

**Minutes of the Meeting of the Parish Council in Needham Village Hall on:
15th January 2018 at 7.30 pm.**

Present:

Parish Councillors: Andrew Major, Delwyn Snaith, Diane Clarke, Celia Snaith, and Georgina Frost.

Three members of the public.

Clerk: Philip Freeman.

Meeting closed at 7:30 p.m.

Public Forum:

Including any reports: County Councillor, District Councillor, Police and Village Organisations.

- Reports from the County Councillor and District Councillor are found at the end of these minutes.
- Report to Highways cracks in road near 24 High Road, Needham.

Meeting reopened at 7.35 p.m.

1. Apologies for absence:
 - County Councillor: M Wilby, District Councillor J Wilby and Rose Martin.
2. Chairman's opening remarks:
 - The Chairman welcomed everyone to the meeting and reported that Heidi Williams had resigned as a Parish Councillor.
3. To receive declaration of interests from members:
 - None.
4. Minutes of the previous meeting.

The minutes of the previous meeting were agreed as a true record and were signed by the Chairman.
5. Matters arising:

Action points and **notes on actions in red font:**

 - Insurance cover for the Playpark, once information received from NAG. **Action: The Clerk.**
 - The Chairman will write to thank Sam Watts from Saffron Housing. **Action: The Chairman. Completed.** Mr Watts appreciated the welcome he received at the last meeting.
 - Rubbish being burnt at 101 High Rd, Needham. Refer to South Norfolk Council. **Action: The Clerk. Completed.** There had been bonfires over the Christmas and New Year period. There had been an email from South Norfolk Council and it was agreed to monitor the situation.
 - Check insurance cover for volunteers working with the SAM2. **Action: The Clerk. Completed.**
 - Parish Council website: The Chairman will follow this up with the Norfolk Association of Local Councils. **Action: The Chairman. Completed.**
 - Amend terms of reference of the sub-committee. **Action: The Clerk. Completed.**
 - Book dates for meetings in 2018. **Action: The Chairman. Completed.**
 - Request a letter to 127 High Road, Needham about a problem with rats. **Action: The Clerk. Review at the next meeting. Action: The Clerk. Completed.**
 - Specification for tenders for contract for cutting footpaths. **Action: The Chairman and The Clerk.**
 - Items for the next agenda: emergency plan, budget and precept. **Action: The Clerk Completed.**

6. Finances and financial support:

a. RFO's report:

i. Santander bank account balance at 23rd October 2017: £6,499.64p

ii. Ns&i: £2,236.49p.

The bank account balances were noted.

iii. Accounts and bank account reconciliation:

- Detailed accounts, had been given to Councillors, which recorded all items of income and expenditure, and compared them to the budget. The spreadsheet also showed both as a percentage of the budget.
- The accounts were to the date of this meeting and included a bank reconciliation.
- There were no questions from Councillors.

iv. Grant power of dispensation to the Clerk on the matter of the Parish Council's decision on its annual precept. Item v. below.

- Councillors completed the declaration forms and were granted dispensation to make the decision.

v. Precept and Budget 2018/2019:

- A draft budget and proposal for the precept had been circulated to Councillors before the meeting. Following a discussion of the increased responsibilities of the Council, the budget was agreed.
- The recommended precept of £4,000, which was an increase of £500, will allow the Council to take responsibility for cutting footpaths, was also agreed. It was noted that this was the first increase in the precept since the 2011/2012 financial year. The budget and precept were proposed by Diane Clarke and seconded by Delwyn Snaith
- There was a discussion of the cost of producing the Link. The following points were made:
 - The cost of the Link for the year will be £432,
 - This would be six copies with a two-colour option.
 - The Parish Council congratulated Mr Jeffery on the first edition.
 - It was agreed that the Parish Council would increase the budget for the production of the Link to £450.
 - The Parish Council thanked Mrs Major for her work on the production of the Link.

vi. Online banking.

- The Chairman had contacted Santander and was told that there could be problems with online banking because of the need for two signatures on cheques.

b. Cheques for signature:

i. Clerk's pay and expenses: £304.23p.

ii. HMRC: £55.20p.

iii. Link: £90.00p

iv. Domain charge: £23.98p

It was unanimously agreed to authorise the cheques for payment, proposed by Delwyn Snaith and seconded by Celia Snaith.

c. Receipts: none.

d. Use of carry forward. (The auditor's advice was that the Parish Council should carry forward one year's precept - £3,500. This meant that the carry forward from 2016/2017 was approximately £4,510 above that figure, unless this was earmarked for a specific project. This year's carry forward figure has increased because of the money that the Parish Council is holding for the playground (£567) and the Community Infrastructure Levy payment (£1,195.41).

- e. Request for financial support: NARS - it was agreed that a donation of £100 should be made, proposed by Georgina Frost and seconded by Celia Snaith.
7. NAG Lease Agreement for the Play Area.
- This was being dealt with by the Parish Council's solicitor.
 - A grant of £2,500 had been received but this required matched funding, to make it up to £5,000.
 - There were attempts to get more people involved in the project and volunteer time can be costed as part of the matched funding.
 - There was a question over whether a grant from the Community Infrastructure Levy could lead to additional funding for the play area.
 - The first committee meeting would be on the 12th March 2018 at 7:00 p.m.
8. Request for financial support for a Community Heritage Project (Mr Poulter).
- There was a suggestion that the Heritage Centre at Brockdish Primary School could affect this project.
9. Casual Vacancy.
- Heidi Williams had resigned and as a result there was a vacancy on the Parish Council.
 - This had been advertised as a Casual Vacancy.
10. Emergency Plan.
- There was a brief discussion of the possibility of an Emergency Plan for Needham.
 - The Clerk suggested that the Chairman should contact Ian Luff of Yaxley Parish Council who had recently prepared a plan for Yaxley.
 - Georgina Frost offered to assist the Chairman if a plan is to be prepared.
11. Parish Council website.
- Website was about to be set up and there was a discussion of the format of it.
12. General Data Protection Regulation.
- It was agreed to keep this item on the agenda as it will apply to the Parish Council from May 2018.
13. Items for the Needham Link – deadline 16th February 2018.
- Bonfires and the Casual Vacancy on the Parish Council.
 - A list of services and businesses in the village could also be included.
14. Highway/footpath matters.
- a. Clearing footpaths and ditches.

Since no one had come forward as a volunteer to cut footpaths in the village a decision had been made to employ a contractor to carry out the work.

 - The budget, which had been agreed earlier in this meeting, included funding for employing a contractor to cut the footpaths in the village. £1,000 had been allocated to this project (£500 from the increase in the precept and £500 from reserves).
 - The Chairman will draw up a specification for this work and it will include the following:
 - Paths:
 - Opposite Brooke Lane to Mill Lane.
 - The Loke.
 - Alongside the proposed play area.
 - Around the seat on Mill Lane.
 - Work to be completed:
 - A path 2 metres wide would be cut.

- There will be 6 cuts each year.
- The vegetation would be cut and left.
- Branches and brambles would be cut back.
- The contractor would be required to produce evidence of public liability insurance.

Other matters:

- Burnthouse Lane was still a road and needed to be cleared.
- There was a problem at Whitehouse Farm caused by water draining from the bypass and an area was flooded as the gullies had silted up.
- The Clerk will report these two problems to the Highways Department of Norfolk County Council. **Action: The Clerk.**
- The Chairman will contact Brockdish Parish Council about flooding. **Action: The Chairman.**

15. Planning:

a. Application:

i. Application No. 2017/2805

Location: 102 High Road Needham IP20 9LF

Proposal: Demolition of existing dwelling and garage. Erection of 2No two storey dwellings and detached garages.

The following points were made in the discussion:

- A four-bedroom house on each plot would be an over development.
- The application was for two houses on the site with the garages at the rear and this could cause land to be wasted. Cars will probably be parked on the drive and reverse onto the road. It will be a redbrick building with a red clay tile roof, white windows and no flint.
- It was agreed that the Chairman would respond to the application. **Action: The Chairman**

b. Decision:

i. Approved:

ii. No decision: none.

iii. Refused:

iv. Discharge of condition

v. Application No. 2017/2559

Location: Walnut Tree House, Brook Lane, Needham IP20 9LQ

Discharge of condition 3 – materials.

c. Appeal: none.

16. Correspondence.

a. Correspondence circulated:

17. AOB - items for inclusion at next meeting.

- Greater Norwich plan.
- South Norfolk litter pick.

Meeting closed at 9:05 p.m.