

STIFFKEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on 25th July 2016 in the Village Hall

PRESENT: Cllr Denham (Chairman), Cllrs Cooke, Curtis, Harrison, Lawrence, Pickels and Jones.

Di Dann Acting Parish Clerk, NNDC Cllr V Fitzpatrick (from Item 8)

1. Welcome and to consider apologies and reasons for absence

There were no apologies.

2. Declarations of interest and requests for dispensations by Councillors in any of the agenda items

Cllr Lawrence expressed an interest in Item 11 planning applications for 60 Wells Road.

3. Minutes of the Meeting held on 31st May 2016 to be approved.

On a **PROPOSAL** by Cllr Harrison members approved the minutes and they were duly signed by the Chairman.

4. Matters arising on the Minutes (for information only), not included on the agenda

There were none.

5. Minutes of the Annual Parish Meeting

The minutes were noted. The National Trust had undertaken some of the surface improvements to their car park but not the road leading down to it. The ownership of this cobbled road had not been identified.

6. Reports from County and District Councillors, and Police, if attending

6.1 NCC Cllr Strong. Cllr Strong had advised attendance at a NCC meeting and had sent a report. The report gave information about devolution for Norfolk and Suffolk. It had been decided to engage all of Norfolk's and Suffolk's residents in a consultation on devolution to 19 August. The outcome of the consultation will be submitted to the new Secretary of State in early September to consider whether to proceed with the establishment of a Mayoral Combined Authority for the two counties. For further information eastangliadevo.co.uk . A decision to reduce the frequency of rural verge cutting on straight roads to every other year has been reversed The work will take place during the scheduled second annual grass cutting in July and August. At this

time of the year the wild flowers have flowered and seeded and it is believed birds will no longer be nesting by the roadside. An evaluation of cutting will take place before the start of the new grass cutting season next year. NCC were yet again undertaking the Parish Partnership 50% funding scheme. The 2016/17 successful schemes are now underway and invitations to make bids for 2017/18 have been issued with a bid deadline of December with approvals next March.

6.2 NNDC Cllr V Fitzpatrick. An electronic report had been forwarded and was summarised by the Parish Clerk. NNDC had decided not to back devolution (later in the meeting Cllr Fitzpatrick advised that this was because of concerns about funding and the creation of another layer of bureaucracy.) The Local Government Boundary Commission was conducting a review on NNDC. It was likely that there would be a recommendation to reduce the number of members from 48 to 40. Fakenham Sports and Fitness centre had been named Leisure Centre of the Year. Fly tipping should be advised to ep@north-norfolk.gov.uk The annual NNDC Greenbuild event was taking place at Felbrigg Hall on 10th and 11th September. The next round of BIG Society fund awards would be in September. Stiffkey had recently benefited from 2two awards.

6.3 There was no police report

7. Close the meeting for Public Participation.

There were no members of the public present

8. Co- option for the member vacancy

Cllr Jones **PROPOSED** Karen Pickels. The **PROPOSAL** was seconded by Cllr Lawrence, and **AGREED** by members. The Clerk was asked to contact Allan Parker who Had shown interest in the vacancy but had been unable to attend the meeting, and it was hoped he would be willing to be an ex-officio committee member.

9. The Five Year Action Plan arising from the Brain Storm

The Chairman explained that the Brain Storm meeting had shown up the priorities for the next 5 years. The outcome had resulted in several projects and raised four questions that required addressing. Firstly he was keen that members should check the delivery time for those projects and secondly identify a driver for each project.

Members would also need to agree the questions for the village survey which would inform decisions to be made in the future. A survey could potentially be undertaken before the end

Of 2016 (Hardcopy to households and via the website) and the Chairman would prepare some questions. The fourth priority was a 2017 event, which needed to be identified at the September meeting. A Cricket camp was one proposal. The Chairman would forward to members the detail of the five year plan.

10. Correspondence (refer attached)

10.1 A list of correspondence received prior to the closure of the agenda had been circulated.

10.2 Items received since the closure of the meeting:

10.2.1 Boundary Consultation for North Norfolk District Council – Boundary Commission. It was noted that consultation on this would run until 5th September. Members **AGREED** to review and feedback views to the Parish Clerk.

11. To discuss any planning matters received (refer attached)

11.1 Ref PF/16/036 Highfield, 60 Wells Road. Change of use of land to extend residential curtilage and retention of pool. There were no objections

11.2 Ref/16/0897 Highfield, 60 Wells Road. Erection of rear first floor extension, replacement of conservatory and alterations to roofs and fenestrations.

It was **AGREED** to have a site meeting, with delegated power to 3 members attending to make a decision. The Parish Clerk would contact the owner.

11.3 Other planning matters were noted:

11.3.1 Ref PF/16/065 131 Camping Hill Permission

11.3.2 Ref PF/16/0647 1 Warborough Place – returned to NNDC without objection - Permission

11.3.3 Ref LA/16/0648 1 Warborough Place – returned to NNDC with no objections – Permission

11.3.4 Ref PF/16/0848 82A Wells Road – returned to NNDC without objection

12. Governance and Financial Matters

12.1 Financial Statement for the period 1st June – 25th July 2016 was presented. It was noted that 3 payments had been made since the meeting in May. Payments dated 26th June Cheque No 203 S Jackman website development £160.00; No 204 Sure Computers Laptop £371.00; No 205 T T Jones Electrical Quarterly Light maintenance £82.16. Payments to make 25th July No 206 D Dann Acting Clerk Salary £539.55 and expenses (April – June) £215.99 Total £755.54.

It was noted that as at 30th June £663.70 had been spent from the Transparency grant.

The Clerk had reclaimed expenses arising from the Community Payback project.

12.2 Agree amendment to the Annual Return 2015/16 as requested by External Auditor

The External Auditor had requested that the SAM2 should be taken out of the Fixed Asset (Box 9) of the Annual Return. On a **PROPOSAL** by Cllr Jones it was **AGREED** to make this amendment.

12.3 BIG Society grant for the Allotment project. It was noted that a grant of £572 had been awarded to the Parish Council. The Parish Clerk had spoken to Mr. Jackson who was happy to arrange the shed and fencing in the Parish Council's name.

12.4 The proposed LED Lighting Scheme (following visit to Wighton and Upper Sheringham)

The Parish Clerk was asked to contact Wighton and Upper Sheringham parish clerks for feedback from the public on their project and to enquire about the lights used and the contractors.

12.5 Transparency grant re ICT equipment, website and training – report on progress

It was noted that a laptop had been purchased. Cllr Cooke asked that StiffkeyPC e mail address be @stiffkey.org. The website was progressing. Minutes from 1894 would be put on the site. Cllr Jones had digitally saved the minutes. She was thanked for her efforts by the Chairman. The hard copy minutes would be taken by the Parish Clerk to the book binder.

13 Receive any update from Committees

13.1 Village Hall. There was no report.

13.2 Social Services It was noted that a grant award had been made from the BIG Society fund and the Committee was looking into new play equipment.

14. Matters for inclusion on the next Parish Council agenda

5 year plan, Street lights

15. The date of the next meeting. 19th September 2016

.....

Chairman

.....

Date