

WOODTON PARISH COUNCIL MEETING

Minutes of the meeting held on Tuesday 11th August 2015 at
7.30pm in Woodton Village Hall

Present: Andrew Weatherley (AW), Ian Butler (IB), Daphne Littleboy (DL), Jane Wickstead (JW), Jane Ford (JF) – ‘after co-option’, Mark Leeson (ML) – ‘after co-option’, Yvonne Wonnacott (YW) – Parish Clerk.
Members of the Public: Angela Roberts

Item		Action By
2015/40	Chairs Welcome. Apologies: David Patey, District Councillor Alison Thomas, Mat Phillips.	
2015/41	Declaration of any Interests in items on the Agenda. None.	
2015/42	Approval and signing of the Minutes of the Meeting held on 30th June 2015. No factual inaccuracies were found and the minutes were approved and signed by the Chair.	
2015/43	Matters arising from the Minutes of the Meeting held 30th June 2015 - not to be covered by specific items on this agenda. <u>Copies of Minutes Held at Local Shop</u> JW advised that draft copies (only) of minutes starting from this year’s Annual General Meeting were now being held at the local shop. Agreed to put a note in folder advising that “once formally approved the approved version of the minutes could be found on the Parish Council website”. <u>By-Elections</u> DL advised that the by-election will take place on Thursday 24 th September, for the post of County Councillor.	JW
2015/44	Current Councillor Vacancies AW invited the two candidates, Jane Ford and Mark Leeson to individually address the meeting in support of their applications. AW proposed Jane Ford; all other Councillors present supported the proposal. AW proposed Mark Leeson; all other Councillors present supported the proposal. Both Jane Ford and Mark Leeson were co-opted as Parish Councillors onto Woodton Parish Council. AW advised that a “Declaration of Acceptance of Office” was to be completed by both Councillors at the start of the next meeting to be held on 29 th September. Parish Clerk to update contact lists, re-distribute and to update website.	YW
2015/45	Suspension of meeting for Public Participation. JW raised an issue on behalf of Maria Barry. It had come to Maria’s attention that at Kirby Kane/Beccles there is a sign that states “Shop”, is this something that Woodton could have with the	

	signage stating “Village Shop”? JW to speak to Maria Barry advising that at this stage the Parish Council would give their support to the advertisement of the village shop through the use of signage. JW to investigate where the sign at Kirby Kane/Beccles was sourced from.	JW JW
2015/46	Report from the County Councillor. None, as no one in position at the present moment in time.	
2015/47	Report from the District Councillor. E-mail report received from Alison Thomas which AW read out to meeting. Summary of report follows: <ul style="list-style-type: none"> • Since being elected has been allocated the following committees: <ul style="list-style-type: none"> - Planning Committee - Chairman of Housing and Wellbeing and Early Intervention Policy Committee - Chairman of “Pub of the Year” competition - Heritage Champion and Chairman of Design Awards • If there are any recent developments in your area which are outstanding please consider putting them forward for a design award. • South Norfolk Housing strategy out for consultation so any comments welcome. • Some difficult planning decisions recently but we are trying to protect the District from unwanted development until the local plan is adopted and allocated sites take precedence. • There is a repeat of the Parish Partnership Scheme so if you wish to apply I am happy to support your application until the new County Councillor is elected. • The by-election will take place on Thursday 24th September. <p>JW raised the on-going concern of The Kings Head, public house future, with the possibility of the public house closing in October 2015. AW advised that we need the landlord to approach the Parish Council requesting support. JF to speak to landlord. JF to contact Alison Thomas requesting her help and advice and to provide Alison with a list detailing all the activities/events that the public house provides.</p>	JF
2015/48	Finance Matters. <ol style="list-style-type: none"> a) <u>Finance and Admin Report with Financial Summaries to end of July 2015</u> - Parish Clerk provided this report prior to the meeting. Report approved. b) <u>Learning Agreement for CiLCA Qualification (Parish Clerk)</u> – IB proposed that the Parish Council is prepared to fund up to a cap of £300 towards the CiLCA, DL seconded and all other Councillors present supported the proposal. Parish Clerk to amend “The Learning Agreement”. Parish Clerk to maintain a spreadsheet of hours worked on CiLCA. 	YW
2015/49	Planning Items. None	

2015/50	<p>Parish Partnership Scheme Initiative DL advised that she had e-mailed Grahame Bygrave (Norfolk County Council) on 4th August, with regard to the possibility of obtaining a second hand SAM2 that could be refurbished by Westcotec, to-date no response received back. DL to continue with investigation and report back at next meeting. As part of current investigation DL to speak to Area Manager and/or Paul Donnachie (NCC), in addition to contact Alison Thomas with reference to any further suggestions re possible areas of finance. Closing date for scheme is 15th December 2015.</p>	DL DL
2015/51	<p>Dog Bin Update AW advised that bin had been repaired, cleaned, powder coated and re-instated. JW proposed that Parish Clerk writes to Harry Clarke thanking him for his assistance with the removal and re-instatement of the bin. PC to write to Harry Clarke.</p>	YW
2015/52	<p>Noticeboard Update IB sourced a quotation from Whitbread Carpentry for the construction of a noticeboard 1800mmx900mmx100mm in timber with two Perspex doors; with turn locks at a total cost of £428 (VAT will not be charged). IB advised that Mr. Whitbread is local and has made other noticeboards in the area. Parish Clerk to formally write to David Patey in his position as Chairman of the Village Hall Committee to request approval to locate the new noticeboard on the wall at the village hall. IB proposed that subject to the approval of the Village Hall Committee, that the noticeboard is purchased from Whitbread Carpentry using half of the £1,000 Anglian Water Donation, DL seconded proposal, and all other Councillors present supported the proposal. Subject to receiving requested approval from the Village Hall Committee AW to instruct Whitbread Carpentry to proceed. Angela Roberts requested that when the new noticeboard is put into place that the original noticeboard is kept for a period of time with a notice on it advising of the new location of the replacement noticeboard. .</p>	YW AW
2015/53	<p>Woodton Playing Field Association (WPPFA) – Football Money Update. To date no written application or receipts for the purchase of a set of kit has been received by the Parish Council. JW to contact the Treasurer, Janet Dunning to request receipts. AW advised that as a result of on-going disruptions at the playing field occurring after dark, including a stolen car being driven on the playing field, resulting in incidents being reported to the police, it has been suggested by more than one party that the gates need to be locked after dark. JW to e-mail the WPPFA asking for this matter to be added to their agenda for the forthcoming meeting to be held on 24th August.</p>	JW JW
2015/54	<p>Highways Rangers Report Update AW read out the e-mail received from Richard Deller, Highway Technician. Agreed that for the next Highways Rangers visit the Parish Council needs to prioritise what works need to be done,</p>	

	reducing the number of tasks to three in total.	
2015/55	<p>Speedwatch Update. IB advised that a meeting took place of all the Speedwatch team on 4th August. There is now a fourth team in place which is run by Mark Leeson, resulting in Speedwatch now running four days a week. Angela Roberts requested that a hand held device be operated on The Street; IB advised that The Street is not a viable site for the use of a hand held device reason being that a clear stretch of road is required for visibility purposes which needs to be approved by the Police and The Street does not meet these requirements. However, IB will move the SAM2 sign to The Street for a period of time.</p>	IB
2015/56	<p>Defibrillator Update. JW advised that the socket has been done and the box is now located on the wall, the defibrillator is not in the box yet. Mat was unable to attend the meeting but e-mailed JW advising that there will be a training session this Friday (14th August), and that he would be speaking to Angela Weigh tomorrow (12th August) with regard to the co-ordination of codes. Parish Clerk raised issue that she is still awaiting estimated costs from Mat to enable her to contact Bedingham Parish Council to see if they would make an annual contribution towards the running costs. IB to speak to Mat on Friday (14th August) re outstanding issue of estimated costs.</p>	IB
2015/57	<p>Website Update. Nothing to report.</p>	
2015/58	<p>Correspondence – Received to date.</p> <ol style="list-style-type: none"> a) NCC Letter 'A Good Education for Every Norfolk Learner' – AW read out letter to meeting. b) South Norfolk Housing Strategy Consultation E-mail (Dated 7th August) – AW read out e-mail to meeting. AW advised no further action required. c) South Norfolk Council Letter, 'Review of Supplier Information' – AW checked form completed by Parish Clerk, approved form and agreed to Parish Clerk completing declaration part on behalf of the Parish Council. 	
2015/59	<p>Date of next Parish Council meeting and items to be considered for the agenda. Date of next Parish Council meeting is Tuesday 29th September. Items to be added to agenda as follows;</p> <ul style="list-style-type: none"> - Defibrillator Update - Speedwatch Update – Including approval of expenditure from annual meeting. - Noticeboard Update - WPGA – Football Money Update - Parish Partnership Scheme Update - The Kings Head, Public House Update - Planning Items – Applications received to date for consideration and decision notices received to date. - Correspondence – Received to date. - Committee Review – Formalisation of who sits on what 	

	committees.	
2015/60	Chairman's urgent business – if any. None.	

The meeting closed at 9.25pm.

Minutes prepared by Yvonne Wonnacott 12/08/15

Approved Date.....