

BIRCHAM PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING ON WEDNESDAY 3 MAY 2017

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent (Vice-Chairman), C Morley, D Howell, S Langfield, R Hutchinson and B Mele

IN ATTENDANCE: B. Cllr A Morrison, P Sewell (Clerk) and 1 Parishioner

17.041 APPOINTMENT OF CHAIRMAN AND SIGNING DECLARATION OF ACCEPTANCE

- **Cllr Sargent proposed: Council appoint Gloria Daniels as Chairman - *Resolved***

The Chairman signed Declaration of Acceptance of Office.

17.042 APPOINTMENT OF PARISH COUNCIL VICE-CHAIRMAN

- **Cllr Mele proposed: Council appoint Malcolm Sargent as Vice-Chairman - *Resolved***

The Vice-Chairman signed Declaration of Acceptance of Office.

17.043 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

Council accepted apologies from Cllr Wright–Thompson, Cllr Cuthell and Cllr French.

Cllr Carter was not present.

17.044 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Howell declared a personal interest in the item concerning the Cricket Club, as he was a member, and would take no part in the vote.

17.045 TO APPROVE THE MINUTES OF THE 15 MARCH 2017 MEETING

Cllr Hutchinson asked that the minutes clarified that it was the Education Authority that had responsibility for the School.

- **Cllr Morley proposed: Council approve minutes of 15 March 2107-*Resolved***

17.046 MATTERS ARISING FROM PREVIOUS MEETINGS

POST OFFICE: The Chairman reported that Cllr Morley had investigated the outreach service at Syderstone which operated twice a week. The Clerk spoke to the Network Manager who explained that the Wells post office who ran the outreach services at Syderstone did not want to come out as far as Bircham. The new owners of the East Rudham post office might consider outreach services once they were established. The matter would be reviewed in September.

War Memorial: The Clerk had registered an interest with Historic England to list the memorial. The Council needed to submit background information on the memorial which in the absence of anything on file, it was hoped that Mr Briston might provide.

WW1 Centenary Events 2018: The Chairman thought it would be a good idea to set up a village committee to include the church and other interested parties to look into the type of events discussed at the last meeting and for the Clerk to look at what funding might be available to meet the costs.

Website: The previous incomplete webpages had been decommissioned and the account transferred to Bircham Parish Council. The Clerk and Cllr Langfield had attended the training session at the Clerk's home and work on the new site was underway. Councillors took the opportunity to confirm what personal details should be published on the website and by general consensus it was agreed that names and telephone numbers would be published.

Church Lane: Sandringham Estate had acknowledged the Council's letter and stated that the matter was in hand.

Street Light: The Clerk reported that the contract with Wescotec lighting had lapsed, so would be asking suppliers for quotes for a new contract, in the meantime Westcotec would handle any faults that arose.

Pond: Cllr Morley referred to funds set aside for work on the banks of the pond, he had not been aware that the land belonged to Sandringham. Cllr Morley made the point that although the Estate permitted the village to use the pond as open space, it was still private land. Cllr Morley asked the Chairman and Clerk to liaise with the Estate and Mr Foster to check the work required had Estate approval and to ask if the Estate might not undertake the work itself.

17.047 PUBLIC PARTICIPATION RELATING TO THIS AGENDA

No questions.

County Councillor: Cllr Chenery has spoken to the clerk, because of the Purdah rules he could not attend, he acknowledged the letter regarding the school and would report back in due course.

Borough Councillor: Cllr Morrison reported on the Borough's decision not to support devolution and the Celebration of Hanse weekend on 21/22 May.

17.048 PLANNING MATTERS

16/00888/0: Birch 1 had been referred to the KL&WN BC Planning Committee on 8 May 2017. The Planning Officer had recommended approval against the County Council's objections. It appears that there was no resolution over the footpath between County and the applicant. B.Cllr Morrison said that he would relay the Parish Council's strength of feeling and gave advice about how the Planning Committee operated.

- **Cllr Morley proposed: Cllr Hutchinson to attend Planning Committee to reinforce the importance of the footpath condition – *Resolved***
- **Cllr Hutchinson proposed: Council to write to the Planning Committee in advance of the meeting to stress the importance of footpath provision - *Resolved***

Local Plan Review - Update on Call for Sites process:

The Chairman referred Council to list of sites submitted to the Borough Council by landowners and maps identifying each submitted site were circulated. The list had been published for transparency and the list implied no approval for development. The Chairman confirmed that the Council had not submitted the area known as the Glebe land for consideration. It was understood that the planners would now inspect each site and the report will be out for consultation in the Autumn.

17.049 FINANCE

Authorisation of March and April Payments:

Payments			
Name	Budget Heading		Gross
Mrs Sewell	Clerk Salary	March	175.00
Mrs Sewell	Clerk Salary	April	175.00
Diane Malley	Admin	Payroll	81.00
Came & Company	Insurance	Annual 2017-18	798.67
EON	Streetlighting	April	49.50
Total			1279.17
Income			
Name	Budget Heading		
KL&WN BC	Precept		10710.00
Total			10710.00

- **Cllr Sargent proposed: Council to approve March and April Payments - *Resolved***

Bus Service: Council considered the West Norfolk Community Transport bus service scheme. The Clerk confirmed that the Council had allocated £500 in the budget, however the request for this year had been £250.00.

- **Cllr Langfield proposed: Council approve a Grant of £250.00 to WNCT (Bus Service) - *Resolved***

Cricket Club: Council considered the renewal of the contract with Bircham Cricket Club to maintain the recreation ground as budgeted.

- **Cllr Sargent proposed: Council to renew annual maintenance agreement and make £900.00 Payment to Bircham Cricket Club - *Resolved***

Subscription: Community Action Norfolk was formerly the Norfolk Rural Community Council supporting parish councils with community engagement and advocacy on local issues, as well as funding resource and advice.

- **Cllr Morley proposed: Council to approve the annual subscription to Community Action Norfolk (Bronze Level) £20.00 - *Resolved***

17.050 ANNUAL AUDIT 2016-2017

The Clerk presented the breakdown of expenditure, the bank and cash book reconciliation. The Cash book, invoices and bank statements were also presented for inspection. Cllr Layfield and Cllr Morley signed the bank statements to confirm that the balance matched the presented reconciliation. The Council's income was £17,967.68 and it had spent £16,974.88, which had left a Cash book balance of £12,582.00.

17.051 REVIEW AND AGREEMENT OF BIRCHAM PARISH COUNCIL EQUALITY POLICY

The Council agreed the previous May to have an Equality policy. approved or not.

- **Cllr Howell proposed: Council to approve Equality policy as drafted - *Resolved***

17.052 VILLAGE MAINTENANCE

Jubilee Garden Seat Removal and Replacement: The Council noted that Mr Page had reported one of the seats in the Garden was unsafe. The Chairman advised that the seat which was many years old should be removed as soon as possible and replaced with a new seat in due course. Cllr Morley stated that as £250.00 had been saved from the bus grant it could be redirected towards a new bench.

- **Cllr Morley proposed: Council to remove the bench and repair/replace as necessary - *Resolved***

Recreation Ground- Upkeep of Pedestrian Access off Lynn Road: The Chairman reported the vegetation at ground level and the conifer both near the by the pedestrian access needed cutting back and a tidy up.

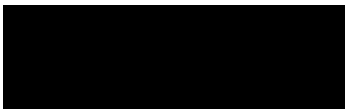
- **Cllr Howell proposed: Council to ask Mr Page to tidy up the area - *Resolved***

17.053 CORRESPONDENCE

Ward Boundary Review briefing on 22 June: The Chairman, Cllr Langfield and Cllr French would attend.

There would be a meeting called in June to sign off the Annual Return, but the next scheduled meeting would be held on Wednesday 19 July at 7.30pm

Chairman



Date.....19/7/2017

BIRCHAM PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING ON WEDNESDAY 28 JUNE 2017

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent (Vice-Chairman) J Cuthell, C Morley,
D Howell and S Langfield

IN ATTENDANCE: P Sewell (Clerk) and 1 Parishioner

17.055 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman welcomed councillors and parishioner to the meeting.

The Chairman confirmed that Cllr French and Langfield had accompanied her to the briefing on the ward boundary review and the Clerk had circulated information from the briefing and about the consultation which would be discussed more fully at the next Council meeting.

The Chairman thanked Cllr Langfield who attended on the Council's behalf the meeting about the community bus scheme. Cllr Langfield said that the news from the project was very positive and the route was likely to be extended. It was important for each community to make good use of the service and for the Council to promote it where it could.

The Chairman thanked Cllr Langfield and the Clerk for the work on the website, which would go live in July.

17.056 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

The Council accepted apologies from Cllrs Hutchings, French and Mele.

Cllr Wright-Thompson and Cllr Carter were not present.

17.057 TO RECEIVE DECLARATIONS OF INTEREST

No interests were declared.

17.058 TO APPROVE THE ANNUAL RETURN 2017

The Clerk presented the Annual Return 2017 for approval along with the supporting explanatory statement which would also be submitted to the External Auditor.

- Cllr Langfield proposed: Council to approve Governance Section 1 and authorise Chairman to sign – *Resolved*
- Cllr Morley proposed: Council to approve Finance Section 2 and authorise the Chairman to sign - *Resolved*

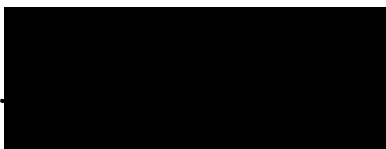
The Clerk would send off the completed form to the Auditor and confirmed that the Notice advising parishioners that they may view the accounts would be posted on the Noticeboards. The Annual Return once signed off would be published on the website.

The meeting closed at 8.30pm.

The next meeting would be on Wednesday 19 July at 7.30pm.

The inspection of the Council's assets would take place on Thursday 27 July from 10.00am onwards.

Chairman....



Dated.....19/7/2017.

BIRCHAM PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING ON WEDNESDAY 19 JULY 2017

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent (Vice-Chairman), R Hutchinson, J Cuthell,
D French, M Carter and B Mele

IN ATTENDANCE: P Sewell (Clerk) and 5 Parishioners

17.059 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman welcomed all present to the July Meeting.

17.060 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

The Council received and accepted apologies from Cllr Howell, Cllr Morley, Cllr Langfield, Cllr Wright-Thompson and B.Cllr Morrison.

- **Cllr Cuthell proposed: Council accepted Cllr Wright-Thompson's reasons for current extended absence – *Resolved***

17.061 TO RECEIVE DECLARATIONS OF INTEREST

None.

17.062 TO APPROVE THE MINUTES OF THE PREVIOUS MEETINGS

- **Cllr Sargent proposed: Council approved the minutes of the meetings of 3 May and 28 June 2017 – *Resolved***

17.063 MATTERS ARISING FROM PREVIOUS MEETINGS

Church Lane: The Council noted that the vehicles which had caused an eyesore and the horses had been removed from the property.

Jubilee Garden Seat Removal and Replacement: The Chairman referred Council to the rebuilt bench at Jubilee Gardens, recorded the Council's appreciation of the work. The materials had cost £240.00 in total with the Council able to reclaim £40.00 in VAT.

Pond: The Chairman reported that she had spoken briefly to the Marcus O'Lone about the pond, but had yet to discuss the matter in more depth with him and Richard Foster.

War Memorial Listing: The Clerk had visited Mr Briston, he had no additional information on the building of the war memorial other than what was already known. The Clerk hoped that there might be more information in the old papers stored at the Records Office. Cllr Mele said that he would look at the papers he had at home.

WW1 Centenary Event: The Clerk had identified a small grant of £500.00, so further thought on how to mark the event would be considered over the summer.

17.064 PUBLIC PARTICIPATION RELATING TO THE AGENDA

Mr Laing kindly volunteered to research the names on the war memorial. The Clerk would provide Mr Laing with a link to the names with regiment and service numbers.

17.065 REPORTS FROM COUNTY COUNCILLOR AND BOROUGH COUNCILLOR

Cllr Chenery reported that he was Chairman of the Health Scrutiny Panel. The panel had identified Addenbrookes Hospital as the centre of excellence for treatment for liver cancer, but issues such as accommodation and travelling needed to be considered. There was a discussion about verges and the appropriate times for hedge cutting.

The Parish Council's concern about the lack of progress about the re-using the school was also raised.

17.066 PLANNING MATTERS

Update on Birch 1 and to agree next steps: The Chairman thanked Cllr Hutchinson and B. Cllr Morrison for speaking on the Council's behalf at the Planning Committee. The Committee had approved planning permission without provision for a footpath along Lynn Road, but Sandringham Estate had noted the Parish Council's concerns. Sandringham Estate said it was their intention to provide a footpath on Dersingham Lane for residents of the new houses.

- **Cllr Mele proposed: Council to ask Sandringham Estate to include the Parish Council in any deliberations over footpath provision - *Resolved***
- **Cllr Sargent proposed: Council to approach Highways to ask for the speeding sign/speed limit moved further back along the B1153 – *Resolved***

17.067 FINANCE

Authorisation of payments due:

Expenditure			£
Name	Budget Heading		Gross
Mrs Sewell	Clerk Salary	May	175.00
Timber Services (Mr Layton)	Gen. Maintenance	Seat	240.00
Mrs Sewell	Clerk Salary	June	175.15
Playsafety Ltd	Playing Field	Inspection	88.20
Steve Jackman	Website	Training	80.00
Mr N. C Smith	Internal Audit	2016-17	80.00
EON	Streetlighting	May	49.50
EON	Streetlighting	June	54.14
EON	Streetlighting	July	52.40
Total			994.39
Receipts			
Name	Budget Heading		
Nil			0.00
Total			0.00

- **Cllr Sargent proposed: Council to authorise payments as listed - *Resolved***

The Council noted receipt of the first Quarterly report of 2017-2018 (April – June).

17.068 REVIEW OF BOROUGH WARDS: RESPONSE TO INITIAL CONSULTATION

Councillors had attended the Review briefing and at this stage Councils were being asked in advance of the review for their opinions.

- **Cllr Mele proposed: Bircham stays within the Docking Ward, however if changes do need to be made, moving to the Rudhams Ward would be acceptable - *Resolved***

17.069 TRANSPARENCY CODE FUND APPLICATION 2017-2018: APPROVAL

The Council noted that it could submit a further application for costs incurred in setting up and running the website. The Clerk intended to apply to cover the set-up costs as these were over and above the usual working hours –the cost should also cover some of the additional hours claimed by the previous clerk. The Clerk would also claim for running costs based on 1 hour a month.

- **Cllr Sargent proposed: Council to authorise a further application to Transparency Fund - *Resolved***

17.070 TO CONSIDER AND APPROVE LAPTOP PURCHASE

The Clerk provided details of the quote provided by ECS Computers and explained that most of the cost would be met by the transparency grant fund received in 2016.

- **Cllr Hutchinson proposed: Council to purchase Laptop as outlined in the presented ECS quote – *Resolved***

17.071 PLAY EQUIPMENT

Inspection report: Council noted that the annual inspection of the play equipment had been completed. Overall the report was good, but the Council considered the points raised about the swings.

- **Cllr Mele proposed: Council to instigate repairs to the swings; bolts, paint and bird protector – *Resolved***

Cllr Mele said he would sort out shackle bolts. The Clerk would speak to Mr Page about the cost of re-painting after seeking advice about the paint.

New Equipment: The Chairman stated that it had been the plan to invest in more equipment which would appeal to the slightly older age range. It would be good to see how well the current equipment was being used and take some soundings as to the type of equipment that might work best. The purchase of new equipment would be subject to suitable grant funding.

17.072 CORRESPONDENCE

Clerks and Councils Magazine: The copy was passed to the Chairman.

Houghton Hall Music Festival: Council noted the invitation to discuss arrangements for the festival, it was observed that there had been no disturbances reported at the previous festival.

The meeting closed at 8.45pm. The next meeting would be 6 September at 7.30pm. The planned risk assessment walk was postponed.

Chairman.....

Date.....

BIRCHAM PARISH COUNCIL
Financial Year 2017-2018
(31.03.2018)

Quarter 1 Report

Budget Headings	Actual Spend 2016-17	Budget 2017 - 18	Actual Spend (30.06.17)	Under / Over Spend
Expenditure				
Bus Project	500	500	250	250
Churchyard Donation	300	300	0	300
Clerk Professional Development	25	75	0	75
Clerk Salary (including Travel Expenses)	2873	2829	525.05	2303.95
Cllr Professional Development	100	100	0	100
Community Car Scheme	150	150	0	150
Contingency Fund	0	250	0	250
Donations	105	250	0	145
Elections	0	100	0	100
External Audit	120	100	0	100
General Maintenance	923	0	240	-240
Playground Project	7103	1000	0	1000
HMRC	680	686	81	605
Insurance Aviva (3 year agreement)	903	786	798.67	-12.67
Internal Audit	75	80	0	80
Newsletter	50	50	0	50
Norfolk ALC, SLCC,CAN	188	190	20	170
Office Telephone Broadband	75	77	0	77
Playingfield Maintenance/Dog Waste	981	1005	900	105
Playingfield Rent	600	615	0	615
Pond Maintenance	75	154	0	154
Pond Project - Banks	0	0	0	0
Printing/Postage	209	270	0	270
Meeting Room Hire	160	240	0	240
Safety Inspection (ROSPA)	78	82	0	82
Streetlight Maintenance	0	201	0	201
Streetlights	542	500	156.04	343.96
Parish Partnership (50%)	0	0	0	0
Website/Transparency Code	160	120	0	120
Expenditure Total	16975	10710	2970.76	7634.24
Income				
Precept	10420	10493	10493	0
Government Support Grant	290	217	217	0
Interest	3	0	0	0
Playground Project Grant	5000	0	0	0
VAT Reclaim	1630	0	0	0
Other income	625	0	0	0
Income Total	17968	10710	10710	0

30.06.2018

BIRCHAM PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING ON WEDNESDAY 6 SEPTEMBER 2017

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent (Vice-Chairman), R Hutchinson, J Cuthell,
D French, S Langfield, D Howell, C Morley, C Wright-Thompson and B Mele

IN ATTENDANCE: P Sewell (Clerk) and 5 Parishioners

17.073 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman welcomed members to the meeting after the summer break and announced that the property risk assessment would take place on Friday 8 September from 12.30pm and start at the recreation ground.

17.074 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

The Council received and accepted apologies from Cllr Carter and B.Cllr Morrison.

17.075 TO RECEIVE DECLARATIONS OF INTEREST

None.

17.076 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- **Cllr Sargent proposed: Council to approve the minutes of the 19 July 2017 Meeting – Resolved**

17.077 MATTERS ARISING FROM PREVIOUS MEETINGS

Longmeadow: The Clerk confirmed that planning permission for the site had lapsed, an email had been sent to Bentons to ask about further plans.

Boundary Review: The Council noted that Cllr Morrison had raised concerns that the new ward was too large and had little in common, however C.Cllr Chenery reported that Bircham Parish Council area had been moved to the Rudhams Ward. The changes when approved would not come into force until 2019.

Recreation Ground-Pedestrian Access off Lynn Road: The Chairman thanked Mr Page for clearing the pedestrian access to the recreation ground.

Swings: Cllr Mele reported that he sourced a suitable shackle for the swing chains.

- **Cllr Hutchinson proposed: Council to authorise Cllr Mele to purchase shackles at an approximate cost of £25.00 - Resolved**

17.078 PUBLIC PARTICIPATION RELATING TO THE AGENDA

Mr Laing reported that he had contacted some regiments about the names on the war memorial without much success, but that he had, by other means, been able to glean more information about the men and would bring all the details together in a booklet. The Chairman thanked Mr Laing for his work thus far. Cllr Mele reported that he had looked at the records he kept and could only report that the memorial was erected in 1919.

17.079 REPORTS FROM COUNTY COUNCILLOR AND BOROUGH COUNCILLOR

Cllr Chenery reported that the Health Scrutiny Committee of which he was a member would look at two things when it next met:—

Speech and Language therapy for children and Autism diagnosis. Cllr Hutchinson hoped that the diagnosis times for children suffering with Autism would be improved upon and more places at suitable schools made available.

Cllr Chenery said that he had been asked to look at the edges of Bagthorpe Road, it was reported that some areas had been marked for repair but to date no repairs had been carried out.

Cllr Chenery would remain the for the discussion on the school and would support where he could.

17.080 PLANNING MATTERS

Application 17/01340/F Hall Farm Barn Docking Road: The Council noted that the application had been received and details circulated, no concerns had been raised therefore the Clerk had registered no objection with the Borough Council.

Draft Norfolk Strategic Framework consultation: The Council noted that the draft document had been published and the online link emailed to members.

17.081 FINANCE

Authorisation of Payments

Payments			£
Name	Budget Heading		Gross
Mrs Sewell	Clerk Salary	July	175.05
Mrs Sewell	Clerk Salary	August	175.05
Mrs Sewell	Telephone/ Internet	Feb/July	30.00
EON	Streetlighting	August	54.14
		Total	434.24
Income			
Name	Budget Heading		
Nil			0.00
		Total	0.00

- **Cllr Sargant proposed: Council to authorise payment as listed - *Resolved***

Request for funding from Citizens Advice Bureau – The Council considered the funding request. The Clerk confirmed that the Council had not given a donation in recent years.

- **Cllr Morley proposed: Council to donate £50.00 to Citizen's Advice Norfolk - *Resolved***

Request for funding from Great Massingham Community Car Scheme

The Council noted that it had contributed £150.00 to the Community Car Scheme last year. It was considered a worthy scheme which relied on local funding.

- **Cllr Mele proposed: Council to donate £150.00 - *Resolved***

Data Protection Training – The Clerk reported that new regulations coming into effect next year would require most Parish Councils to sign up to the Data Protection Register and agree a policy of how personal data was stored, used and distributed. Training was now being made available locally at a cost of around £25.00 plus VAT to explain the requirements and responsibilities. The cost of the course would be shared with Grimston Parish Council.

- **Cllr Howell proposed: Council to send the Clerk on a Data Protection course - Resolved.**

17.082 KING GEORGE VI SCHOOL SITE – PROGRESS REPORT

The Clerk had been notified that Norfolk Property Services intended to seek permission to declare the school site surplus to requirements and move to appraise the site for alternative uses or disposal. The Clerk had spoken to Sandringham who had not yet been contacted by Norfolk County Council so could not comment. Norfolk County Council had confirmed that there were restrictive covenants on the land which meant that any future use would be subject to Sandringham's approval. The Clerk confirmed that she had repeated the Parish Council's position that it should to be consulted over any future use.

17.083 CIL – TO AGREE MANAGEMENT, ACCOUNTING AND REPORTING METHODS

The Council noted the guidance note for managing the Community Infrastructure Levy payments. The document explained how payments would be made, and committed the Council to engage with parishioners on how the Levy would be spent as well as the method for reporting and accounting for receipts and spending.

- **Cllr Sargent proposed: To approve CIL guidance note - Resolved**

17.084 COUNCIL TO CONSIDER WHEELIE BIN SPEED REDUCTION SIGNS

Cllr Cuthell reported that she had noted a scheme in operation in South Wootton which used signs on wheelie bins to remind drivers about the speed limit. It was noted that several wheelie bins in the village had the signs already. The Clerk was asked to put a note in the Newsletter to encourage residents to use the signs. The Clerk would also look at funding sources as bulk buying prices started from around £85.00 per hundred.

17.085 CORRESPONDENCE

Safer Neighbourhood Meeting: There were no issues which required attendance. Cllr Howell did raise concern whether the recreation ground might be vulnerable to illegal camping. Cllr Mele and Cllr Howell also both mentioned that they had spoken to young lads on the recreation ground shooting BB guns at cans. Cllr Howell also said the recreation ground might be vulnerable to illegal camping as there was no gate.

Low Carbon Britain Event: The London event had been featured in the NorfolkALC newsletter, free tickets were available to Parish Councils.

The Norfolk ALC: The AGM would be held in November in Norwich.

The next meeting would take place on Wednesday 25 October 2017 at 7.30pm.

Chairman

Date.....25/10/2017.....

BIRCHAM PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING ON TUESDAY 3 OCTOBER 2017

St Mary's Church at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent (Vice-Chairman), D French, S Langfield,
D Howell, C Morley and C Wright-Thompson

IN ATTENDANCE: P Sewell (Clerk) and 1 Parishioner

17.086 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman thanked Councillors for attending at short notice and Cllr Sargent for organising the meeting space at the Church.

17.087 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllr Cuthell, Cllr Hutchinson, Cllr Carter and Cllr Mele

17.088 TO RECEIVE DECLARATIONS OF INTEREST

None.

17.089 PLANNING MATTERS

Application 17/01704/RM Proposed dwelling following partial demolition of donor dwelling - Cherry Ridge Docking Road Great Bircham

- **Cllr French Proposal: Council to object to the application. The proposed dwelling is much larger than anticipated, the Council accepts that the scale of the dwelling was not covered in the outline plan, but it considers that a dwelling of this height and size would be overbearing and at odds with the form and character of the adjacent properties along that section of Docking Road. The dwelling would also have insufficient parking spaces for the number of proposed bedrooms – *Resolved***

The Council would also submit the following observations to the planning officer: The proposed dwelling would be at the edge of the built environment, the Council would like a hedge line as a condition to create a defined boundary between the built environment and countryside.

The Council was pleased to note that an additional plan on the website now confirms that the footpath would be extended in accordance with outline planning permission conditions and Highway requirements.

Application 17/01738/F Extension and alterations to dwelling following part demolition, proposed access, proposed cart shed and proposed garage/car port - Cherry Ridge Docking Road Great Bircham.

- **Cllr Daniels proposed: The Council strongly objects to the proposed garage as this would mean development outside the village development boundary. Many properties in Bircham are affected by the development boundary which protects this rural village from unchecked development. Therefore, the Council could not support any development outside the boundary however small.**

The changes to the current dwelling are substantial and the Council considers that a dwelling of this size, combined with the proposed dwelling House B marked on the plans would be overbearing and at odds with the form and character of the adjacent properties along that section of Docking Road - *Resolved*

The Council would also submit the following observations to the planning officer: The current owner moved the access to this property further along as it was considered too dangerous. The new access was in the previous position therefore it was important that provision of a footpath as well as the sight lines were looked at carefully before permission is granted. The Council noted that none of the plans referenced the village development boundary, which affected the property and application.

17.090 FINANCE

Authorisation of Payments:

Payments			£
Name	Budget Heading		Gross
Gt Mass. Car Scheme	Donations		150.00
Citizens Advice Norfolk	Donations		50.00
Mrs Sewell	Clerk Salary	September	175.05
Mrs Sewell	SLCC	Annual fee	54.00
Sandringham Estate	Recreation Ground	Rent	600.00
Norfolk ALC	Membership	Annual fee	128.15
EON	Streetlighting	September	54.14
Total			1211.34
Income			
Nil			0.00
Total			0.00

- Cllr Sargent proposed: Council to authorise payments as listed - *Resolved*

The next meeting would take place on 25 October 2017 at 7.30pm.

Chairman:



Date: 25/10/2017

BIRCHAM PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING ON WEDNESDAY 25 OCTOBER 2017

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent (Vice-Chairman), S Langfield, D Howell, B Mele and C Morley.

IN ATTENDANCE: P Sewell (Clerk) and 2 Parishioners

17.091 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman welcomed everyone to the second Meeting of the month. The Chairman reported that she had been asked about the post office and although there was nothing to report she had asked for the previous report to be repeated in the Newsletter.

17.092 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllr Cuthell, Cllr Hutchinson, Cllr Carter, Cllr C Wright-Thompson and Cllr D French.

17.093 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Mele declared an interest in item 9 as he had a payment due to him for parts for the swings, he took no part in the vote.

17.094 TO APPROVE THE MINUTES OF THE PREVIOUS MEETINGS

- **Cllr Morley proposed: Council to approve the minutes of 6 September and 3 October 2017 - Resolved**

17.095 MATTERS ARISING FROM PREVIOUS MEETINGS

Speed Limit Reduction: Cllr Sargent advised the Clerk that the statistics required for the approach to Norfolk County Council about the extension of the 30mile an hour limit on Lynn Road had been collated by Norfolk County Council not the Speed Watch team. The information should be in the responses to the planning application for Birch 1 on the Borough Council website.

Long Meadow Hedge: Cllr Sargent said that although the hedge at been cut back on the corner of Long Meadow, it still obstructed the field of vision up Lynn Road. The Clerk would ask Bentons to trim it back.

17.096 PUBLIC PARTICIPATION RELATING TO THE AGENDA

Mr Laing reported that he had been in contact with several regimental museums and circulated a sample of the sort information he had obtained for one soldier. It was Mr Laing's intention to collate the information into a book. The Chairman thanked Mr Laing for his hard work and asked the Clerk to put in another request for information in the Newsletter.

17.097 PLANNING MATTERS

There was nothing to report on planning except that the Council's objection to the planning applications considered on 2 October had been submitted.

17.098 FINANCE

Authorisation of Payments:

- Cllr Sargent proposed: Council to authorise payments as listed - *Resolved*

Payments		£	
Name	Budget Heading	Gross	
Mrs Sewell	Clerk Salary	October	175.05
Mazaars	Audit	Return 2017	150.00
Norfolk PT&S	Training	D. Protection	17.50
Mr B Mele	Recreation Ground	Swings	16.64
EON	Streetlighting	October	52.40
Total			411.59

To receive signed off Annual Return 2017

Council acknowledged receipt and inspected the Annual Return for 2017. The Clerk has already published the required notice and would scan and upload the return to the website.

Receipt of Quarter 2 Report

Council received the financial report for the second quarter.

The Clerk also reported that she ordered a wreath to lay at the War Memorial from the British Legion.

17.099 REPORTS FROM COUNTY COUNCILLOR AND BOROUGH COUNCILLOR

Not in attendance.

17.100 KING GEORGE VI SCHOOL SITE – PROGRESS REPORT

The Clerk reported on her conversation with the County Council. The Council would explore all options for the site in due course, it would be a lengthy process as the Department of Education had not yet agreed to release the site. Children's Services were still responsible for the buildings, and it was they who had recently moved the mobile classrooms and play equipment in preparation to hand over to Property Services Department. The Chairman had spoken to Marcus O'Lone and made him aware of the Council's concerns and interest, he had confirmed the Estate had not been approached by Norfolk County Council. The Property Services Department had given an undertaking that they would meet with the Parish Council once they had made a start on the appraisal.

17.101 PARISH COUNCIL PROPERTY INSPECTION 2017

The Chairman referred Councillor to the report of the property inspection carried out by several councillors with the Clerk in September. The Clerk's report identified work to be done to either replace or refurbish items that are past their best. It was hoped that Mr Page might be able to do much of what it on the list. The Council accepted the action outlined in report and the Clerk would cost up work for final approval.

- **Cllr Sargent proposed: Council to replace the damaged dog bin at a cost of £133.00 plus VAT - *Resolved***

17.102 FOOTWAY LIGHTING: APPOINTMENT OF CONTRACTOR

The Council reviewed the response to the tender invitations for a 3-year contract. The Clerk confirmed that all quotes were within allocated budget.

- **Cllr Morley proposed: To appoint Pearce and Kemp Ltd at £156.00 plus VAT as the Footway Lighting Contractor - *Resolved***

17.103 RIGHTS OF WAY: APPOINTMENT OF FOOTPATH WARDEN

The Chairman invited comments on establishing a parish footpath warden in line with the CPRE scheme.

- **Cllr Morley proposed: Council to create the role of Footpath Warden to oversee the local rights of way – *Resolved***
- **Cllr Howell proposed: Council to appoint Cllr Langfield as the footpath warden for Bircham - *Resolved***

17.104 CORRESPONDENCE

The Council noted letters of thanks from Citizens Advice Norfolk and Great Massingham Community Car Scheme. The Council also noted the invitations to a CPRE Meeting (Large scale Housing Allocations) on 27 November and the Police Meeting on 2 November.

The next meeting would take place on 29 November 2017 at 7.30pm

Chairman.....

Date.....

BIRCHAM PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING ON WEDNESDAY 29 NOVEMBER 2017

Bircham Social Club at 7.30pm

PRESENT: M Sargent (Chairman) B Mele, R Hutchinson, C Thompson-Wright, D French, M Carter and C Morley.

IN ATTENDANCE: P Sewell (Clerk)

17.105 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN

Cllr Sargent would act as Chairman in Cllr Daniel's absence, he signed the Declaration of Acceptance was signed for the meeting.

17.106 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllrs Daniels, Howell, Cuthell and Langfield.

17.107 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Sargent declared a personal interest in the planning application 17/01390/FM as he lived opposite the site and had previously objected to the application, he would not vote on the proposal.

17.108 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- Cllr Mele proposed: Council to approve the minutes of 25 October 2017 - *Resolved*

17.109 MATTERS ARISING FROM PREVIOUS MEETINGS

Recreation Ground: The Chairman reported that Councillors had supported the installation of a height restriction barrier at the entrance to the Recreation Ground. The Council noted that the cost was likely to be around £600-£700. The Clerk would write to Sandringham Estate for approval, before taking the matter any further.

Footpath Warden: The Chairman reported that Cllr Langfield had completed her inspection and issues identified had been raised with Highways. The report would be taken at the next meeting when Cllr Langfield was present.

Streetlighting: The Clerk confirmed that the contract which started on 1 December had been signed and returned. The day burner on Lynn Road had been reported.

Dog Bin: Cllr Carter said he noted that a new dog bin had been purchased for the Recreation Ground and asked that if he could repair the old one, it might be put up in Bagthorpe Road. The item would be put on the agenda for the next meeting as the exact location and emptying costs would need to be approved.

17.110 PUBLIC PARTICIPATION RELATING TO THE AGENDA

No questions.

17.111 REPORTS FROM COUNTY COUNCILLOR AND BOROUGH COUNCILLOR

B. Cllr Morrison asked if the Council was aware of the changes proposed by the Boundary Commission and that Bircham would move out of the Docking Ward into the Rudhams Ward. B.Cllr Morrison said it was likely he would retire and not stand the next Borough election.

C. Cllr Chenery spoke about the Boundary Commission as The Rudhams was currently his ward. C.Cllr Chenery said he had spoken to the County Council about the school and had an undertaking that they would regularly check the site, contact details of the officer were passed to the Clerk. He understood that nothing would happen for some time as work was required to investigate title. There was a discussion about the feasibility of reopening the school, the planned expansion of Docking was cited as ground for a review. C.Cllr Chenery suggested that the Council contact C.Cllr Stuart Dark to outline its case.

17.112 PLANNING MATTERS

17/01704/RM and 17/01738/F: Cherry Ridge, Docking Road – amendments

17/01704/RM: The Council noted that the applicant had identified sufficient parking spaces to meet the Parish Council's objection. The width of the property had also been reduced by a small margin 1.2 metres, but this was subject to further discussion as the planner had queried the measurements. No further comments at this stage.

17/01738/F: The Council was pleased to note the amendment which relocated the proposed garage/cart shed and there was now no development proposed outside the village envelope.

17/02142/F: Cherry Ridge, Docking Road There had been a further application relating to the existing property to reinstate the original driveway, and keeping the current driveway as maintenance access only.

- **Cllr French proposed: Council offer no objection to the application - *Resolved***

17/01390/FM: Long Meadow - Proposed demolition of existing dwelling and construction of 12 residential dwellings

The Council noted that the application was a resubmission of the application which had permission up until May 2017.

- **Cllr French proposed: The Council to ask Bentons to consider gifting the wooded area to the Village - *Resolved***
- **Cllr Wright – Thompson proposed: Council to support the application, but with a caveat about the length of the footpath and dropped kerbs, a strong local criterion would be required for the affordable houses and to restate concern about the access onto Lynn Road – *Resolved***

17.113 FINANCE

Authorisation of Payments due

- **Cllr Mele proposed: Council approve payments as listed - *Resolved***

Payments			£
Name	Budget Heading		Gross
Mrs Sewell	Clerk Salary	November	175.05
Royal British Legion	s.137 Wreath	Poppy Appeal	25.00
Bircham Social Club	Room Hire	6 bookings	120.00
Pearce & Kemp Ltd*	Streetlighting	2017-2018	62.40
Earth Anchors	Recreation Ground	Dog Bin	170.34
EON	Streetlighting	November	54.14
Total			606.93
Income			
Name	Budget Heading		
HM Government	Transparency Code		624.54
Total			624.54

Transparency Code Grant

The Council noted receipt of £625.54 in grant funding to meet the extra staff cost of setting up the website. The award also covered an allowance for extra hours to maintain the site.

Precept and Budget 2018-2019

The Council discussed the budget and the precept for the 2018-2019. The Council noted some determining factors to consider at the January meeting.

Increase in the cost of the maintenance of the recreation ground – Request of 20% i.e. £180 held for 3 years

Allow for an increase in expenditure for general maintenance

Allocate an amount for the WW1 commemoration

Roll forward the unused allocation for additional equipment on the recreation ground

Cllr Hutchinson asked the Clerk to set options for the precept for the next meeting.

New Audit system

The Council noted that the new audit system was in place for small Councils. The Council would still have to complete an Annual Return, but they would no longer have to submit this to the Auditor unless there was a query. PKF Littlejohn had replaced Mazars as the external auditor.

17.114 CITB BIRCHAM CLOSURE

The Clerk had sent a letter to Sir Henry Bellingham MP to raise concern about the proposed closure and to lend support to his campaign. Sir Henry had suggested writing to the CITB Chief Executive with concerns and had plans to set up a task force. B.Cllr Morrison thanked the Clerk for the copy of Sir Henry's letter, he stated that the issue had not yet been discussed by Docking Parish Council, but he would contact them to advise them of Bircham Parish Council's position.

- **Cllr Morley proposed: Council to write to the CITB Chief Executive and to take up Sir Henry's offer of a place on the task force - *Resolved***

17.115 GENERAL DATA PROTECTION REGULATIONS – IMPACT ON THE COUNCIL

The Council noted the Clerk's note about the impact of the new regulations which would come into force in May 2018. The Council did process personal information and outlined in the report were steps that the Council should take. The Chairman stated that in the short term there would be some extra work with additional money required for training as well as registration at £35.00.

17.116 CORRESPONDENCE

Mayor's Award for Business: The Council considered the Awards' criteria

- **Cllr Morley proposed: Council to nominate the local shop and cafe- *Resolved***
- The Chairman would discuss the wording of the nomination with Cllr Daniels.

The next meeting would be held on Wednesday 10th January 2018

[Signature]  10/1/2018

BIRCHAM PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING ON WEDNESDAY 10 JANUARY 2018

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent (Vice-Chairman), S Langfield, D Howell,
B Mele, R Hutchinson, J Cuthell, M Carter, D French and C Morley.

IN ATTENDANCE: P Sewell (Clerk) and 1 Parishioner

18.001 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman welcomed everyone to the first meeting of 2018.

18.002 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllr Wright-Thompson was not present.

18.003 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Carter declared a personal interest in item 18.009 iii as he was a member of the funding panel for Jack's Lane, he would not take part in the discussion as he had to remain neutral.

18.004 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- Cllr Morley proposed: Council to approve the minutes of 29 November 2017 as a true record - *Resolved*

18.005 MATTERS ARISING FROM PREVIOUS MEETINGS

Mayor's Award for Business: The Council were pleased to note that the Bircham Stores and Café had been shortlisted for an award following the Parish Council's nomination.

CITB: Cllr Morley registered concern that there was no further information on the proposed closure of CITB. The Clerk would email the MP for an update.

Highways: Cllr Mele said that the damaged kerb in Lynn Road had not yet been repaired, he also mentioned two potholes in Fring Road. The Clerk said that it had been reported to Highways along with the potholes which Cllr French had also raised. The faults had been acknowledged by Highways and repairs programmed, but they could take up to 6 weeks.

Street Lighting: Cllr Cuthell reported several street lights out on Lynn Road and Stocks Close.

18.006 PUBLIC PARTICIPATION RELATING TO THE AGENDA

None.

18.007 REPORTS FROM COUNTY COUNCILLOR AND BOROUGH COUNCILLOR

Not present.

18.008 PLANNING MATTERS

The annual planning briefing for Parish Councils would take place on 5/6 March in King's Lynn. Cllr Daniels and Cllr Langfield agreed to attend.

18.009 FINANCE

i. Authorisation of Payments due

- **Cllr Carter proposed: Council to approve payments – Resolved**

Payments			£
Name	Budget Heading		Gross
Mrs Sewell	Clerk Salary	December	175.05
Mrs Sewell	Clerk Salary	Mileage 2017	304.00
Information Commissioner	Subscriptions	Registration	35.00
EON	Streetlighting	December	52.40
EON	Streetlighting	January	54.14
		Total	620.59
Income			
Name	Budget Heading		
Nil			0.00
		Total	0.00

ii. To approve Clerk's attendance on New Audit Regime Course

The Clerk stated the importance of being up to speed on the new audit procedures and asked to attend a Norfolk ALC course (Cost £30.00)

- **Cllr Sergeant proposed: Council to authorise the Clerk's attendance on the New Audit Course - Resolved**

iii. Jack's Lane Grant Opportunities

The Chairman informed the Council that the Jack's Lane grant would open for applications in February and that the Council should not miss the opportunity to apply. Councillors put forward suggestions such as outdoor adult gym equipment and possible speed safety measures.

18.010 TO DISCUSS AND APPROVE BUDGET 2018-2019

Council reviewed the Budget proposals presented by the Clerk, alongside the Third Quarter report for comparison. The Council considered the notes appended to the budget headings and there was a recommendation that the contingency amount be maintained in the reserves. It was noted that expenditure would increase, although expenditure and delivery on certain projects would be subject to grants being secured from external sources.

- **Cllr Sargent proposed: Council to approve the draft budget for 2018-19 - Resolved**

18.011 TO SET PARISH COUNCIL PRECEPT FOR 2018-2019

The Chairman referred Council to the options drafted by the Clerk. The Council discussed the appropriate level of increase along with the levels of money in reserves. It was noted that all options would require the Council to access funds from its reserves to some degree.

- **Cllr Morley proposed: The Council to develop a Reserve Policy - Resolved**
- **Cllr Carter proposal: Council to set precept for 2018-2019 at £10582.00 - Resolved**

8.012 TO APPROVE NEW DOG BIN FOR BAGTHORPE ROAD

The Council considered Cllr Carter's suggestion to install a dog bin on Bagthorpe Road near the 40mph sign. The Clerk confirmed that the current cost was £1.56 per empty. Cllr Carter said that he would try to repair the damaged bin being removed from the recreation ground to reduce outlay.

- **Cllr Cuthell proposed: The Council install a bin in Bagthorpe Road, subject to Highways agreement, on a trial basis - *Resolved***

18.013 GENERAL DATA PROTECTION REGULATIONS 2018 – DATA PROTECTION OFFICER

The Clerk reported that the Council had been registered as a data processing body. Several pieces of conflicting advice had been issued about the appointment of Clerks as the DPO, but hopefully there would be clarification from the Information Commissioner very soon. The Clerk stated that she planned to write to Sir Bellingham MP to register concerns about the burden of GDPO on smaller councils. The Clerk would also look at privacy policies to cover the website and emails.

18.014 FOOTPATH WARDEN REPORT 2017

The Chairman thanked Cllr Langfield for her work and detailed report. Cllr Langfield that she was looking how to extend the footpath network as well as looking into improving or adding signage to identify Green Lanes.

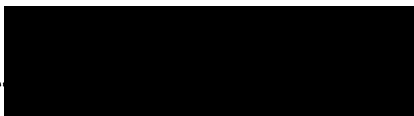
18.015 CORRESPONDENCE

Noted

The Clerk confirmed that hard copies of the agenda and minutes sent by email would be provided at each meeting.

The next meeting would be on Wednesday 14 March at 7.30pm following the Annual Parish Meeting.

Chairman..



Date...14/3/2018.....

BIRCHAM PARISH COUNCIL

			Approved
Budget	Actual Spend to date Dec 2017-18	Budget 2017-18	Budget 2018-19
Expenditure			
Bus Project	250	500	250
Churchyard Donation	0	300	300
Clerk Professional Development	17.5	75	75
Clerk Salary (including Travel Expenses)	1575.45	2829	3000
Cllr Professional Development	0	100	100
Community Car Scheme	150	150	150
Contingency Fund	0	250	250
Donations	75	250	250
External Audit	150	100	0
Elections	0	100	0
General Maintenance	240	0	500
HMRC	81	686	90
Playground Project	0	1000	1000
Insurance Aviva (3-year agreement)	798.67	786	800
Internal Audit	80	80	90
Newsletter	0	50	50
Norfolk ALC, SLCC, CAN	202.15	190	225
Office Telephone/ Broadband	30	77	75
Playing field Maintenance/Dog Waste	1086.98	1005	1500
Playing field Rent	600	615	600
Pond Maintenance	0	154	80
Pond Project - Banks	0	0	0
Printing/Postage	0	270	270
Meeting Room Hire	120	240	200
Safety Inspection (ROSPA)	88.2	82	90
Streetlight Maintenance	62.4	201	200
Streetlights	475.66	500	636
Parish Partnership (50%)	0	0	0
Website	80	120	40
WW1 Centenary	0	0	250
Expenditure Total	6163.01	10710	11071
Income			
Precept	10493	10493	10582
Government Support Grant	217	217	128
Interest	0	0	0
Grants: Playground/WW1	0	0	0
VAT Reclaim	0	0	0
Other income	625.54	0	0
Income Total	11335.54	10710	10710
Reserves	0	0	361

BIRCHAM PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING ON WEDNESDAY 14 MARCH 2018

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent (Vice-Chairman), S Langfield, D Howell, B Mele, R Hutchinson, C Wright-Thompson, J Cuthell, M Carter, D French and C Morley

IN ATTENDANCE: P Sewell (Clerk), CCllr Chenery, BCllr Morrison and 1 Parishioner

18.016 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman opened the meeting.

18.017 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

None.

18.018 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Howell declared a prejudicial interest in the item 18.024v as he was a member of Bircham Cricket Club and coordinated the maintenance for the Club.

18.019 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- Cllr Morley proposed: Council to approve the minutes of 10 January 2018 as a true record - *Resolved*

18.020 MATTERS ARISING FROM PREVIOUS MEETINGS

Audit Course: The Clerk had attended the course about the new procedures. The Clerk reported that, in relieving small councils of the burden of the cost of an external audit, the Government had put a stronger emphasis on governance. New Audit forms and substantial guidance had been produced.

CITB: The Clerk had sent Councillors the statement from the Borough Council about the task group, this was the latest information.

Data Protection: The Clerk reported that Norfolk ALC should be able to provide Data Controller Services as it has been made clear that Clerks did not have the level of expertise, nor the independence to act as the DPC. The Clerk would still be expected to carry out the data audit, privacy notices and processing.

18.021 PUBLIC PARTICIPATION RELATING TO THE AGENDA

None.

18.022 REPORTS FROM COUNTY COUNCILLOR AND BOROUGH COUNCILLOR

Cllr Morrison asked if the Council and residents were aware of the charges for DIY waste at the recycling centre. Cllr Morrison also said that despite concerns of the new sifting process of plans, they could still be "called in" if the Parish Council felt that the Planning Committee should consider the application.

Confidential – Councillors Only

Cllr Chenery spoke about the County Council's efforts to secure the bus routes following the withdrawal of services by Stagecoach. The Chairman said that at the Annual Parish Meeting, there had been pressure for something to be done about speeding through the village and it could only be done with County support. Cllr Chenery said that he would flag up the issue with the executive director at Norfolk Council. The Council also expressed concern about the charges for DIY waste and sought assurances that any increase in fly-tipping would be monitored.

18.023 PLANNING MATTERS

i. To consider application 18/00249/F: Proposed cart lodge with self-contained annexe above at 4 Bagthorpe Road

- **Cllr Carter proposed: Council to support application 18/00249/F - Resolved**

ii. To receive report from the KL&WN BC Planning Briefing

The Chairman referred to the presentation slides circulated by the Clerk. The key points included:

- A reminder of Street Naming protocols and consultation.
- A briefing on the progress with the LDF, there was frustration at the delays and a fear that developers could once again take advantage.
- The lead time for consultation on Planning Applications would be cut to 14 days, except around Christmas and Easter.
- The Borough Council had also set up a sifting committee, so there would be no automatic right for Parish Councils' objections to be put before the Planning Committee.

iii. Update on the Cherry Ridge applications

The Chairman reported that all the recent applications for Cherry Ridge had been approved. The Clerk attended the KL&WN BC Planning Committee meeting (the majority view was that there was no longer an objection) to ensure that the proposed conditions for the footpath were upheld, as well as conditions to prevent future garden development and the planting of the hedge would be agreed. The planners had already decided under delegated powers to approve the remodelling of the existing Cherry Ridge. It was not the outcome some residents wanted, but the Council's responses to the applications had forced changes which had produced an improved outcome.

18.024 FINANCE

i. Authorisation of Payments due

- **Cllr Carter proposed: Council to approve March payments – Resolved**

Payments			£
Name	Budget Heading		Gross
Norfolk Citizens Advice	Donations	Replacement Cheque	50
Norfolk ALC	Subscription 2017-18	Replacement Cheque	128.15
Mrs Sewell	Clerk Salary	Jan plus website set up	356.84

Confidential – Councillors Only			
Mrs Sewell	Clerk Salary	February	175.05
Mrs Sewell	Internet/Broadband	Aug/ Mar 18	40
Mrs Sewell	Postage	2017-2018	32.66
KL&WN Borough Council	Dog Bins	2017	82.37
Grimston Parish Council	Printing/Copying	2017	244.35
Mr M Page	General Maint.	2017	349.99
Mr R Foster	Pond	2017	80
Bircham Social Club	Room Hire	2 Mtgs	40
Norfolk AIC	Clerk Training	Audit Course	30
EON	Streetlighting	February	54.14
Total			1663.55
Income			
Name	Budget Heading		
Barclays Premium Account	Interest	Annual	1.44
Donation	Donation (Other)		300.00
Total			301.44

ii. To approve contribution to St Mary's Church for the upkeep of the Churchyard.

The Council had budgeted £300 for the grant, but the Vicar had asked if the Council would consider an increase as it had been a costly year for the Church.

- **Cllr Wright-Thompson proposed: Council to award a grant of £400 to St Mary's Church for the upkeep of the churchyard - Resolved**

iii. To approve grant to St Mary's Church in support of the Newsletter publication 2017

The Council noted that the Church allowed the Parish Council to use the front page of the Newsletter. Rev. Cook had provided figures which showed that the Church contributed to the cost of the Parish Council page and the £50.00 grant was not sufficient. The Chairman ask the Council to consider increasing the cost as not only was it a good communication tool for the Council, the Newsletter provided useful information for the village.

- **Cllr Cuthell proposed: Council to award a grant of £100 to St Mary's Church towards the costs of the Newsletter - Resolved**

iv. To approve quote for 2018 grass cutting and general maintenance

The Council considered Mr Page's quote for general maintenance for the next year. The Clerk said that the quote had increased by £10.00 on last year, but this would also cover the cost of repainting the seats in Queen's Gardens

- **Cllr French: Council to approve Mr Page's quote of £350 for grass cutting and general maintenance - Resolved**

Cllr Howell declared a prejudicial interest and left the room

v. TO APPROVE QUOTE FOR PLAYING FIELD GRASS CUTTING AND MAINTENANCE

Confidential – Councillors Only

The Cricket Club had charged the same amount for the last 3 years, but would have to increase the cost to a more realistic figure, especially as the treatment for moles had been particularly expensive. The quote provided was £1200 per annum, an increase of £300. The Council discussed what was included in the agreement, although the Clerk stated there was no formal contract. There was some concern about the hedge not being cut and the proper disposal of waste from the Council's bin.

- **Cllr Hutchinson proposed: Council to accept the quote of £1200, payable in 2 parts - *Resolved***
- **Cllr Mele proposed: Council to formalise the agreement with the Cricket Club in a contract - *Resolved***

vi. DOG BINS – TO APPROVE CONTRACT WITH KL&WN BC FOR WEEKLY EMPTYING

The Clerk reported that the Borough Council no longer offered a fortnightly collection option for the dog bins. The impact of this would more than double the current cost as the per empty cost had also increased from 1.36p to 1.45p. The Clerk confirmed that the Council had not yet had approval for the new dog bin on Bagthorpe Road.

- **Cllr Sargent proposed: Council accept the terms of the dog bin emptying new contract - *Resolved***

18.025 WW1 CENTENARY PROGRAMME – TO DISCUSS AND APPROVE PROPOSALS

The Chairman referred the Council to the Clerk's note on the WW1 commemoration plans. Council noted that the proposals were subject to grant funding being awarded. Cllr Hutchinson thought that the Council could offer residents the opportunity to sponsor a ceramic poppy for the wreath. Cllr French asked about the poppy making activity, the Clerk confirmed that it was the Council's intention to offer this as a free activity to all, but it was aimed at children.

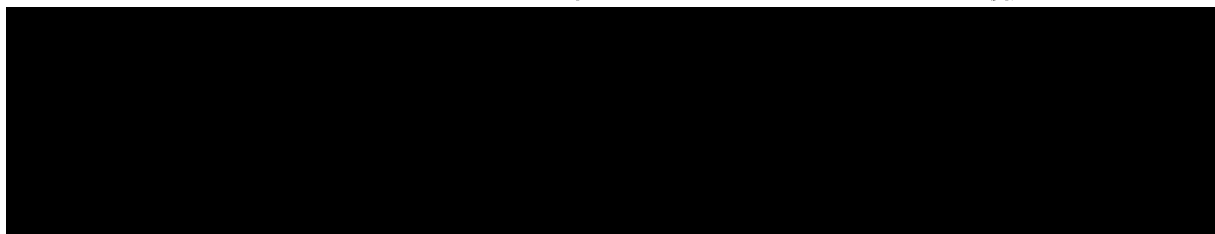
18.026 TO APPROVE PARISH COUNCIL SAFEGUARDING POLICY

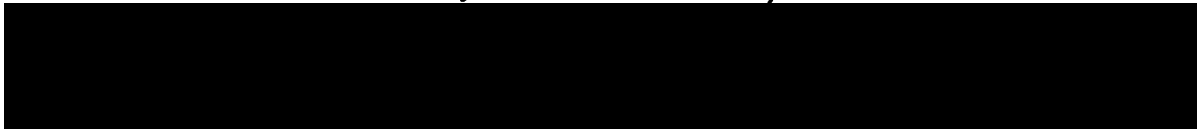
The Clerk referred Council to the draft policy. The Council were required to demonstrate that it had procedures in place to protect children, young people and vulnerable persons if it wished to apply for funding from the Norfolk Foundation. The policy would serve as useful guidance for Councillors, Staff and Volunteers.

- **Cllr Mele proposed: Council to approve Safeguarding Policy as drafted - *Resolved***

18.027 TO CONSIDER NEIGHBOURHOOD NUISANCE COMPLAINT

- **Cllr Wright-Thompson proposed: Council to exclude members of the public under the Public bodies (Admission to meetings) Act 1960 S.1 to protect both the complainants and those about which the nuisance complaint had been made - *Resolved***





- Cllr Wright-Thompson proposed: The Council to report [redacted] to the Borough Council, citing the unpleasant amount of rubbish heaped in the front garden and the potential for vermin – *Resolved*

18.028 CORRESPONDENCE

The Council noted the Correspondence as listed:

Norfolk ALC Newsletters

Invitation to attend RAF Bircham Heritage Centre open day on 19 May.

The next meeting would take place on Wednesday 9 May 2018 at 7.30pm.

Chairman.....



Date.....9/5/2018.....

