

DRAFT Minutes of Blo' Norton Parish Council meeting held at the Village Hall on
Tuesday 27 October 2015 at 7.30pm

Those present: Mike Bristow (A/Chairman); Richard; James Button, Marion Chapman-Allen

1 Apologies for absence Apologies had been tendered by John Barnet-Lamb (ill health) and John Olley (work training course). The apologies were considered and approved.

2 Public Participation – To adjourn the meeting to allow public participation and any District Councillor Reports

The meeting was adjourned at 1935 hours

Marion Chapman-Allen reported that the Local 5 year housing plan was progressing and should be distributed for consultation prior to Christmas; the timeframe was for it to be submitted to Government in the Summer for a decision in Autumn. Devolution in new Anglia area was under discussion between Borough and County Councillors, the Government wishing to devolve various powers to District Councils, including having mayors. Whilst Norfolk leaders are against an elected mayor, Suffolk may be in favour.

Hopton Surgery: Marion Chapman-Allen reported that a bid proposal meeting was to be held on 28 October

The meeting re-opened at 1950 hours.

3 To receive Declarations of Interest in respect of items for consideration on the agenda – none received

3a Request for Dispensation (Standing Item) – no requests

4 To approve the Minutes of Parish Council meeting held on 26 May 2015 agreed

The minutes were approved as circulated.

5 Matters arising from the minutes held on 26 May 2015 (not elsewhere on agenda)

(a) Map (paragraph 15a) – This item would be remitted to the next meeting.

(b) Parking on The Street (paragraph 15c) – The Clerk had contacted PCSO Dion Phillips who suggested as it was on private land there was not much the police could do to enforce parking.

However, it was noted that parking had improved in this area and the Councillors agreed this issue could be removed from the agenda. **ACTION: CLERK**

6 Parish Clerk's Update:

(a) Dog Waste Bin had now been installed and was being used. Councillors agreed this could now be removed from the agenda **ACTION: CLERK**

(b) Land at back of Fen Road Chris Curtis, Enforcement Officer had visit the premises and it was noted the landowner had left the land with his converted horsebox. It was noted the owner had now sold the land and the Councillors therefore agreed this issue could be removed from the agenda. **ACTION: CLERK**

(c) Bugle – The Editor had asked if parishioners could submit written articles for the Bugle as opposed to topics, as he did not have the time to write articles as well as set out the Bugle and organise distribution of it.

(d) Wreath for Remembrance Sunday – the Parish Council had ordered and received two wreaths for Remembrance Sunday. One being ordered on behalf of the War Memorial Trust and the Clerk would deliver and invoice accordingly. **ACTION: CLERK**

(e) Delivering local highway improvements in partnership with Town and Parish Councils letter of June was considered with regard to any projects within Blo' Norton which the Highways would provide 50% of the money if the Parish Council did the same. It was also noted that pot holes were included for this year. Whilst the letter stated pot holes would still be repaired if this option was not taken up, it could not guarantee any priority. The Clerk was asked to clarify this with Stephen Askew. **ACTION: CLERK**

(f) To note Changes to National Planning Practice Guidance (NPPG) – affordable housing thresholds and the vacant building credit – it was noted that the trigger was now 5 or more for affordable housing

- 7 (g) Pensions letter – noted by the Council as of May 17 it would need to pay the Clerk a pension
Policies and Procedures
- (a) To review/adopt for further 12 months charity policy This policy was still considered fit for purpose and the Council agreed to adopt for a further 12 months.
- (b) To consider attendance policy – The Council were pleased to adopt this policy for twelve months, as it was noted being a small Council it was important we would always be quorate and therefore notification of attendance/apologies was paramount.
- (c) To consider Standing Orders for adoption The Council were pleased to accept the Clerk's suggestions to the draft standing orders. The Clerk would amend and it be an agenda item for the next meeting to formally adopt **ACTION: CLERK**
- (d) To consider Village Hall agreement with regard to Donation, the draft agreement was accepted by the Council and the Clerk to organise signatures. **ACTION: CLERK**
- (e) To consider Financial Regulations for adoption - The Council were pleased to accept the Clerk's suggestions to the draft standing orders. The Clerk would amend and it be an agenda item for the next meeting to formally adopt **ACTION: CLERK**
- 8 Transparency Code for Smaller Authorities
- (a) To formally adopt Transparency Code for Smaller Authorities – The Council were pleased to adopt this
- (b) To discuss ramifications for the Parish Council – to be remitted to next meeting for full discussion **ACTION: CLERK**
- (c) To appoint an internal auditor for finances/administration/policies – to be remitted to next agenda for discussion/decision
- 9 Actions from Annual Parish Meeting remitted to next meeting
- 10 Broadband – Meeting with MP Following the Broadband meeting with Elizabeth Truss, MP, Annette Thorpe, BT and Karen O'Kane of Openreach it was proposed that a sub-committee be set up to take this issue forward. The Parish Council voted overwhelmingly for this to happen and draft terms of reference would be tabled at the next meeting for approval. **ACTION: CHAIR**
- 11 Police and Crime Update – it was noted a household had suffered a burglary with three mountain bikes being stolen
- 12 SNAP meeting
- (a) Last meeting Monday 24 August - noted
- (b) Next SNAP meeting – Tuesday 24 November at Attleborough Police Station, 1100 hours – there were no Councillors able to attend.
- (c) Items for agenda – currently no agenda items, but any should be emailed to the Clerk prior to 24 November.
- 13 Finances
- (a) To acknowledge receipt with regard to donation from MAGPAS - noted
- (b) To consider donation to East Anglian Air Ambulance – it was noted both MAGPAS and the East Anglian Air Ambulance covered a similar area which included Blo' Norton. It was agreed to donate £25 to the East Anglian Air Ambulance
- (c) To consider invoice re dog bin installation – the Council approved payment
- (d) Bulk Buy Scheme Annual Membership subscription due on 14 October – it was noted a number of parishioners made use of this service and therefore the Council were pleased to continue to pay the subscription. It was agreed to pay £60 lifetime membership
- (e) To consider mileage claim from the Chairman for attendance at Transparency Code training and Snetterton Parish Council meeting re Broadband – The Council approved this invoice
- (f) To consider Clerk's invoice – The Council approved this invoice
ACTION: CLERK TO ORGANISE CHEQUES TO BE SENT
[Action Completed]
- 14 Planning
- a To following Planning Applications were noted, as had been discussed outside of the meeting due to time restraints:
3PL/2015/0786/F: Change of use from Bed & Breakfast (C1) to Residential Institution (C2)

& 2 annexes Ingleuk Lodge Hopton Lodge IP22 2RQ

3PN/2015/0043/UC: Change of use of agricultural building to dwelling Blo Norton Farm IP22 2JB

- b To consider any applications that arrived following the issue of the agenda but prior to the meeting.

15 Such other business as the Chairperson may direct – this item would be put to next agenda

- (a) Noticeboard by Church – match funding – breckland council
- (b) Noticeboard housing by Church
- (c) Village Sign –
- (d) Church Railings

16 Dates of future meetings:

Tuesday 8 December 1930 hours

2016

To be organised – suggested dates:

Tuesday 2 February 2016 – Parish Council Meeting

Tuesday 26 April 2016 – Annual Parish Meeting

Tuesday 3 May 2016 – Annual Parish Council Meeting, followed by Parish Council mtg

Tuesday 26 July 2016 – Parish Council Meeting

Tuesday 18 October 2016 – Parish Council Meeting