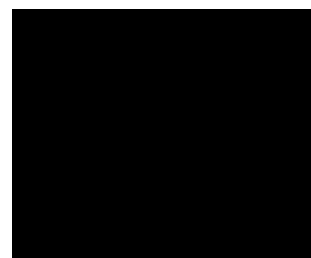
2. Mr Foster thought there might be a chance of work being carried out on the "chicane" entrance to the Playing field by the National Construction College

3. Mr Mele reported some "ironworks in Fring Road needed attention

4. Mr Eyre asked for a note on daytime bonfires to be included in the newsletter

5. The clerk reminded the parish council that a year ago he had stated that he planned to resign at some point in the two years. 2012-14 He had now decided to do so and, allowing for the three months notice, would cease to be parish clerk on August 8th 2013.

19. Date of next meeting – Wednesday 10th July 2013 at 7.30pm



Bircham Parish Council

Minutes of the meeting of the Parish Council held on Wednesday 10th July 2013 at the Great Bircham Social Club.

Not Approved

1.Present:, Chair, Mr B Hutchinson, Mrs G A Daniels Mr R J Foster, Mrs K Greeves, Mr S Eyres, Mr B Mele, Mr M Sargent, Mrs B French , Mr K Ives, Mr M Carter

In Attendance: Barry Grindrod, Clerk. Electors- 3

Absent - none

2.Disclosures of interest by members and employee in items on the agenda- none made

3.Announcements from the Chair- none

4.Receiving petitions (SO 1.7 given to the clerk three working days prior to meeting and signed by ten electors).- none received

5.Public question time (SO 1.8 five working days notice to clerk;2min speaking time. No requests made

6.The minutes of the last meeting held on May 8th 2013 were agreed and signed as a true record,

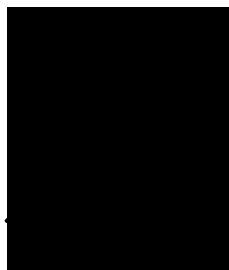
7.Matters arising

1. Play Field Safety Inspection- the new company has agreed to make the inspection. Noted
2. Dog fouling/playing field-to be dealt with as Agenda item 11.1
3. Retirement of Clerk-update/provisional arrangements. The clerk drew attention to the Reserve fund of 7580, but wished to remind councillors that the new clerk was likely to cost £500-800 more per annum and that the Slide replacement could easily be £4-5000. Therefore the Reserve Fund was not quite so healthy as it appeared.

Mr Ives raised the matter of paying the existing clerk to assist the new clerk in the first couple of months of office. The clerk stated that he was happy to assist the new clerk but would not need payment for doing so
Interviewing Panel -the Chair proposed that it would be the Chair, Vice Chair with the Clerk in attendance. This was agreed.

8.Correspondence received

- 1.Dispensations- guidance from NALC -deferred to next meeting for consideration
2. Churchyard Maintenance- request from PCC for a donation. It was agreed to contribute £300 towards the maintenance of the churchyard and £50 towards the production costs of the parish newsletter
3. All Saints Graveyard Bircham Newton- request from PCC for a donation. This request was deferred until such time as the building work is completed.
4. Resignation of Councillor- casual vacancy arrangements. Clerk authorised to put arrangements for filling the vacancy in hand.
5. Letter from Allan Halliwell re playing field: defer to item 11.1
6. Letter of thanks from Samaritans for the donation- noted (and appreciated)
7. Designation of Bircham parish as a Neighbourhood Area approved by Borough Council.- noted
8. Norfolk RCC invite to attend their AGM- noted
9. Development Sites briefing this month- Mrs Daniels and Mr Ives will attend. Clerk to book places



Chairman

9 Financial Matters

As at June 30th 2013 :-

Current Account- 705.74

Reserve Account- 11949.64

Bills to Pay:

To note: the monthly DD payment to E-on for street lighting and 31.63

Payment due for first quarter to HMRC	88.82	100647
and to Clerk	355.26	100650
Donation to "Post Office Closure Present"	50.00	100648
Conference Fee (K R Ives)	45.00	100649
The Play Inspection Company	71.94	100651
Diane Malley	40.50	100652
Bircham PCC	350.00	100655

10. Planning Matters-

- 1 Kings Head car park extension- update. Delay lies with the legal processes of dealing with Colin Coe's Estate and the need to separate out the land for the car park from the original Sandringham tenancy agreement that Colin had.
2. No 4 Bagthorpe Road Bircham Newton- rear single storey extension- supported
3. Approval of change of use for Post Office- agreed by Borough. Progress on establishing a Post Office Service in the parish is proving difficult. The change of contract by Post Office Counters makes it very unattractive for any existing postmaster to take on the work as payment for the premises used now falls upon the postmaster rather than paid by Post Office Counters.

11. Other business placed on the agenda-

1 Playing Field and Dog Control- noted that recent monitoring of dog fouling in early June and repeated in early July had found no dog fouling on the field. There had however been an incident recently when a dog off lead had caused concern to a mother with young children. After some discussion it was agreed that:-

The newsletter should express the thanks of the parish council to all dog walkers who were ensuring that they "picked up" after their dogs.

That the parish council as the leaseholder requires all dogs to be kept on a lead while on the field and that dog owners should take special care when young children were present.

2. Bin Bags and Borough offer- bulk purchase by the parish council would reduce the cost to £1.30 for 50. The shop would stock them. However we need to know if there is a demand for this to be done.

3. Pond and control of algae- agreed to spend £150 on chemicals to treat the algae

12 Neighbourhood Planning Committee

1. NPC Report to Parish Council - noted

2. Draft Planning for the Future (4)- this draft for the newsletter caused some debate. The outcome was that the council did not like the present format. The Chair summarised views by suggesting that a bare list would work better as a prompt to discussion.

An elector suggested that placing "Suggestion Boxes" in locations around the parish would be a way of collecting feedback. This will be done.

3. NALC Conference Report - noted

BPC Minutes 10/2013

13.Member question time/AOB (SO1.9)

Fring Road- footpath needs "siding out "between nos 3-6

Stocks Close to Pond Farm- hedges on both sides of the footpath need cutting back

Sweeper needed on minor roads -Church Lane Bircham Tofts and Cuckoo Hill Road especially

Blocked drain by former Post Office Church Lane Great Bircham

Bagthorpe Road- three gulleys from junction with Stanhoe Road need cleaning

Bonfires- remind people that dusk is best time for everyone

14.Date of next meeting – September 4th 2013



Bircham Parish Council

Minutes of the Neighbourhood Planning Committee

Thursday September 19th 2013 at the Social Club Great Bircham

- 1 Present:** Keith Ives (in the Chair), Mike Carter, Gloria Daniels, Richard Foster and Karen Greeves. Bob Hutchinson was also welcomed.

Apologies: Barbara French. The Clerk was not yet back from her holiday.

2 Declarations of Interest

At this point Keith Ives drew attention to his interest in Long Acre, Lynn Road and at points during the meeting when possibly relevant matters arose, Richard Foster (re his father's home in Cuckoo Hill Rd), Karen Greeves (re King Geo. VI School), and Bob Hutchinson (re his home in Docking Rd) did likewise.

The meeting agreed to its Chair's request to include the text of his earlier undertaking in its minutes: *If the Borough's Local Plan or the Parish's Neighbourhood Plan locates the development boundary at the bottom of our garden (where it has been since 1998) rather than part way up, as now proposed, I shall not seek advantage from that by applying for any Planning Permission which involves building on the land between the currently proposed boundary and the 1998 boundary.*

3 Announcements from the Chair

In reporting the last Committee meeting to the Parish Council, he had corrected the spelling of Mr & Mrs Rothwell's name, the date of the decision to apply for grants and the fact that it was minuted but not acted on.

4 Response to the Borough's consultative document Preferred Options for a Detailed Policies & Sites Plan

K.I. went through the introduction.

The Committee noted that this involved limitations distinct from those in developing a Neighbourhood Plan and was an attempt to persuade without sacrificing previous or emerging Parish Council positions. The Council had already agreed to ask the Borough to repeat its site allocations process in co-operation with us. It was observed that additional ways of securing new homes were "windfall" sites for 'market' housing and "exception" sites for 'affordable' forms of housing.

G.D. said she was in favour of Birch 1 as it seemed the quickest way for the council to achieve 2 affordable houses.

B.H. said he was unhappy with the cavalier attitude of the Borough Councils attitude to our site proposals.

K.G. asked for site 900 not to be included any further communication as a building site.

M.C. Checked that we wanted all the block green sites still to be counted.

K.I. said that we wanted the Borough to re-consider their site allocation process.

M.C. said we should be conciliatory in our approach to the Borough in terms of site allocation.

4D as written by Keith Ives was agreed by the meeting.

All other information on item 4 (consideration of draft report to the Borough's consultative document) can be found in separate minutes.

The Committee considered in detail and at length and RECOMMENDED the Parish Council to adopt the comments and supporting arguments which, for convenience, are attached to this report.

5 Consideration of arrangements for Ideas Gathering for Neighbourhood Planning on 25th September

The Chair presented the paperwork for the system used by the Borough in many parishes in 2000 which was entirely in line with what 'Locality' (the government-funded web site for Neighbourhood Plan makers) was recommending now. Practicalities were discussed and the intended arrangements were endorsed. All agreed with the format and the proposed plan.

6 Implementation of Committee Terms of Reference

The Chair reported and explained why he had asked the Clerk to consider this. Members made clear that they did not want to change the current method for dealing with planning applications but wished to see it confirmed and understood that any Council member could require that a meeting be held to decide the Council's comment on an application which they considered deserved it.

7 Further consideration of planning support from the clerk.

This item was not discussed.

8 Interests in "Grey Areas"

The Committee considered whether formal blanket dispensations were needed to allow sensible amounts of participation where diverse interests were widely shared but it was not willing to recommend that approach.

The Chair reminded the Committee that, when their recommendation that the Guidance which had been adopted at the 2013 Annual Meeting (Min. 17.1) should be inserted into Standing Orders, he was unable to quote the text and had undertaken to bring it to the next Parish Council meeting. The text is:

- [i] If a reasonably informed member of the public would think it likely that one had a financial interest which would be affected (favourably or unfavourably), then one should act as if one did have and
- [ii] if one's property is so close that one's concern about the future of a site is more like that of a close and affected neighbour than like that of a typical villager, then one should act as if one did have a financial interest and pursue one's private interest outside one's role as a Councillor.

There being no other business the meeting closed at 10.20pm.

Signed

13th November 2013.



Bircham Parish Meeting

Chairman: Robert Hutchinson Vice Chair Gloria Daniels

Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825

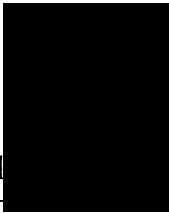
Councillors attending R Hutchinson G Daniels M Carter S Eyre R Foster

K Greeves K Ives C King B Mele M Sargent

Minutes of the Meeting on the 4th Sept 2013

13091	Welcome by the Chair B Hutchinson to the Parish Council meeting
13092	Declarations of Interest Councillors were asked to refer to the Neighbourhood Planning Committee minutes and to draw their attention to the declaration of interests made at that meeting by Cllr Ives and to accept these for the current meeting. Richard Foster stated that he should declare a pecuniary interest as Mr Foster Senior's property has not been included in the Development Boundary proposal in Cuckoo Hill Road. The Chair raised two points where he felt that KI had not declared his pecuniary interests at the point when KI became a Councillor and when he was asked to become the Chair of the Neighbourhood Planning Committee. Cllr Ives stated that he had two duties. He made all the declarations required, he registered his interests and handed it to the previous clerk; although the declaration of interests had not been forwarded to the Monitoring Officer at the time it had now been discovered and had been forwarded by the current clerk. Cllr Ives had made the submission in 2011 for 1174. This ceased to be a reality by 2012 as the neighbours were moving on. Cllr Carter proposed that Cllr Ives should stand down from the Neighbourhood Planning committee. The Chair stated that he understood that Cllr Ives had failed to be open and honest at the time of his appointment as Cllr and Chair of NPC. Cllr Ives gave a clear undertaking to all present that he would follow the Code of Conduct and the Standing Orders, in respect of his declaration of pecuniary interests. The Councillors were satisfied with this assurance. Further, Cllr Ives gave an assurance that he would not bring a planning application to build on the affected land whether the boundary was changed or not. Site 1174 had been withdrawn. The Chair stated that he would not be doing anything further. It was proposed and agreed that Mike Carter be elected to the Neighbourhood Planning Committee. It was agreed that any people on the NPC should be able to be robust and proactive. It was not Cllr Ives' responsibility alone to prepare the agenda. It was the responsibility of all Committee members. All members should come to meetings well prepared. Cllr Ives stated that having a clerk actually available to the Committee should help that.
13093	Minutes of the Parish Council Meeting 13th July 2013 Reference 7.3 Mr Ives questioned both the need and the possibility of the sort of overlap period between existing and new clerk which had been arranged last time. Cllr Ives asked for an amendment to the reference to an interview panel to be changed to interview and appointment panel. <i>It was resolved to agree these amendments and minutes.</i> Matters arising It was queried whether anything had been done about the hedges. This was an item on the current agenda. Minutes of the Neighbourhood Planning Committee <i>The minutes of the NPC were received and noted.</i> The Clerk apologised to residents for the mis-spelling of their name. 10.23 was corrected from the May meeting to the March meeting and it had been [REDACTED] ed.

1309 4b	Recommendations from the NPC 1. The Council's adopted guidance on the scope of pecuniary interests be inserted in standing orders following 12.9. <i>Amendments to the Standing Orders to be brought to the next meeting</i> 2. The Council considers agreeing not to consider Site 1174. <i>Agreed</i> 3. The Chair of the NPC will circulate a draft of Newsletter planning content to all Committee members and, if there are concerns raised by any of them which cannot be easily resolved, that Council Chair, the Newsletter Editor and the Chair of the NPC be authorised to approve future information, circulated through the Clerk. <i>Agreed</i> 4. The Parish Council comments (with detailed reasons) that the whole process of site allocation since 2009 had been so flawed that the Borough should be asked to do it again. <i>Agreed</i> 5. The Parish Council requests that this comment includes a request to compare a preferred site with two smaller sites which together might be preferred even more. <i>Agreed</i> 6. The Parish Council reviews the provision of time allocated to the Clerk to support the planning remit. <i>Deferred</i> 7. The Borough Councillor should have a standing invitation to Parish Council meetings. <i>Agreed</i>
	<i>It was agreed that every member</i> would probably have an interest of some sort in some part of the Local and Neighbourhood Plans, and that handling of this "grey area" involving the Boundary needed consideration. <i>To be brought to the full Council at a later stage.</i>
13095	Co-option of Parish Councillor The Chair had received a letter from Mrs C King stating that she wished to become a Parish Councillor. Claire had spoken previously at a Parish Council meeting <i>It was resolved to co-opt Claire King as a Parish Councillor.</i>
13096	To receive a resolution to adjourn the meeting for Public Participation relating to this agenda. The Clerk will report to Highways three large potholes on the north side of the little triangle of grass at the Spinney at the junction of Crow Lane, East Rudham Rd with the B1153. Borough Councillor A Morrison Cllr A Morrison gave belated apologies for not being able to attend the meeting.
13097	To agree the appointment of the Clerk and the Clerk's contract of employment. This item was dealt with as an exempt item at the end of the meeting.
	<i>Page 2</i>

13098	Finance Report Finance Report <i>The current accounts April - August 2013 and following payments were agreed.</i> <i>Mr B Grindrod's Printing expenses £129.00</i> <i>Eon DD £31.63</i> <i>The current bank balance is £651 in the Community Account and £11,199 in the Business account.</i> <i>Clerks Salary and Expenses to be agreed later.</i> <i>It was agreed to complete a Bank mandate for Councillor signatures R Hutchinson, G Daniels and R Foster and agree the notification of change of address for bank information.</i>
13099	To recommend a resolution for overhanging trees obstructing the footpaths. <i>It was agreed to contact households where there were hedges overhanging and obstructing the footpaths.</i>
130910	Correspondence listed Report from Mazars External Auditors A report from the Play Inspection company Ltd National Construction College invitation. Mike Carter, Bob Hutchinson and Keith Ives accepted the invitation. CD copy of the Detailed Policies and Site Plans. Register of Electors Annual Canvass posters for the village. Forthcoming consultation on the NCC Budget 2014/5 Training for Councillors, Norfolk ALC Seminar and AGM.
130911	Items for the next agenda Standing order Food bags for residents To investigate insurances.
13097	Exempt Items <i>The Clerk's Contract was agreed at 4 hours per week.</i> Additional hours to be recorded for consideration. The Clerk's salary will be reviewed at the anniversary of the contract. <i>It was agreed to investigate future Grants for the Neighbourhood Planning process and the Clerk was authorised to submit applications in consultation with the Committee Chair.</i>
	 Signed Chair
	K Sayer 4.9.2013 and amended following the extraordinary meeting on 2nd October Page 3



Bircham Parish Meeting

Chairman: Robert Hutchinson Vice Chair Gloria Daniels
Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ
Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825
Councillors attending R Hutchinson G Daniels M Carter S Eyre R Foster
K Greeves K Ives C King B Mele M Sargent

Minutes of the Extraordinary Parish Council meeting on the 2nd October 2013

13091	The Chair Cllr Bob Hutchinson welcomed everyone to this extraordinary meeting to finalise the submission to be made to the Borough Council.
13092	To receive declarations of Interest Cllr K Ives declared a pecuniary interest in sites 1174 and 1229.
13093	The chair Cllr Bob Hutchinson especially welcomed Claire King as our new Parish Councillor. Claire presented her acceptance of office. Claire will bring her financial interests to the next meeting. Cllr Ives reasserted that he would not build between the old and the new village boundaries on his property.
13094	Minutes of the Parish Council Meeting held on Wednesday 4th September. The minutes were amended as requested by Cllr K Ives and added to the minutes, then agreed. (please see attached documents) Cllr G Daniels stated that any future concerns regarding the content of the minutes should be brought to the following meeting. Cllr R Foster arrived and declared his pecuniary interest in Site number 903
13095	To discuss and agree the recommendations made at the meeting on 19th September Neighbourhood Planning meeting, in response to the Kings Lynn & West Norfolk Borough Council Preferred Options Site Allocation for future development in Bircham. Following detailed discussion of each recommendation Cllr R Foster proposed that all the recommendations be accepted by the Parish Council seconded by Cllr G Daniels, all Councillors were in favour of this proposal. The report and maps will be sent to the Borough Council LDF as Bircham Parish Council's submission of comments with amendments (see separate recommendations and maps) by the 4th October. Cllr B Hutchinson asked the Councillors if there were any suggestions missing. Cllr S Eyers said that any development should benefit the village. There was some discussion of the site 898 which had been considered a green area. The original reason for planting the woodland area was clarified and it was agreed to amend this area. A "green" area was considered a protected area in the countryside, or within the built environment. It was noted that some areas within the village boundary had already been given full planning permission but were not included in this "preferred sites document" nor had the boundary of the village been updated. It was agreed to add to the Bircham map submission, provision for a potential church car park. Mr Coe, since deceased, had originally asked for some land to be used for families with local connections.
13096	To receive a resolution to adjourn the meeting for Public Participation relating to this agenda. There were no further comments.
13097	Report from Borough Councillor A Morrison Cllr A Morrison had sent his apologies for this meeting.
13098	Amendment to Standing Orders Councillors needed more information re the change to standing orders. This item was deferred to the next meeting.
13099	No Planning applications had been received The meeting closed at 9.05pm



Bircham Parish Council Meeting

Chairman: Robert Hutchinson Vice Chair Gloria Daniels

Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825

Councillors attending R Hutchinson G Daniels M Carter S Eyre R Foster

K Greeves K Ives C King B Mele M Sargent

Minutes of the Parish Council Meeting 23rd Oct 2013

Welcome and announcements from the Chair

- 1 The position of Cllr B French was questioned. The Chair stated that he believed that he had received a resignation letter. The clerk will contact B French and then the Borough Councillor.

To receive declarations of Interest

- 2 Richard Foster and Mark Carter have declared a personal interest in the CITB planning notice.

3 *Minutes of the Parish Council Meeting held on Wednesday 2nd Oct were agreed which includes the submission on the Site Specific Allocations. The amended minutes for the 4th of September were signed.*

To receive a resolution to adjourn the meeting for Public Participation relating to this agenda. This allows the Public to speak whilst the meeting is closed.

- 4 **Report from Borough Councillor Andrew Morrison sent his apologies.**
The meeting resumed.

To discuss the NCC consultation on their proposals for the Budget 2014 - 15.

- 5 Following discussion it was agreed to forward a statement stating that tax payers were unhappy about the budget being slashed yet Norfolk County Council was still spending money on other issues. Vote 8/1. It was agreed to send a letter to the Norfolk County Council to ask who had signed the the Cory Wheelabrator contract, and did this comply with their Financial Regulations.

To consider and make a response to the Parish Partnership scheme.

- 6 Cllr K Ives sought a response from Highways on the costing of a trod from B1155 to B1153. Following this, an informed response could be made. Vote 5/2.

To respond to Electoral Services re the review of Polling Stations.

- 7 It was noted that some residents from Monks Close go to Stanhoe to vote whilst others come to Bircham to vote. It was proposed to formally request that the Polling Station remains at The Social Club Bircham. All Councillors voted in agreement.

Amendment to Standing Orders

- 8 "Quoting Guidance on Private Interests in Standing Orders" it was agreed to defer this until further information was sought from Norfolk ALC.

Finance

- 9 The Clerk reported that the Barclays Bank signature mandate should be actioned by the 24th October.

Payments

- | | | |
|--------|-----------------------------------|---------|
| 100664 | Sandringham Estate Rent | £600.00 |
| 100665 | Stationery for Neighbourhood Plan | £35.93 |
| 100666 | BKCLWN Food Bags (20) | £32.00 |
| 9 DD | Lights | £30.61 |

The clerk is still not able to view the account and has asked for a further £1500 to be transferred to the Community Account.

The Saver Account Balance is £8701.08 Community Account £490.57 on 30th September.

- 10 Planning application 13/01441/DM Notification of demolition of old accommodation blocks at CITB and any others received following this agenda. There was some concern that residents had not been informed of any disruption.

Update on Grant application for Neighbourhood Plan

The Clerk has registered with the Neighbourhood Planning Advisory group.

Grants are available from 14th October.

The date of the next meeting is the 13th November subject to that date being available.

List of Correspondence.

Norfolk ALC Sandringham Seminar 6th Nov 2013 £35.00 per delegate Three Councillors expressed an interest in attending.

NHS

Norfolk Rural Community Council Signposts

New Councillor Guides to be ordered.

Email re a dog on the Cricket Field. The Clerk to write to the owner of the dog.

M Page/ Cricket Club to be asked to check their insurance and contract.

Cricket Club; to ask that Ben empties the Bin for the time being.

It was reported that heavy haulage lorries are entering Fring Rd on the wrong side of the road (Blue 32 Transport.)

Date of next meetings Dec 11th January 29th 2014

Meeting Closed at 9.30pm

Signed.....

Chair

11th December 2013



Bircham Parish

Neighbourhood Planning Committee & Parish Council Meeting

Chairman: Robert Hutchinson Chair of NPC Keith Ives

Vice Chair Gloria Daniels

Vice Chair PC Karen Greeves

Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825

Minutes of the NPC meeting and Extraordinary Parish Council meeting on Wednesday 13th Nov

- 1 Keith Ives welcomed everyone to the Neighbourhood Planning Committee and introduced the gentlemen who prepared the drawings for the Planning Application Mr S and J Doughty. It was pleasing to see so many at the meeting. Cllr Ives reassured everyone that all residents would have an opportunity to address the meeting. Apologies were received from Cllr Mike Carter. Attendees 26 residents. (See separate list.)
- 2 To agree the minutes of the last Neighbourhood Planning meeting on the 19th Sept The minutes were agreed.
- 3 **To receive declarations of Interest**
Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Councils (Model Code of Conduct) Order 2001 s8 that declarations from a Member include the nature of the interest and whether it is personal or prejudicial. In the case of personal interests the Member may speak and vote on the matter. In the case of prejudicial interests the Member may speak on the matter, provided that members of the public have the same opportunity, but may not take part in the vote.
Two Councillors declared an interest
Cllr Greeves declared her position as a school Governor.
Cllr M Sargent declared a personal interest.
- 4 *The Neighbourhood Planning Committee was suspended to discuss the Long Meadow Planning Application 13/01571/FM with the Full Parish Council. The plans have been circulated to all Councillors and were available at the public meeting. Cllr A Morrison arrived at 7.25pm.*
- 5 The planning application was for 12 houses of which two would be affordable housing. Residents made the designers aware that the Fring Rd has a tendency to flood and that there was no mains drainage in Bircham. The designers reassured the residents that the sewage would be through an anaerobic digester and the rainwater would be stored in a sustainable system and released slowly. There was also a concern re road safety. The corner of Fring Rd and the number of cars accessing the development. The designers stated that the visibility displays are of a higher standard than is required. There is an issue with traffic travelling at speed through the village.
There was a request that a footpath link could be added to between the two driveways. The hope was that there could be a footway for the children going to the school.
There was also some concern regarding the number of houses, some would prefer that the numbers were fewer, particularly as there was likely to be another development Birch1 at one end of the village. The woodland area was likely to be given to the school to enable the children to access nature projects.
All residents were given an opportunity to express their views then the public session was closed for the Councillors to make their decision.

6 **A motion was presented by Cllr K Ives**

The Long Meadow planning application is supported. This was proposed by Cllr B Hutchinson and Seconded by Cllr R Foster.

Amendment 1

To propose a reduction of housing to eight houses. Proposed by Cllr G Daniels and seconded by Cllr B Mele. *Voting 3/5 This amendment was defeated.*

Amendment 2

To propose that any affordable housing (2) be first and foremost for families in the village. Proposed Cllr G Daniels, Seconded by Cllr K Greeves. *This was agreed unanimously*

Amendment 3

That there should be a pedestrian link between the two access driveways.

Proposed by Cllr R Foster, seconded by Cllr B Mele *This was approved unanimously Further suggestions regarding the woodland were not taken further until the school had time to consider. Cllr B Hutchinson would like to see this safeguarded for the village and legally achieved.*

The Fring junction to be made safer

Vote 5/3 in favour *This was agreed*

The Full Parish Council meeting closed at 9.15pm and there was a short recess before resuming the Neighbourhood Planning meeting.

3 **Building on Public Opinions.**

Following a short discussion of the way in which the village survey should be presented to the residents it was agreed at the suggestion by Cllr G Daniels that she would produce a range of questions in the form of a questionnaire.

There was discussion as to whether the questions should be ranked in order of importance.

It was agreed that whatever we came up with should be meaningful for the remainder of the village and should represent their views.

Signed.....Chair of Parish Council

..... Chair of Neighbourhood Planning Committee



Bircham Parish Council Meeting

Chairman: Robert Hutchinson Vice Chair Gloria Daniels

Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825

Councillors attending R Hutchinson G Daniels M Carter S Eyre

K Ives B Mele M Sargent

Minutes of the Parish Council Meeting 11th December 2013

- 1 **The Chair welcomed everyone to the meeting and received apologies from Cllr C King and Cllr R Foster.**

To receive Declarations of Interest.

Cllr M Sargent declared a personal interest in item 6.

- 3 **Minutes of the Parish Council Meeting held on Wednesday 23rd October were agreed** following amendments sought by Cllr Ives regarding the Trod which should now read trods through Bircham Tofts along the B1155 and to old Bircham Newton along the B1153". M.7 Replace "Monks Close" with "Hyde Close" including the submission on the site planning application.e Specific Allocations. It was also agreed to name the record of votes re the Longmeadow The amended minutes for the 23rd October were proposed by Cllr G Daniels and Seconded by Cllr K Ives were agreed and signed.

Matters arising

It was agreed to clarify with the Norfolk ALC the wording of the standing orders.

To receive a resolution to adjourn the meeting for Public Participation relating to this agenda. It only indicates that they may no that the meeting is closed whilst they do so.

There were no comments from the Public

- 4 **Report from Borough Councillor A Morrison**
Cllr A Morrison reported that 2 buildings would be demolished at the Scrapyard. The Longmeadow Planning application had needed more detail which was now available. The storms at Hunstanton had caused a number of landslides and was therefore the coastline was dangerous. Also a lot of shingle had been move at Heacham and Snettisham. There were also a number of breaches between Holme and Burnham Deepdale. In King's Lynn a number of Commercial premises were affected.

Finance / Budget

The current financial position was presented and agreed.

The Budget for 2014/15 was discussed and will be brought to the January meeting for final approval.

Payments

- 5 100668 Norfolk ALC Councillor Guides £28.36
100669 Royal British Legion £30.00
100670 HMRC £97.00
100671 Clerks Salary and Expenses £434.30

The above payments were approved for payment.

Two items were reported. The Cricket Club bins need to be emptied and there was a query from the floor re payments to the Community Cars. The Clerk would check and report back.

To discuss the Longmeadow Planning Application.

Cllr Ives presented a support statement. Cllr M Sargent felt that the residents should have been given more information with a note through the door delivered by councillors. Cllr K Ives suggested that in future if and when such a planning application is received that there should be a specific planning meeting to discuss the application only.



6	Cllr G Daniels asked how the designers had been invited.? Cllr K Ives stated that he probably did. Cllr Daniels stated that the people who were authorised to invite people to a Parish Council meeting were the Chair, in consultation with the Vice Chair and the Clerk. Residents felt intimidated. Others felt that the Designers should have left. The Clerk confirmed that the Designers, like any other member of the public were entitled to listen to the discussion. Cllr Daniels stated that the invitation to the designers was not dealt with in the correct manner, and had not been dealt with openly and transparently. Cllr G Daniels proposed that the NPC meeting be disbanded and be brought back into the Full Parish Council as she firmly believed that there had been a contravention of Standing Orders. This proposal was amended in order to separate Planning from the Neighbourhood Plan meetings. Cllr Mike Carter Seconded this proposal. A vote was taken In favour 6 one against. Cllr K Ives submitted the following Longmeadow Support Reasons It was agreed to remove points 1-7. <i>The following points were agreed for further submission to the BC Planning Dept.</i> 8 There has been concern expressed over loss of habitat for fauna and loss of trees and hedges. The Parish Council believes the application makes good provision for renewing trees and hedges as some existing ones have become run down. Planning conditions and subsequent monitoring should be applied to ensure that public views of and into the development are no less attractive than they currently are. Hedge heights need to be specified. No significant public views will be lost but any opportunities to enhance such views should be taken. 9 The Parish Council also supports the protection of the varied and very extensive open countryside which surrounds the village making provision for wildlife habitat and flora. The proposed woodland area for community benefit is welcome. 10 The Parish Council believes that small gardens often create more scope for wildlife and flora than they are given credit for. Some retention and some new planting could be specified which would be conducive to maximising that scope. 11 Care needs to be, and appears to have been, taken to achieve higher road safety standards at the access points than are normally required in order to allow for observed speeding although the detailed handling in particular of the war memorial junction may need further consideration as may the maintenance of sight lines. 12 The same amount of rain will fall on the plot as now so adequate arrangements must be made to absorb rainwater within it – including any which currently is reported to come onto the highway. 13 The arrangements for sewage disposal should be checked to ensure that official contemporary standards are met. 14 All due consideration must be given to neighbours in accordance with relevant Planning Policy and practice (e.g. as regards overlooking). 15 Some of the fears expressed by opponents of this application seem to be based on misunderstandings of some details of what is proposed (e.g. the surface treatment of driveways and parking places). The fears of objectors should be weighed to see whether details do, or could be altered to, address them.
7	It was agreed to invite the Cricket Club to the next meeting and to ask Malcolm to order more caddy bin liners.
	The meeting closed at 10.50pm



Bircham Parish Meeting

Chairman: Robert Hutchinson Vice Chair Gloria Daniels

Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825

Councillors attending R Hutchinson G Daniels M Carter S Eyre R Foster

K Ives C King B Mele M Sargent

Minutes of the Extra-ordinary Meeting on the 9th January 2014.

14011	Chair B Hutchinson welcomed everyone to the Parish Council meeting. The Chair summarised the requests which had led to this extraordinary Parish Council meeting. Cllr Gloria Daniels stated that at the previous meeting in December Item 6, the conduct of Cllr K Ives had been considered a breach of the Code of Conduct and the Standing Orders. At that time it was agreed to discuss Planning applications only within the Full Parish Council meeting. Following this Parish Council meeting there was concern amongst a number of Parish Councillors that some items had not been declared and Councillors S Eyre, M Sargent, B Mele, M Carter and G Daniels asked the Chair B Hutchinson to call an extraordinary meeting.
14012	Declarations of Interest Cllr K Ives declared a personal interest.
14013	To receive a resolution to adjourn the meeting for Public Participation relating to this agenda. Several members of the public expressed their views regarding how they felt the Planning meeting had been conducted. Mrs Wilshire had expressed particular concerns regarding the ability to speak during the meeting and made a complaint about Cllr Ives conduct when he visited her home afterwards. Cllr K Ives stated that he had not received any complaints from people. The Chair stated that it was important to conduct a meeting which had the full confidence of the residents.
14014	Cllr S Eyre was asked to present his comments to the Parish Council He began by stating that the revelation at the previous meeting that Cllr K Ives had held a separate meeting with the agents for the Long Meadow development had been a bit of a bombshell and he had needed time to consider its implications. He was concerned by the way the meeting was presented and especially that Cllr Ives had not disclosed the meeting to the remainder of the Parish Councillors. Cllr S Eyres considered that this was not in the spirit of openness which is contrary to the Code of Conduct expected of all councillors. Cllr Daniels stated that Cllr K Ives had no mandate to act on his own on behalf of the Parish Council. It had been agreed by the Parish Councillors that Cllr Ives could contact residents with the agreement of the Vice - Chair of the Neighbourhood Planning Committee and the Clerk. Cllr Daniels asked the Clerk to relay the phone conversation that she had received from the agents on the day after the Planning meeting. The Clerk stated that the agents had been concerned and surprised that the remainder of the Parish Councillors had not been aware of this prior meeting, nor had the Clerk. The agents had provided a further set of plans which were circulated during the Planning meeting. Cllr C King was utterly shocked that an experienced councillor should have acted in this way. There was no doubt that Cllr K Ives had broken the Standing Orders and had not declared the previous meeting with the agents, nor informed the Clerk that he had been in contact with the agents to invite them to the meeting.

14014

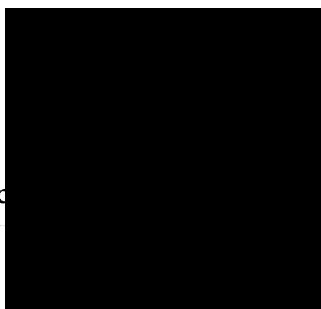
Cllr M Sargent proposed a motion of no confidence in Mr K Ives as a Councillor. His behaviour had breached the Bircham Parish Council Code of Conduct under Section 5 bringing the Parish Council into disrepute. He held an unauthorised meeting with the designers for the proposed development on Long Meadow which was not disclosed and was not legal. The situation was exacerbated by the manner in which he chaired the discussion on the Planning Application.

This motion was put to the vote without further discussion

The motion was carried by 6 votes. There were three abstentions Richard Foster, Keith Ives and Bob Hutchinson.

The meeting closed at 9.15pm

Signed



.29th January 2014.

Bircham Parish Council Meeting

Chairman: Robert Hutchinson Vice Chair Gloria Daniels

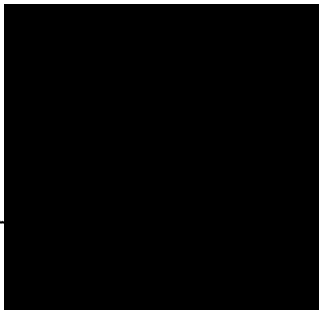
Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ 01485 600825

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk

Minutes of the Parish Council meeting on the 29th January 2014

Kate Sayer Clerk

14011	The Chair welcomed everyone to the meeting. Karen Greeves funeral was well attended and very up lifting. Apologies M Carter.
14012	To receive declarations of Interest Cllrs Keith Ives declared a personal interest re Item 8 Cllr Richard Foster declared a personal interest re Item 11 Cllr Claire King declared a personal interest re Item 10
14013	To resolve to agree the minutes of the 11th Dec and Wednesday 9th January 2014. <i>All Agreed except Cllr Keith Ives who abstained.</i> Matters arising from the minutes for information only. Cllr KI had written to the Chair of the Parish Council as Chair of NPC indicating that he was resigning as the Chair of the Neighbourhood Planning Committee.
14014	To receive a resolution to adjourn the meeting for Public Participation relating to this agenda. <i>It was agreed that the Public participation would be taken as read in future. (SO 7 comment for 2 minutes)</i> There was no report from Borough Councillor A Morrison.
14015	Finance The following payments were agreed Pond Maintenance £95 Ground Works £340. The Councillors wished to express their appreciation to Richard Foster, his father and to Mr P Hambley for all their hard work maintaining the Pond. Car Scheme £150 The Councillors were appreciative of the time given by Mr and Mrs Rothwell to the car scheme. £150 Also to J Howard for volunteering to for extra work and appreciate and emptying the bins. The Bank Statements balances are Community Account £1624 Savers Acc £8702 Less Payments in January
14016	To agree the budget for 2014/15 and the precept for 2014/15 Following discussions re the budget Cllr K Ives said it was important to get it right at this time. Running costs had increased and the Social Club had been forced to increase their hiring costs. The Cricket Club had also bought newer machinery. There was discussion re the need to invest in a new bin and possibly relocate. This was agreed. Following discussion it was agreed to increase the precept to £9500 of which £240 is a grant to the Parish. The motion to increase the precept was agreed by 4 votes to 3. Two Councillors abstained Cllr S Eyre and Cllr C King.

14017	It was proposed to co-opt Jane Cuthell as a member of the Parish Council. This was proposed by Richard Foster and Seconded by Cllr Claire King. <i>This was agreed unanimously.</i>
14018	The Neighbourhood Planning Committee. It was proposed that the separate Neighbourhood Planning Committee should be dissolved and brought back into the Full Council. <i>This was proposed by Cllr G Daniels, seconded by Cllr B Mele. This was agreed.</i> Following this decision it was proposed by Cllr G Daniels to delete Standing Order 16. Seconded by Cllr R Foster. <i>This was agreed unanimously.</i>
14019	A proposal from Cllr Ives Councillors concerns about other councillors or the Clerk was withdrawn.
140110	The Cricket Club wished to gain reassurance re the type of insurance they require and to seek permission to extend the Pavilion. The Cricket Club stated that they would like to continue the good work add to the pavilion to store Equipment. Cllr G Daniels said it would be a good idea to extend the Pavilion; there might well be grants that they could apply for. Any final decision would need to be through the Parish Council who lease the Playing Field from the Sandringham Estate. The Cricket Club also needed assurance re their insurance. The Parish Council insure the Play area and public liability insurance. Any activities directly initiated by the Cricket Club would need to be covered through their own insurance including any risk to the public as a result of their activity.
140111	To update the Council re the damage done to the Pond. There had been no response from Highways re the damage. It was agreed that the Clerk would write again and Cllr R Foster would be willing to meet them.
140112	An update on the current position with the Post Office. The Clerk read out a letter from the Post Office seeking someone who would consider taking on the service in Bircham. A member of the public asked if it was possible to arrange a minibus once a week as dial a bus does not go to Docking, or perhaps the Community bus would consider such a run. It was agreed to gain some idea of the demand through the newsletter.
140113	All communications with Bircham Parish Council-Clerk. The Clerk was concerned that some letters and communications were not being channelled through the Clerk. This was causing problems as all correspondence should be through the Clerk. <i>It was agreed that the Clerk would deal with all correspondence in future.</i>
140114	The Correspondence was noted. At the close of the meeting Cllr S Eyre stated that he no longer wished to remain a Councillor and submitted his resignation.
	The meeting closed at 9.25pm Signed  Chair 5th March 2014.

Bircham Parish Council Meeting

Chairman: Robert Hutchinson Vice Chair Gloria Daniels

Clerk Kate Sayer Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Email: birchamclerk@hotmail.co.uk 01485 600825

Councillors attending were R Hutchinson G Daniels J Cuthell

R Foster K Ives C King B Mele M Sargent

Minutes of Bircham Parish Council meeting on the 5th March 2014.

- 140301 **Welcome by the Chair B Hutchinson to the Parish Council Meeting, Jane Cuthell was welcomed as a new Councillor and handed in her signed declaration.**
- 140302 **Declarations of Interest None.**
- 140303 **Minutes of the Parish Council meeting on the 29th January 2014 were agreed with the following amendment to item 14015 " also to thank J Goward for his additional help". It was also agreed to accept the budget for 2014/15.**
- 140304 **Report from Borough Councillor A Morrison.**
Cllr Morrison stated that the Government grant had been further reduced by £3 million; however the officers had taken this very seriously and were doing amazingly well to accommodate the cuts in the budget.
The planning application at Longmeadow Cllr Morrison said that as a member of the Planning Committee he could see pros and cons regarding the application. He continued by saying that he would be willing to do anything he could to help.
- 140305 **Finance Report**
a To resolve to agree the current financial position of the annual accounts.! **b To resolve to agree the budget for 2014-15**
These were agreed unanimously.
Payments
HMRC A notification of an overpayment in 2012 has been received £101.40 - £97.01
Therefore £97.01 deducted from the current Tax to pay is £4.39
To pay Clerks Salary £402.35
Clerk's Expenses printing October - March, stamps and travel £130.25 Caddy Bins (50) £80
The above payments were agreed
- 140306 **The Neighbourhood Plan.**
There was a discussion on the progress of the Neighbourhood Plan.
It was agreed that a clear explanation needs to be prepared to explain the purpose and benefits of completing a Neighbourhood Plan. It became clear that the new Clerk did not have the full history of advice given to the residents. Cllr J Cuthell & Cllr G Daniels agreed to do further work on the Neighbourhood Plan communication to the residents.
Cllr C King arrived at 8.30 pm.
- 140307 **An update on the Co-option of two further councillors.**
The Clerk confirmed that the date when the Parish Council could advertise for a Co-opted member was from the 10th March
- 140308 **To respond to any planning applications and correspondence received following this agenda.**
There were no further planning applications and the correspondence had been circulated and noted.

140309 A request from a resident had been made for a dog bin near the pond. Members were generally in favour of this request; there would need to be further consideration of a suitable location.
The Clerk agreed to seek current prices.

140310 **Parish Council meeting dates for the year 2014**

May 7th Annual Parish Council Meeting.

Parish Council meetings June 18th, July 30th, September 10th , October 22nd, December 3rd

2015 January 21st, March 4th Annual Parish Meeting.

These dates were agreed. It was also agreed to ensure that the Annual Parish Meeting in 2015 was publicised widely.

Signed Chair 7th May 2014

Kate Sayer Minutes