

Tibenham Parish Council

Minutes of the Parish Council meeting held in the Meeting Room, Tibenham Community Hall on
Wednesday, 14th March 2018 at 8.00pm

Councillors Present: Gareth Roderick-Jones (Chairman), David Timson (Vice Chairman), Alan Harris, Auriel Mephram, Gemma Lambert

Not present: Cllr Robert Smith

In attendance: Marianne Purdy (Parish Clerk), County Cllr Bev Spratt

1. Public Discussion

No members of the public were present.

2. Reports:

- a) County Councillor – Cllr Spratt had concerns regarding the amount of water on The Street – Cllr Lambert to pass Clerk details of land owner near The Greyhound to discuss maintenance of ditches. Long Stratton bypass – other parishes are concerned about it being a single lane. Hempnall crossroads are in consultation if Tibenham wish to participate. Consultations can be found on South Norfolk website. Savings are needed around children's services – there has been an increase in children in care. NDR should be completed by second week in April. NCC are planning on streamlining the mobile libraries.
- b) District Councillor – Cllr Easton sent in a report which was circulated prior to the meeting a brief outline is: **Finances** – District Council finished the year with a surplus of £50,000 – council tax will increase - The costs of Adult Social Care and Children's Services are particular areas of concern across the country. **Vehicle charging points** - Council have agreed that the surplus windfall will go towards an application for a 25%:75% government grant from DECC towards vehicle charging points, with a pod of 3 vehicle charging stations to be installed in each market town in the District. **South Norfolk – Broadland Joint Working Activities** - The interim report on progress with our neighbours will be published next month (with the full report due in July).

3. Apologies for Absence

District Cllr Easton.

4. Declarations of Interest

Cllr Mephram item number 12. Cllrs Timson & Roderick-Jones item number 15.

5. Approval and signature of Minutes and any matters arising

The minutes of the meeting 10th January 2018 were signed by the Chairman as a correct record without amendment. There were no matters arising.

6. Planning matters

Documentation for the planning matters below were circulated to all Councillors prior to the meeting.

2017/2917	Mr & Mrs Doug Morton	Outbuilding North West of Primrose Farm, Cherry Tree Road	Conversion and change of use of an existing agricultural barn to a single residential dwelling.
2017/2892	Mr P Edwards	Hay Barn House, Cargate Common	Proposed detached garage building, change of use from agricultural land to domestic curtilage for conversion of existing redundant agricultural building to a single residential dwelling (dwelling conversion previously approved - ref. 2016/1611)
2018/0198	Mrs Culley	Land west of White House, The Street	Erection of two dwellings
2018/0143	Mr & Mrs Scales	Barns West End Farm, Long Row	Conversion of Agricultural Building to a Dwelling

There were no objections to the following applications: 2017/2917, 2017/2892, 2018/0143. The Parish Council raised concerns regarding the type of housing (executive) for application no. 2018/0198.

7. Clerk's report

The clerk updated the Parish Council including: Defibrillator handle cannot be replaced – agreed to leave number for cabinet on the outside of cabinet + newsletter printed and distributed (Cllr Mephram to assist with distribution of next issue) + thank you letter received from Borderhoppa for donation + decision to be made on Community Asset by 3rd April + new bank accounts opened, awaiting transfer of funds from current bank account + VAT to be claimed for the last two years.

8. Norfolk Parish Training & Support

Clerk to find out further information and forward to Councillors to consider. NALC subscription expires August 2018.

9. Bursary from Society of Local Council Clerks

It was agreed to apply for a Bursary for training of the clerk.

10. Councillor updates

Cllr Roderick-Jones, Cllr Timson and Parish Clerk attended a General Data Protection Regulation training session. Cllr Roderick-Jones and Timson updated the Councillors as to our duties as a Parish Council. A full discussion was held as to the implications of the new regulations on Tibenham Parish Council. Clerk to work on preparing policies in relation to this. Cllr Timson to create a register of data.

11. Footpath – Slough Lane

It was agreed to proceed with improved drainage to the footpath which would be carried out by Norfolk County Council. Cllr Timson proposed, Cllr Mephram seconded.

12. Greater Norwich Local Plan

Following a discussion regarding the proposed site in Tibenham, it was agreed that the council would submit a response opposing the site. Proposed by Cllr Timson, Seconded by Cllr Harris.

13. Freedom of Information Policy

Cllr Roderick-Jones proposed that Tibenham Parish Council adopts the Freedom of Information Policy: Cllr Timson seconded. All Agreed.

14. Finances

15. Finances – as at 27th February 2018: Savings Account £426.58, Current Account £5946.29

The following invoices were approved for payment:

Miss M Purdy	Clerks wages x 2 months	£192.16
Tibenham Community Hall	Room Hire for 2017	£60.00
Newman & Co	Payroll fees x 3 months	£36.00
Mr D Timson	Copy of map for Community Asset	£22.50
Clerk Expenses	Book of stamps, Ream of paper	£12.69
Tibenham PCC	Maintenance	£300.00
CopyDiss	Newsletter x 210	£127.68

An invoice was received from Norfolk Parish Training for £52.94; it was agreed that this could be paid.

It was noted that the following invoices were paid since last meeting:

Information Commissioner Office	Data Protection	£35.00
Unity Trust Bank	Deposit to open bank account	£500.00
Borderhoppa	Donation	£30.00

All invoices to be paid - proposed by Cllr Mepham : seconded Cllr Harris

16. Contributions to Community Hall & Tibenham PCC

Following discussion it was agreed to cap the payment for grounds maintenance to Tibenham Community Hall to £300 per annum – to be reviewed annually. Proposed by Cllr Mepham : Seconded by Cllr Harris.

It was agreed to continue to pay £300 per annum to Tibenham PCC – to be reviewed annually. Proposed by Cllr Harris : Seconded by Cllr Mepham.

17. Correspondence/General

- a) NARS – Norfolk Accident Rescue Service – request for a donation. It was agreed that no donation would be made on this occasion.

18. Community Hall

Cllr Timson reported that the carers event was being held on 22nd March. A gardening club is in the pipeline.

19. Items for next Agenda and date of next meeting

Road clearance arrangements (snow), Facebook page, Policies, Norfolk PTS.
Wednesday, 9th May 2018 at 7.30pm for Annual Parish Meeting, followed by Parish Council Meeting, Tibenham Community Hall

Council agreed to close the meeting to the public while the following items were discussed:

- 20. a) Parish Clerk appraisal and salary
- b) Parish Clerk home-working allowance

The items were discussed in full and a home-working allowance was agreed – proposed by Cllr Roderick-Jones : seconded Cllr Mepham.

The Chairman closed the meeting at 9.55pm