

WOODTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Tuesday 13th March 2018 at 7.30pm in Woodton Village Hall

Present: Andrew Weatherley – presiding (AW), Jane Wickstead (JW), Ian Butler (IB), Danny Laskey (DL), Caroline Seaman (CS), Tricia Gunson - Chairman of Bedingham Parish Meeting (TG), District Cllr Alison Thomas (AT), Yvonne Wonnacott – Parish Clerk (YW).

Apologies: Mark Leeson (ML), Lorraine Potter (LP).

Members of the Public: Four.

Item		Action By
2017/138	Chairs Welcome. Apologies: Cllr Leeson and Cllr Potter.	
2017/139	Declaration of any Interests in items on the Agenda. Cllr Seaman declared interest on agenda item 9c, The Greater Norwich Local Plan (GNLP), as shareholder in farm company that owns one of the pieces of land put forward, however feels that she can participate in discussions and remain objective. Chairman noted.	
2017/140	Approval and signing of the Minutes of the Parish Council Meeting held on 16th January 2018. Minutes were approved and signed by the Chair.	
2017/141	Matters arising from the Minutes of the Parish Council Meeting held 13th January 2018 - not to be covered by specific items on this agenda. <u>Defibrillator Sign</u> Cllr Seaman advised spoken to Chairman of Village Hall Committee and in principle all parties in agreement to signage. M Phillips currently researching sizes of signs available. <u>Website Updated</u> Parish Clerk and Vice-Chair undertook exercise of updating website. <u>Noticeboard</u> Cllr Wickstead advised at present moment noticeboard is unlocked as locks not working, this matter to be addressed when weather improves. <u>Empty Property on Triple Plea Road</u> Agreed for Parish Clerk to write to care home advising “that we understand they have charge on property, Parish Council (PC) has received several complaints with regard to the state of disrepair and as such would be grateful if this matter could be addressed.” Cllr Butler to provide Parish Clerk with contact number for son and/or care home details.	JW YW IB
2017/142	Suspension of meeting for Public Participation. <u>2018/0377- Farm Shop, Old Hall Rd</u>	

	Member of public requested it to be noted that shop is currently in breach of planning consent as they are already opening the extended hours as per application for variation of condition 3.	
2017/143	Report from the County Councillor. County Cllr Stone provided a weather roundup report to the PC via e-mail, as previously circulated.	
2017/144	Report from the District Councillor. District Cllr Thomas provided brief report to meeting, key points summarised below; - <ul style="list-style-type: none"> - Parish Boundary Review has taken place, status quo to remain for Woodton. - Increase in council tax bills as a result of change in government funding. - Car Parking by Parents on New Playing Field for School Access – Advised checked with planning and conditions are worded “Should not be anything that prevents parking”, this does not mean someone has a right to park, means area has to be clear for parking to take place. There is nothing in conditions that states a requirement to keep gate open. 	
2017/145	Finance Matters. <ul style="list-style-type: none"> 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 – Parish Clerk advised of amended insurance figure of £361.07, this and all other expenditure approved. c) Exempt Status – Resolution passed to certify Woodton Parish Council (WPC) exempt, proposed Cllr Wickstead, seconded Cllr Seaman, all agreed. d) NPTS membership renewal – All agreed. e) SLCC membership renewal – All agreed. f) Internal auditor – All agreed to the appointment of N.Harrood. 	
2017/146	Planning Items <ul style="list-style-type: none"> a) <u>Applications received to date:</u> <ul style="list-style-type: none"> i) 2018/0111 and 2018/0012 – All agreed Parish Clerk to respond advising “Overall we have no views or comments about this application, there is the possible impact of an increase in traffic that could potentially cut through Woodton, using the B1527, and as such consideration needs to be made for traffic calming measures through Woodton to mitigate and deter this.” ii) 2018/0377 – All agreed Parish Clerk to respond advising “The Parish Council believes the selling of milk from an unmanned vending machine at farm gate is not subject to planning restrictions. With regard to the times of opening 	YW YW

	<p>of the rest of the development, the hours should remain as they are and the original planning permission should stand, with no amendment to existing approved opening hours.”</p> <p>b) <u>Decision notices received to date:</u> - None.</p> <p>c) <u>The Greater Norwich Local Plan (GNLP)</u> – All agreed Parish Clerk to respond advising “If Woodton was identified for any future development as per the GNLP, Woodton Parish Council can identify three sites, references GNLP0150, GNLP0452 and GNLP1009 from the seven potential sites for development that may be suitable. However, adequate drainage would need to be provided that specifically would not have any effect on The Street in Woodton.”</p>	YW
2017/147	<p>Woodton United Charities. Cllr Butler advised project grant forms have been issued to an initial agreed number of organisations, one of which is the Village Hall Committee. Further forms will be issued at a later date. Cllr Seaman to hasten return of form with the Village Hall Committee.</p>	CS
2017/148	<p>General Data Protection Regulation (GDPR)</p> <p>a) <u>Appointment of Data Protection Officer (DPO)</u> – All agreed for Parish Clerk to undertake DPO role.</p> <p>b) <u>Information Audit</u> – All agreed.</p> <p>c) <u>GDPR Policy</u> – All approved and agreed to adopt.</p> <p>d) <u>Privacy Notice</u> – All approved and agreed to adopt.</p> <p>e) <u>Standing Orders</u> – All approved and agreed to adopt amended copy.</p> <p>f) <u>Risk Management Scheme / Register</u> – All approved and agreed to adopt amended copy.</p>	
2017/149	<p>Suckling Place. All agreed Parish Clerk to email H.Sibley at South Norfolk Council (SNC) in response to her e-mail dated 09/03/18 advising “As from 1st April 2018 WPC would not object to taking management control of the land at the rear of Suckling Place, but responsibility would need to remain with SNC until the land is officially transferred. Please can you provide written confirmation of agreement to the above request in format of a letter, not email by return.”</p>	YW
2017/150	<p>Hempnall Crossroads Consultation. All agreed Parish Clerk to respond advising strongly agree with plans to improve the Hempnall crossroads and advise that when planning the works would recommend planning for enough resources (equipment and labour) to complete the job as quickly as possible, to minimise length of disruption.</p>	YW
2017/151	<p>Litter Pick. Cllr Wickstead advised litter pick taking place Saturday 17th March with the aim of covering the whole village. All parties welcome.</p>	
2017/152	<p>Woodton New Playing Field – Car Park Access.</p>	

	Cllr Wickstead advised that in order for Playing Field to apply for grants they have to have charitable status, and under charitable status have to charge for parking if not for recreational use. Cllr Wickstead hopes to meet with school to discuss matter further.	
2017/153	Road Safety Concerns – Speed Limit on B1332. Chair advised this item had been taken up with the appropriate authorities on several occasions and the PC were advised that the B1332 did not meet the required criteria to permit a change to existing speed limit. District Cllr Thomas advised that she would speak to the Executive Director responsible for Highways on this matter, in addition recommended that the public contact local MP Richard Bacon. Both PC and District Cllr Thomas advised would support request for reduction in speed.	AT
2017/154	Correspondence – Received to date. <u>Damaged road signs, Church Road</u> Parish Clerk advised SNC have matter in hand with regard to the two Church Road signs, however the Shotesham Road sign will not be replaced at the moment due to large number of high priority missing and illegible signs.	
2017/155	Date of next Parish Council annual meetings and items to be considered for the agenda. Date of next Annual Parish meeting and Annual Parish Council meetings is Tuesday 8th May at 7.00pm. Items to be considered for agenda as follows; - <ul style="list-style-type: none"> - Litter Pick Update - Suckling Place Update - Election of Parish Council Representatives - Confirmation of Parish Council nominees 	
2017/156	Chairman’s urgent business – if any. Chair raised issue of recent weather conditions, with snow causing The Beck to flood. Proposed securing stock of sand bags to be held in central location in case of future flooding. All agreed in principle. Chair to obtain pricing to present at next meeting.	AW

The meeting closed at 10.00 pm.

Minutes prepared by Yvonne Wonnacott 14/03/18

Approved Date.....