

Forncett Parish Council
Minutes of the meeting of the Parish Council
held at Forncett Village Hall on Thursday 21 January 2016 at 7.30pm.

In Attendance: Cllr B Frith (Chairman) Cllr B Humphreys, Cllr A Coleman, Cllr G Barnes, Cllr D Welsby, Cllr G Gale

Parish Clerk Anne Rayner
County Councillor Bev Spratt
23 members of the public

1. **To consider apologies for absence** – District Councillor Barry Duffin sent his apologies.
2. **To receive any declarations of interest** – None to declare
3. **To approve the minutes of the last meeting (17th December 2015)** – The minutes were approved without alteration and signed as correct by the Chairman.
4. **To consider matters arising from the minutes (for information only)** – Brian reported that the Parish Council team came a respectable third place at the recent quiz night.
5. **Open forum, to hear from members of the public, including reports from District and County Councillors** – The Chair acknowledged that most people present had a specific interest in one of two items on the agenda and asked Councillors if they agreed with inviting public discussion at the appropriate items on the agenda. Cllrs agreed to this proposal.

County Councillor Spratt reported that NCC are likely to agree a 2% increase on the Adult Social Services budget. Work will commence on the Northern Distributor Road in March 2016 and it is expected to take two years to complete. Cllr Spratt acknowledged that the recent heavy rain had caused flooding issues at several points in the village and advised that steps clearly need to be taken to resolve the situation. The first point is to establish ownership of some of the ditches in question and obviously if they are found to be owned by Highways, then the appropriate action will need to be taken.

6. **To consider planning applications, including:**
 - a) 2016 / 0016 and 0017 – Corner Farm, Low Rd – Alterations and extensions to Corner Farm and conversion of barn to ancillary accommodation (Listed building) – These plans were viewed during the meeting, discussed by Councillors and no objections were raised.
 - b) To hear planning updates relating to Laynes Farm and Hope Valley. – The Chair advised that the appeal against enforcement action at Laynes Farm will be held on 25 May 2016, at a location to be confirmed. An appeal relating to the enforcement action at Hope Valley has been lodged, with the details of the appeal asking for the period of time before enforcement action is taken to be extended to five years. Following discussion, Councillors unanimously agreed that that the dangerous access and highways situation, together with the wholly inappropriate living conditions (highlighted by the recent flooding at the site) only reinforced their opinion that enforcement action should be taken and could see no reason to extend the time limit. Comments will be submitted to the Planning Inspector to this effect.

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A late planning application had been received which included a minor amendment to previously approved plans:

2016/0074 & 0075 – the Barn at the Croft – Amendment to elevation of planning consent

2015 / 0647 – The plans were reviewed again and Cllrs agreed that they had no objections, subject to the approval of the Senior Conservation Officer at South Norfolk Council.

7. To hear planning decisions from South Norfolk Council:

a) 2015 / 2550 – Hope Valley – Refused

b) 2015 / 2462 – 19 Bentley Rd – Withdrawn

8. To consider a revised planning procedure – South Norfolk Council will no longer be sending out paper copies of plans. Viewing the plans via the television screen was trialled during this meeting, with both Councillors and members of the public agreeing the plans were of a sufficient size to view properly. In the future, the clerk will notify Councillors of new applications via e-mail. It would be extremely helpful if Cllrs could then view the plans on line and raise any queries they may have with the clerk in advance of the meeting. The plans will then be viewed and discussed at the meeting.

9. To consider any correspondence

a) Resignation from Cllr. Bowers – The Chair reported on the resignation of Cllr Jackie Bowers, due to other commitments. Brian reported that Jackie has served for three terms and the parish council is extremely sorry to lose her knowledge and commitment. The clerk will send a letter thanking Jackie for her service. It was noted that, should there not be a request for an election, the parish council will shortly be in a position to co-opt onto the parish council and Brian asked for any interested parties to make contact with the clerk. A request has also been received from the Forncett Flyer editorial team for a replacement representative. Cllr Gale advised he would be happy to do this. **Action AR.**

10. To receive the RFO report and consider the approval of the following payments:

As well as the item listed on the agenda, a bill has been received for the new defibrillator. As payment of this item has already been approved by Council (Minute reference 17 12 2015 3 – item 12d) it was agreed to make the payment. The Chair also reported that the cheque has been received from the Allotment Association and, as this is a simple in and out transaction (the allotment association pay the rent to the parish council and the parish council pay the same amount to the landowner) and asked for approval for the cheque to the landowner to also be raised. Cllrs unanimously approved all payments.

Ch. No.	Amount	Payee	Notes
100059	£245.49	A Rayner	January 2016 salary
100060	£1800.00	Community Heartbeat Trust	Defibrillator & maintenance package donation
100061	£250.00	M Chapman	Allotment rent

The clerk gave a summary of the financial report which had been circulated prior to the meeting. The report was approved.

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11. **To agree the SAM2 management policy and risk assessment** – This proposed policy has been circulated to the “SAM2 team” and also to the parish council’s insurers. All parties have indicated their approval of it and the policy was therefore adopted.
12. **To discuss the implications of recent flooding following heavy rain** – The Chair noted the affected areas that he was aware of as: Tabernacle Lane, Mill Road, Station Rd, Low Rd and Long Stratton Road. Comments were invited from the public and a period of discussion took place. A summary of the most significant points were: Flooding on Station Road has undoubtedly been aggravated by the realignment of the road near the old CPS site. Kerbing shown on the plans for this site is still missing and the post box urgently needs to be moved to a more suitable location near the bus stop. Long Stratton Road is not an area that has suffered with flooding until recently so the cause of this needs to be urgently investigated. Householders from seven properties present at the meeting resolutely understand that there is a culvert running alongside and underneath the road immediately in front of their properties and that the systems to the front of their properties belong to Highways and are the responsibility of Highways. All landowners need to ensure that any ditches or culverts for which they are responsible remain free flowing. Gary Overland, Area Highways Officer, is investigating ownership of some of the ditches and culverts in question. A final point was made that although the gullies on the verges are being cleared, this only seems to push the mud and debris back into the ditches, possibly exacerbating the situation. County Councillor Spratt reiterated his comment that, if Highways are found to be responsible for any of the ditches, pipework, culverts in question, then action should be taken. The clerk will write to Highways to clarify the areas of concern. **Action AR.**
13. **To consider participating in the 2016 SNC litter pick** – Following discussion, a date of 2 April 2016 was proposed for the annual South Norfolk Council sponsored litter pick. The date was agreed and will be added to the parish council Flyer report for this month, with a main item being included next month, to try to generate volunteers. The Chair also asked for his thanks to be recorded to South Norfolk Council for their swift action in removing a fly tipped sofa and chair in the ditch at the bottom of Tabernacle Lane.
14. **To consider the procurement of external audit for smaller authorities** – The clerk reported that the National Association of Local Councils are working with the Department of Communities and Local Government to establish a sector led body to provide external audit services to small authorities (with a turnover of less than £25000 per annum) with effect from the 2017 / 18 financial year. If parish councils wish to opt out of this arrangement and make their own external audit arrangements, they need to do so by 31 March 2016. Councillors resolved not to opt out.
15. **To agree the 2016 meeting dates** – The Chair proposed that keeping meeting dates to the third Thursday of each month (with no meeting in August) but reported that the clerk was unavailable for that date in June. An alternative date for the June meeting of 9 June 2016 was suggested and all dates were approved.
16. **Update on ongoing matters and outstanding issues**
 - a) Village sign – This should be ready for reassembly by the end of February 2016.

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b) Village Hall – The recent quiz night was well attended and forthcoming events include the pudding night on 13 February and a “Mr & Mrs” (or “partner & partner” or “friend and friend”) evening on 19 March. 1st prize for this event is one night’s b & b at Titchwell Manor in North Norfolk.

c) Highways and Public Rights of Way – Highways issues were covered earlier in the meeting but Brian reported that our footpath warden continues to be active and has recently met with Phil Leaman from Norfolk County Council, who is appreciative of the work John is carrying out, and noted a series of remaining issues.

d) Defibrillator – The next step is the renovation work to the phone box, which is hoped to take place shortly.

e) SAM2 report – Phil Whiscombe gave a brief summary of the data collected so far from the SAM2 machine, some of which is quite shocking. A full report will appear in the Forncett Flyer.

17. To receive reports from:

a) Safer Neighbourhood Police Team Report – No data for December is available from the website as yet.

18. Open forum, to hear from members of the public – No further comments were received.

19. Date of the next meeting is confirmed as Thursday 18 February 2016.

There being no further business, the meeting closed at 9.10pm.