

## **Minutes of Parish Council Meeting held on Thursday 16<sup>th</sup> April 2015 at 7.30pm In the Village Hall, Neatishead.**

Present: Councillors D Church, N Fowle, P Palgrave-More (Chair)

Clerk: Mrs S Hunt. One member of the public attended.

### **1. APOLOGIES**

Cllr Daphne Pritchard, Cllr Gareth Pritchard, Cllr Paul Ryall.

### **2. DECLARATIONS OF INTEREST**

Cllr Fowle reminded the meeting of his Trusteeship of the Neatishead Charities, and his previous membership of the Bowls Club.

### **3. MINUTES OF PREVIOUS MEETING**

3.1 The minutes of the meeting 12<sup>th</sup> February 2015 were agreed as a true and correct record and signed accordingly by the Chair.

### **4. PUBLIC SPEAKING**

The meeting received a presentation from Mr T Graham-Jones with regard to the possible launching of a Parish Website. Mr Graham Jones explained that the project had been kick started by a request for a map of the centre of the village. This had then included amenities, and with interest moved to a website proposal. The shop site was not appropriate, and the Parish Council website is underutilized so he began to look at using that as a platform.

The area to be covered would be inside the river and main road boundaries – which is the old Civil Parish of St Bennetts. Barton and Irstead are not engaged as they don't have a web presence, Horning is involved, but Neatishead is the focus of the work undertaken so far in planning.

It is to publicise the two villages, but without duplication – to expand them both, with common information on both sites. There is a plug in that can allow a business directory to be added to both sites easily by Mr Graham Jones. It would be installed and then populated. A list could be obtained from the County Council of all registered businesses in the village.

Mr Graham Jones has been in conversation with both Cllrs Pritchard, and Mr Turpin, Chair of Horning.

Mr Graham Jones has looked at who controlled them and how they were structured, and discussed this with many people outside of the Parish Council, including District Councillors.

It is at a 'brainstorm' level only to date.

Mr Graham Jones has identified how Parish Sites can work together, and identified from an e-commerce perspective what makes up a village, and what makes a community. Mr Graham Jones distributed three possible charts to Councillors with nominal headings for the website.

Mr Graham Jones has looked at French and German sites with regard to tourism. He has, at the moment, identified clubs and amenities.

To progress this he would need the Parish Council agreement for the Norfolk Parishes Website to used.

Councillors were able to ask many questions, and asked if Mr Graham Jones would be able to pursue this independently, expressing their willingness to consider funding the hosting of the project. Mr Graham Jones did not feel able to progress it independently because it was too much work.

When asked how he saw the work load being carried by the Parish Council he explained that he would project manage it so the Clerk would not have too much to do.

The Council agreed to discuss his request at the next meeting to use the Parish Council website as a platform, however they felt that Mr Graham Jones may do well to seek out additional individuals to join the project with him and share the workload and therefore enable it to be independently run. There were issues explained around workload for the Clerk, control of the site, and appropriateness of content. The balance had to be towards Parish Council business rather than community use.

## 5. MATTERS ARISING

After much discussion it had been decided not to move the goalposts at present.

## 6. CORRESPONDENCE.

- 6.1 Textile Bank – to consider the appearance – for response. No logo's available.
  - 6.2 New Victory Hall – minutes – for information. Noted.
  - 6.3 Neatishead Bowls Club – request for £100 donation. Proposed Cllr Palgrave-More. **AGREED. CLERK.**
  - 6.4 Age UK – request for donation. To be brought to June meeting. **CLERK.**
- TABLED:  
CPRE – Summary of Light Pollution Survey.  
British Telecom – adopt a kiosk for a £1.00.

## 7. PLAYINGFIELD.

- 7.1 Football netting to protect Allotments. Cllr Fowle. This is no longer being pursued, after discussion with allotment holders they are happy with the current situation. To be reviewed in due course.

## 8. FINANCIAL MATTERS.

- 8.1 Receipts. £84.00 Water money.
- 8.2 To authorise payments :-  
ALREADY PAID:
  - a) Wroxham Computer Services chq 065588 £ 330.00
  - b) Norfolk County Council chq 065589 £9,633.96
  - c) Anglian Water chq 065590 £ 48.96
  - d) Mrs S Hunt – Viking Stationary chq 065591 £ 39.92
  - e) Mrs S Hunt – Feb and March salary – chq 065592 £ 367.04
  - f) Inland Revenue chq 065593 £ 91.60
- g  
TO PAY:
  - a) Indigo Waste Services Ltd – chq b065594 £ 26.40
  - b) Sarah Hunt – April – chq 065595 £ 183.52
  - c) Inland Revenue – April – chq 065596 £ 45.80
  - d) Norfolk Playingfield Association – chq 65597 £ 20.00
  - e) Norfolk Association of Local Councils – chq 65598 £ 129.19
  - f) Information Commissioner – chq 65599 £ 35.00

PROPOSED Cllr Fowle, **AGREED.**

- 8.3 Bank balance at 31<sup>st</sup> March 2015 £9,356.91. End of year accounts available for May meeting. **CLERK.**
- 8.4 Recycling rate to increase to £52.62/tonne for 2015/16. Noted.
- 8.5 Pensions Regulator – notification of staging date of 1 April 2017. Noted. The Clerk advised that she had notified the Pensions Regulator of the appointed person, and would be complying with legislation. **CLERK.**
- 8.6 Transparency Code – update. As a smaller Council Neatishead now has new financial regulations to comply with. These are being adhered to and mainly apply to publishing information onto the website. Neatishead was already publishing most of the required detail, and all new legislation is in hand. **CLERK.**
- 8.7 To review internal control procedures. Current procedures were **AGREED** as adequate.

## **9. CAR PARK ACCESSWAY.**

9.1 Highway Improvement 50/50 Funding update. £4,816.98 has been awarded to the Parish Council. The cheque should be received at the beginning of June. Two thirds of this sum will have to be refunded to the New Victory Hall.

## **10. FOOTPATHS.**

10.1 Alderfen Path. This is now drying out – the water level is being monitored by the Wildlife Trust, it is now walkable.

## **11. STAITHE.**

11.1 Planning BA/2014/0151/PREAPP – Staithe Noticeboards. Noted.

## **12. ADMINISTRATIVE MATTERS.**

12.1 Laptop. This has now been purchased, and is having software installed and being brought into use.

12.2 Election. Six Councillors have been nominated, one vacancy is now to be co-opted at the May meeting.

12.3 Notification that the Clerk is not working for East Ruston Parish Council from 1<sup>st</sup> May 2015. Noted.

**12.4** Archive Centre. Clerk to make a list of records deposited. **CLERK.**

12.5 Clerks report on any matter not covered on agenda. Council to adopt the Power of Competence in may should they wish – to go on Agenda.

12.6 To issue Risk Assessment forms.

12.7 It was AGREED to delegate powers to Cllrs to take any action necessary highlighted by Risk Assessments. PROPOSED Cllr Fowle.

**12.8** Scratby Conference. Cllr Church reported that this was a full agenda. There were one or two items not of interest to a small Council, but on balance it was a worthwhile day.

## **13 PLANNING.**

13.1 Standby Generator Building – This is now being addressed, contractors have been involved and work should take place across the summer. May agenda.

13.2 LA/15/0197 – Allens Farm, School Road – Replacement of Windows. GRANTED.

13.3 Field in King Street – Statements are now being prepared for legal action.

13.4 Flexitog – update from Councillors of any issues. None.

## **14 ITEMS FOR NEXT AGENDA. Annual Parish Council Meeting Thursday 14<sup>th</sup> May 2015 at 7.30pm.**

None.

Signed:

Dated: 14<sup>th</sup> May 2015