

SMALLBURGH PARISH COUNCIL

Minutes of the meeting of the Parish Council held on the 12th February 2019 in the village hall, commencing at 7:45p.m.

Present: Councillors Mr. A D Urwin (Chairman), Mr. C Dean (Vice Chairman), Mr R Debbage, Mr. K Wilby, Mr. T Coleman & Mrs. A Cousins.

In attendance: J Butler, Parish Clerk, four members of the public & Councillor Dixon (NCC) (for part of the meeting).

1. APOLOGIES FOR ABSENCE
Cllr T. Hardingham.
2. MINUTES OF THE LAST MEETING
The minutes of the last meeting were approved and signed as being a true record of the business of the meeting.
3. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA
Item 5. Cllr A D Urwin.
4. BROADS AUTHORITY FUTURE PLANS
 - a. Response from Cllr Butikofer – noted that NNDC are in support of our concerns regarding Broads Authority proposal to extend their boundary.
5. DILHAM CANAL
 - a. Letter to Broads Authority was circulated to Cllrs along with a photograph of the sign. No response from Broads Authority yet. Concerns were raised that other canal land owners may follow suit. Broadland District Council have awarded a grant for works to open up the top end of the canal.
 - b. Response from East Ruston and Dilham PC's regarding any complaints – the Clerk reported that East Ruston haven't received any complaints. Cllrs at Dilham have had lots of concerns raised with them but nothing officially raised at Council meetings. Dilham would like to be kept informed of the situation.
6. PUBLIC PARTICIPATION, COUNTY & DISTRICT COUNCILLOR REPORTS/POLICE REPORT
Public – nothing raised. Police – nothing raised but Cllr Wilby presented an email from Norfolk Constabulary regarding a number of scams in Norfolk. **Action: Clerk to format into an A4 poster to display on noticeboards and website.**
Cllr Dixon reported that NCC agreed a 2.99% increase to their proportion of the Council Tax. This does not include specific allocation to adult social services as per last year. Cllr Dixon explained that Council Tax is made up of PC precept, DC charge (NNDC to decide later this month), NCC and PCC. The police element has increased sharply over a number of years and is set to increase by 10% this year. NNDC increased by 2% last year after 6 years of no increase. Due to changes in Local Government funding, Council Tax is likely to continue to increase as Local Authorities may need to fund 80% from local taxation in the future to make up for decreasing central government funding which may reduce from 80% to 20%. This is how Local Authorities were funded during the 1990's up to around 2010.
Cllr Dixon is a member of the Police & Crime panel which scrutinises the PCC and he can see why they are seeking an increase in local taxation. Crimes have increased in the areas of Internet; child abuse and sex offences and the Police have to respond. In Norfolk we are lucky to have low levels of vandalism, burglaries, criminal damage and crime against the person and we are relatively untouched by knife crime which is nationally a big issue. The PCC are allocating resources to lead on the four main reasons for crime. The perception/fear of crime is greater than the reality of crime in Norfolk. The Police are making better use of drones rather than helicopters and are employing technical experts to access the dark web. Savings from PCSO cuts have funded PC's and more funding has been allocated for training Special Constables.

Proposals to amalgamate the PCC and Fire Service have been put on hold at present, however the Chief Fire Officer and team have relocated to Police HQ at Wymondham. There is an operational advantage to be located together as respond to many incidents together. Cllr Dixon was asked whether the Scottow Enterprise Park was full. He reported that it is 98% full with some units being refurbished before let. It will soon require new units to expand. As a result of this regeneration 524 people are employed on the enterprise park.

7. CORRESPONDANCE

- a. Homegroup – 4Women Outreach Service - noted.
- b. NNDC Open Space survey – any ideas for open space to the Clerk by 8th March.
- c. Broads Authority Local Plan consultation – it was noted where this can be viewed online and in paper format at local libraries.
- d. Broads Authority Parish Forum – 6.30 p.m. on 20th March at Yare House – noted.
- e. British Red Cross – plea for ambassadors/volunteers - noted.

8. HIGHWAYS

- a. Ranger visit – public right of way. The Clerk reported that we have now been advised that the footpath in discussion should not be used to access a property and Highways will contact the resident to confirm this. **Action: Clerk to send Highways address details.**
- b. Highways underspend – It was agreed to request that potholes through the village be repaired; specifically on Yarmouth Road as you go down the hill towards Dilham, the junction at Union Road and on Low Street. **Action: Clerk to feedback to Jon Winnett**

9. FINANCIAL AND ADMINISTRATIVE MATTERS

- a. Budget report to date – nothing raised.
- b. Year end audit – It was agreed to appoint Catherine Moore again.
- c. Letter to Barclays – to request statement end date to go to the end of the month. It was agreed to request online banking (access only). Cllr Urwin proposed that the Council request online access instead of sending the letter; seconded by all Cllrs. **Action: Cllr Urwin to contact Barclays and request this.**

10. INVOICES TO APPROVE FOR PAYMENT	£
a) Parish Clerk's salary – mileage and office expenses	158.31
b) HMR&C – income tax deducted	37.00
c) CGM Playing field (January invoice)	83.50

Resolved: to make all payments as listed above.

Income: Slipway fees and donations	£0
Mooring fees	All paid

11. PLANNING MATTERS

- a. Applications for consideration: none.
- b. Notifications: PF/18/1854 Chapel Farm, Norwich Road, Smallburgh, NR12 9LU: application withdrawn by applicant – noted.

12. CLERKS REPORT

- a. NALC subscription renewal – the Clerk reported the cost to renew membership as £174.03 and the benefits received from this membership. The Clerk also presented an alternative option of joining Norfolk Parish Training Services (NPTS) which has very similar benefits at a much lower cost of £57.20 (1% of the precept). There would also be an initial fee of £135 to transfer the website. Cllr Debbage proposed to switch membership to NPTS; Cllr Cousins seconded and all other Cllrs agreed. **Action: Clerk to initiate this in time for April.**
- b. Ink – The Clerk reported that so far this financial year £74 has been spent on ink and presented a monthly option to subscribe to Instant Ink at a monthly cost of £3.60 pcm/£43.20 pa. Cllr Coleman proposed this option be agreed; Cllr Debbage seconded

and all other Cllrs agreed. **Action: Clerk to present this option at Dilham PC meeting and action if agreed.**

- c. Nomination papers – the Clerk reminded Cllrs that nomination papers need to be with NNDC by 4pm on 3rd April and that the earliest they can be signed is 4th March.
Resolved: All nomination papers to be collected by Cllr Urwin on Friday 8th March. Action: Cllr Urwin to book an appointment at NNDC on 11th March. Clerk to email all Cllrs with new ward details for completion on the form.
- d. Meeting dates – The Clerk confirmed that the APCM scheduled for 14th May is within the required timescale of being held within 2 weeks of the election date (2nd May). The APM will take place first at 7.30 p.m. Cllrs reports requested at the APM from POORS and Village Hall committee. **Action: Clerk to request these.** The Clerk also requested the August meeting be moved to the 3rd Tuesday. It was proposed by Cllr Debbage to move this meeting to September; Cllr Wilby seconded and all other Cllrs agreed. **Action: Clerk to book village hall and present proposed meeting dates at May APCM.**

13. ITEMS FOR REPORTING FOR FUTURE AGENDA
 a. Broads Authority response.

14. DATE AND TIME OF THE NEXT MEETING
 9th April 2019 7.45pm Smallburgh Village Hall.

Members of the public left the meeting at 8.40 p.m.

15. CONFIDENTIAL ITEM
 Consider quotes for grounds maintenance at the playing field and Tree Risk Assessment quotes for The Staithe and burial ground – Cllr Urwin proposed to appoint CGM to continue with grounds maintenance of the playing field for the next 3 years; seconded by Cllr Wilby and agreed by all other Cllrs. **Action: Clerk to confirm to CGM.** Cllr Debbage proposed to appoint Target Trees to carry out the Tree Risk Assessment in March; seconded by Cllr Cousins and agreed by all other Cllrs. **Action: Clerk to confirm to Target Trees.**

There being no further business, the meeting closed at 8:55 p.m.

Signed:

Chairman

Date: