WOODTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Tuesday 24th September 2019 at 7.30pm in Woodton Village Hall

Present: Jane Wickstead – presiding (JW), Ian Butler (IB), Richard Denny (RD), Fiona McCrostie (FM), Bryan Jarvis (BJ), County Cllr Barry Stone (BS), District Cllr Brendon Bernard (BB) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies: Colin Walker (CW), Matthew Keal (MK), District Cllr Christopher Brown

(CB) and Tricia Gunson - Chairman of Bedingham Parish Meeting (TG).

Members of the Public: Four.

Item		Action By
2019/65	Chairs welcome (to include any apologies for absence)	
	Chair welcomed everyone to meeting. Apologies received from	
	Cllr Walker, Cllr Keal, District Cllr Brown and T.Gunson	
	Chairman of Bedingham Parish Meeting.	
2019/66	Declaration of any Interests in items on the Agenda.	
	None.	
2019/67	To approve a time limit for the meeting	
	All agreed to aim for 9pm.	
2019/68	Approval and signing of the Minutes of the Parish Council Meeting held on 6 th August 2019.	
	No factual inaccuracies were found and the minutes were	
	approved. Proposed by Cllr Denny and seconded by Cllr Butler	
	all agreed, minutes signed by Chair.	
2019/69	Matters arising from the Minutes of the Parish Council	
	Meeting held on 6 th August 2019 - not to be covered by specific	
	items on this agenda.	
	Wig wag signs – Outside school	
	Chair advised signs now in place.	
	Footpath map	
	Former Chair kindly donated replacement Perspex at no charge	
	to Parish Council (PC). All agreed existing map to remain in	
	place with a view to replacing with an up to date version upon	
	completion of Woodton Community Wood project to include	
	any new resulting footpaths. Cllr Denny to reinstate map.	RD
	Saffron Housing	
	Chair advised rubbish had now been removed. Cllr Butler	
	advised that properties number 5 and 7 appear to be empty.	
	Parish Clerk to email Saffron thanking them for disposal of	YW
	rubbish and to advise of empty properties.	
	Police Engagement Meeting 09/09/19	
	Chair advised that she was unable to attend due to other	
	commitments.	
	Norfolk Community Foundation	
	As per previous minute's ref: 2019/55(h), Chair confirmed had	
	sent personal letter of thanks to donor.	

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	Defibrillator Parishioner responsible for checking defibrillator provided meeting with photos showing how light is displayed if in correct working order to avoid any future concerns. New set of pads purchased in August. New pads and battery will be required in July 2021 if defibrillator not used, approx. cost £320 battery and £40 pads. Parish Clerk to make allowance in budget. If new pads are required due to use, all agreed for defibrillator to be taken off line for 24 hours whilst pads sourced. Chair thanked parishioner for his contributions.	YW
2019/70	Suspension of meeting for Public Participation.	
	Damaged bridge (The Street) Parishioner advised that work was being undertaken on the bridge today.	
2019/71	Report from the County Councillor.	
	County Cllr Stone provided brief report to meeting, key points as summarised below; - Three public consultations to take place, one is on Fire and Rescue Service, draft integrated risk management plan, second is on local/rural transport, third is an County Council policy for environmental strategy, aimed at mitigating climate change through use of check list. - Greater Norwich Development Partnership meeting to finalise draft regulations 18, this would include call for sites in development plan. Plan will not commence till 2035. Consultation will start Oct/December this year. Bus stop outside school gate County Cllr Stone requested clarification. Chair advised official signage fixed on safety railings of entrance onto playing field. PC has safety concerns. County Cllr Stone to investigate further and report back to PC. Hempnall Rd – Kings Head Chair raised item of drainage works carried out by owner of Kings Head pub which included cutting into tarmac on Hempnall Rd in front of pub. Highways Engineer responded advising visited site when drainage work was partially completed and	BS
	satisfied work was carried out to a good standard. Highways Engineer to re-visit to view completed work and agreed if had	
	any concerns would make PC aware. All agreed to defer to	YW
	November meeting.	
2019/72	Report from the District Councillor.	
2017/12	District Cllr Bernard provided brief report to meeting, summarised below; - District Council currently reviewing Norfolk strategic planning framework and joint inclusive growth strategy - Concern raised at last full Council meeting whether South Norfolk District Council ready for no deal exit from EU, officers unable to give assurances re farming, fisheries or funding of Councils, hopefully to be sorted	
	out in due course	

	 South Norfolk and Broadland Council confirmed all executive positions now filled and all departments geared up for further cooperation 		
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	up for further accoration		
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	- Chicken roundabout wildflowers have been notable		
	success recommended Hempnall roundabout be		
	wildflower also.		
	- South Norfolk and Broadland currently undertaking		
	review of waste services.		
2019/73	Finance matters.		
	a) Finance and Admin Report with Financial Summaries -		
	Parish Clerk circulated this report prior to the meeting.		
	Report approved.		
	b) Expenditure for approval as per Finance and Admin		
	Report – All expenditure as per report approved.		
	c) <u>Bank signatories</u> – Mandate form for Cllr Denny to be		
	added as signatory as agreed at previous meeting, minute		
	ref: 2019/55(c), signed by Chair and Cllr Denny. Chair	JW/YW	
	to arrange for Cllr Walker to sign and return to Parish		
		YW	
	removed.		
	d) <u>Information Commissioners Officer (ICO) registration</u> –		
	Option to set up direct debit at reduced fee of £35. All	YW	
	agreed for Parish Clerk to set up direct debit.		
	e) Woodton Playing Field Association (WPFA) donation		
	request – All agreed to £300 donation as per budget.		
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		YW	
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2019/74	· · ·		
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	Development of new homes on land off The Street		
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	•	YW	
	to arrange for Cllr Walker to sign and return to Parish Clerk. Once Cllr Denny has been added Parish Clerk to arrange necessary paperwork for former Chair to be removed. d) Information Commissioners Officer (ICO) registration — Parish Clerk advised registration due for renewal @ £40. Option to set up direct debit at reduced fee of £35. All agreed for Parish Clerk to set up direct debit. e) Woodton Playing Field Association (WPFA) donation request — All agreed to £300 donation as per budget. f) SAM2 — Chair advised Hempnall PC are now in position to release their share of SAM2 as agreed. As per previous minutes references 2018/91, 2018/112 and 2018/146 purchase amount of £200 was agreed, in line with previous purchase of Langley and Hardley's share. Parish Clerk received requested invoice at value of £250. All agreed Parish Clerk to contact Hempnall Parish Clerk requesting revised invoice at agreed amount of £200. Planning items a) Applications received to date: 2019/1822 and 2019/1823, Oaks Farm. All agreed Parish Clerk to respond "no comment". Application 2019/1833, works to TPO trees noted, all agreed no further action required.	YW YW	

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	discussion on possibility of linking new playing field/school with	
	Community Wood through new path. Cllr Butler requested on-	
	site meeting with FW properties prior to November meeting,	
	Parish Clerk to arrange. Parish Clerk to draft flyer making	YW/RD
	residents aware of item on agenda (as above) which Cllr Denny	
	agreed to distribute to residents of The Street, Woodton.	
2019/75	Woodton Playing Field	
2017/73	Chair and Cllr Butler attended meeting, at which it was agreed to	
	keep playing field open on a monthly roll over basis. Woodton	
	United Charities are currently looking into taking over the	
2010/76	playing field, currently with solicitors.	
2019/76	Woodton Community Wood / Ravens Den	
	a) <u>Lease</u> – Chair advised waiting to receive draft papers	
	from Spire solicitors.	
	b) Annual inspection – Former Chair advised new fort	
	should be in place this week. Former Chair will advise	
	Parish Clerk when in place so Parish Clerk can arrange	
	for David Bracey Play Inspections to carry out annual	
	inspection.	
	c) Update - Former Chair advised footpaths, seating area	
	and fence now in place, upon completion of installation	
	of fort and annual inspection, Cllr Butler will move	
	forward with bark paths. Cllr Butler requested	
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	permission to purchase roundup, all agreed. Cllr	
	McCrostie advised had contacted Signs Express who	
2010/55	confirmed happy to await further instructions.	
2019/77	PC representatives and nominees	
	Tree Warden / Footpath Warden	
	Chair referred to e-mail previously circulated with regards to free	
	trees and hedging plants for use on community spaces. All	
	agreed no requirement at present moment in time.	
2019/78	SAM2	
	Already covered under minute ref: 2019/73(f).	
2019/79	Village noticeboard	
	Chair referred to email previously circulated by Cllr Denny. All	
	agreed in principle to a green aluminium board. Parish Clerk to	YW
	provide Cllr Denny with alternative supplier details. Cllr Denny	RD
	to obtain 3 quotations.	
2019/80	Phone box	
	Cllr McCrostie raised suggested new location of Village Hall	
	with Village Hall Committee, who expressed initial concerns.	
	Two further sites suggested: 1) Near junction of Hemphall Rd	
	and Tensing St on grassed triangle area, 2) Near bus shelter,	VW
	opposite pub. Parish Clerk to contact SNC to confirm planning	YW
2010/01	permission would not be required for either proposed site.	
2019/81	Salt bin	
	All agreed to defer to November meeting.	
2019/82	Correspondence - Received to date.	
	<u>a)</u> <u>Disability Network Group letter dated 05/09/19</u> – noted	
	b) NALC new initiative e-mail dated 04/09/19 – noted	

	c) Norfolk Minerals and Waste Local Plan – noted		
	<u>d)</u> Saving Swainsthorpe Campaign – noted		
	e) NPTS seminar – Chair advised of seminar Parish Clerk		
	would like to attend, all agreed to attendance.		
2019/83	Date of next Parish Council meeting and items to be		
	considered for the agenda.		
	Date of next Parish Council meeting is Tuesday 5 th November at		
	7.30pm. Items to be considered for agenda as follows; -		
	- Ravens Den / Woodton Community Wood – update		
	- SAM2 update		
	- FW properties presentation – Land off The Street		
	- Proposal of path linking new playing field with		
	Community Wood – for discussion		
	- Village noticeboard – update		
	- Salt bin – requirement and future location for discussion		
	- Woodton Playing Field – update		
	- Draft budget 2020/21 – for initial discussion		
	- Proposed meeting dates 2020/21		
	- Draft grass cutting contract tender – for agreement		
	- Working party for footpath/bridleway clearance – date to		
	be agreed		
	- Tree Warden – for further discussion, is there a		
	requirement/need for PC.		
2019/84	Chairman's urgent business – if any.		
	Working Party		
	Chair recommended working party for annual clearance of		
	footpath/bridleway, agreed to be deferred to November meeting.		

The meeting closed at 9.00pm.

Minutes prepared by Yvonne Wonnacott 25/09/19

Approved	Date
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