

Tibenham Parish Council

Minutes of the Parish Council meeting held in the Meeting Room, Tibenham Community Hall on
Wednesday, 9th May 2018 at 8.00pm

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

In attendance: Marianne Purdy (Parish Clerk)

1. Election of Chairman for the coming year

The Clerk invited nominations for the Office of Chairman. Mr Roderick-Jones was nominated by Auriel Mephram and seconded by Alan Harris. With no further nominations, all agreed to elect Mr Roderick-Jones to serve as Chairman for the coming 12 months. Mr Roderick-Jones signed a Declaration of Acceptance of Office.

2. Election of Vice-Chairman for the coming year

Cllr Roderick-Jones invited nominations for Vice-Chairman. Mr Timson was nominated by Auriel Mephram and seconded by Gemma Lambert. With no further nominations, all agreed to elect Mr Timson to serve as Vice-Chairman for the coming 12 months.

3. Public Discussion

No members of the public were present.

4. Reports:

- a) County Councillor – Not present.
- b) District Councillor – Circulated prior to the meeting. See Appendix.

5. Apologies for Absence

Cllr Robert Smith, District Cllr Charles Easton.

6. Declarations of Interest

None.

7. Approval and signature of Minutes and any matters arising

The minutes of the meeting 14th March 2018 were signed by the Chairman as a correct record without amendment. There were no matters arising.

8. Saffron Housing

Discussed in full at Annual Parish Meeting.

9. Planning Matters

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

2018/0600	Mr & Mrs Rout	Homefields, Low Road	Proposed construction of replacement cottage style dwelling
2018/0680	Mr Morton	The Long Barn, Cherry Tree Road	Notification for prior approval for a proposed change of use and associated building works of an agricultural building to a dwelling house
2018/0898	Mr Wickham	Well House, Cherry Tree Road	Erection of storage building, replace annexe accommodation and removal of outbuildings and garages for provision of additional parking

There were no objections to the above applications. A further planning application has been received since issue of the Agenda: 2018/0961 Primrose Farm Barn, Cherry Tree Road – Erection of detached 2 bay cart lodge. This application was discussed and it was agreed there were no comments.

10. Clerk's report

The clerk updated the Parish Council including: Spoken with land owner regarding clearing of ditches along The Street; spoken with Highways regarding drains along The Street and Church Road ♦ Sticker for Defibrillator has arrived ♦ VAT claimed and monies received ♦ Precept and CIL money received ♦

11. Draft Norfolk Access Improvement Plan

Deferred to next Parish Council meeting.

12. Update on Footpaths

Slough Lane – It was proposed that the Parish Council approaches the Ramblers Association to go ahead with a boardwalk. Proposed: Cllr Timson, Seconded: Cllr Mephram

13. Community Asset

The Greyhound Public House has been registered as a Community Asset for a period of five years.

14. Data Protection Officer

Parish Councils are now exempt from employing a Data Protection Officer.

15. Defibrillator Training

20+ people attended the training held on 28th April. Feedback from the training was that it was very useful. It was agreed a rota to be drawn up for checking the defibrillator on a regular basis.

16. Winter Road Clearance Arrangements

Deferred to next meeting.

17. Clerk Pay Scales 2018/19

Deferred to next meeting.

18. Subscription to Norfolk Parish Training Support

Deferred to next meeting.

19. Privacy Statement, Privacy Notice, GDPR Policy

Cllr Mephram proposed that Tibenham Parish Council adopts the Privacy Statement, Privacy Notice and GDPR Policy : Cllr Timson Seconded. All Agreed.

20. Finances – as at 3rd May 2018: Savings Account £0.00, Current Account £5727.44

The following invoices were approved for payment:

Miss M Purdy	Clerks wages x 2 months	£192.16
Newman & Co	Payroll fees x 3 months, RTI year-end P60 submissions	£96.00
Unity Trust Bank	To transfer Precept from Barclays to Unity Bank	£3314.84

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

HMRC	3 months' PAYE	£72.00
Unity Trust Bank	Transfer from Barclays	£4570.32

To note monies received since last meeting:

HMRC	2 years' VAT	£230.31
South Norfolk Council	Precept, CIL, Grant	£3314.84

All invoices to be paid - proposed by Cllr Roderick-Jones : Seconded – Cllr Harris

21. Certificate of Exemption for AGAR

Deferred to next meeting

22. Annual Governance Statement of AGAR

Deferred to next meeting.

23. Account Statements

Deferred to next meeting.

24. Internal Auditor

Deferred to next meeting.

25. General Correspondence

None.

26. Community Hall

Cllr Timson gave an update on the Community Hall.

27. Date of next meeting

It was agreed that an extra meeting would be held on Wednesday, 30th May 2018 at 8pm

The Chairman closed the meeting at 9.40pm

APPENDIX

Ordinary business:

- South Norfolk on Show takes place this year on 1st July at South Norfolk's offices. It's a showcase of what the district has to offer – admission is free and there is a variety of stalls and activities to participate in. Details [here](#).
- Long Stratton Leisure centre is taking its turn in the Council's rolling refurbishment programme of its leisure centres. It remains open to the public whilst work takes place.
- A new grants year has begun. I have a £1,000 budget to spend in the ward on certain community projects, and the Council has opened its Community Action Fund to applications.
- We have pledged conditional financial support to continue the hospital/local authorities' [District Direct](#) pilot (see below), provided our partners continue to contribute on a reciprocal basis. The pilot has demonstrated excellent value for money – the investment has reduced the average patient discharge times in complex cases considerably.
- The [interim report](#) on the feasibility of more joint working with Broadland District Council has been published, with the full report due in July.

The year in review (in no particular order):

- Achieved a 5 year land supply on residential development under the GNLP, ensuring that in future adequate local housing provision will be made in the most sustainable locations.
- £4m investment in Wymondham leisure centre refurbishment completed, £2m investment in Long Stratton under way.
- Gave our support to the ultimately unsuccessful Eastern Powerhouse bid. Though unsuccessful, the process highlighted the common outlook South Norfolk shared with our neighbours in Broadland and set in motion our exploration of a closer working relationship between us.
- Appointed a contractor to deliver on our rollout of faster rural broadband to those places not due to benefit from BBfN. (This should be fully realised by summer 2018, whilst BBfN work is ongoing).
- 1300 permissions given by SNDC for affordable homes were completed last year, one of the highest in England and Wales.
- Pledged financial and political support to the Northern Distributor Road, Norwich Research Park and Long Stratton bypass.
- Grew self-generated income and managed the financial consequences of reduced central government grant-in-aid and curtailing of the New Homes Bonus this coming year. Successfully lobbied central government via the LGA to recognise the significance of 'sparsity' in weighing the allocation of money to rural authorities.
- Completed a once in 20 year review of Community Governance arrangements and local boundaries.
- Supported local community projects like Hethersett & Tas Valley Women's cricket team, Tibenham exercise group, Tibenham rural Health & Wellbeing programme and the Fir Cove Community Wood with grant funds (paid for by the Community Infrastructure Levy).
- Were recognised as an excellent employer by achieving IIP Platinum standard.
- Employed 24 Apprentices in the Council, with most going on to take up permanent employment at the Council.
- Adopted the Motor Neurone Disease Charter and Armed Forces Covenant.
- Established and delivered an NHS-funded social prescribing network, supporting the work of our Early Help Hub to improve peoples' social capital and access to information and services to improve their quality of life.
- Piloted the [District Direct](#) service in partnership with Norfolk & Norwich University Hospital, Norfolk County Council's Better Care Fund and our fellow district councils. District Direct supports the Hospital's discharge functions, and aims to speed up the discharge process to free up beds as quickly as possible. People well enough to leave hospital but unable to demonstrate sufficient support are a growing issue within the NHS – we believe our continued support of the scheme saves lives, improves peoples' quality of life and represents good value for money for the taxpayer by freeing up hospital beds for those in greatest acute need.

The South Norfolk Conservative Association are in the process of shortlisting candidates for the District Council elections coming up in 2019. You will be aware that Tibenham parish is to be moved from Bunwell ward into Bressingham & Burston ward under the [boundary changes finalised by the LGBCE](#). The annual meetings of the parishes in my ward seems like an appropriate time to publicise that I shall not intend to seek re-election to the District Council after my current term ends in 2019. I would like to take the opportunity to thank Tibenham's Parish Councillors for their representations on behalf of our residents – you are my eyes and ears as District Councillor, and we all share the same burden of expectations that our residents place in

our trust. It is my intention to continue to support my local community in as great a capacity that my other responsibilities as a father, husband and local employer will permit.

My final point trespasses onto Bev's responsibilities, but as a local business we have been consulted by the County Council on their Western Link extension between the Southern bypass and NDR. A consultation has been launched to gauge public views on the Western Link – I would highly commend it as a quick and easy process to complete. It takes 5-20 minutes depending upon how much you want to say: <https://nwlinitialviews.commonplace.is/overview>

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