

1.

Spooner Row Community Council

Meeting Minutes

Saturday 26 October 2019, 9.30am, Spooner Row Village Hall

Present: Julian Halls – Chairman
Tony Cleary
Robert Foster
Martyn Lemon
Stephen Ward
Neil Griffin
Susan Hewitson

Janice Dore – Clerk

1) Apologies

There were no apologies. Janice was welcomed as the new Clerk.

It was agreed that Julian Halls write to Julie King to thank her for her support.

2) Declaration of interest on items on the Agenda and Dispensations for Councillors with a Pecuniary Interest

Julian Halls would step aside from taking part in planning items.

3) Minutes of the meeting held on 26 September 2019

Discussion around contacting clerk direct for changes rather than through Council.
Agreed that factual errors go straight to the clerk but if contentious via the chair.

Minutes were agreed as a true record of proceedings. Signing to take place when amended documentation presented to Julian Halls.

4) Public participation

No public attended.

Planning

Martyn Lemon took the chair

5) Planning application 2019/1972, land south-east of Oak Farm Bungalow, Sawyers Lane, Sutton.

Removal of existing outbuilding and erection of self-contained annex for use to the agricultural business.

The new building is as a bungalow to replace blockwork garages. Family use of land and conversion is for a farm worker to live on site which is normal. Sue Hewitson has spoken with residents who have no objections. Sue Hewitson pointed out that Sutton has a no build policy and care needs to be taken that no precedent is set.

It was agreed to comment that the Community Council agreed unanimously that the council have no objection to the application.

6) **Amended planning application 2018/1950, Land East of Chapel Road and South of Station Road Spooner Row, Norfolk.**

Outline permission for up to 40 dwellings, open space and associated infrastructure with access via Station Road.

Layout was considered and the only change appeared to be the footpath which would be a Highways decision. **It was agreed Sue Hewitson will raise concerns over the impact on the village hall.**

Because of the rural nature of the area the council object to a second tarmac footpath on the south side of Station Road as there is already an adequate paved footpath on the north side.

It was agreed to comment that the Community Council object to the planned footpath.

Julian Halls retook the chair

Consultations

- 7) Response to Norfolk Minerals and Waste Local Plan: Preferred Options Consultation. **It was agreed no comment.**

Finance – SW

- 8) **The following were agreed and paid**
- a) NPTS Clerical hours and expenses to 17/10/19 £291.18
 - b) Hire of Spooner Row Village Hall July-Sept £55 to be increased by 50p from January.
- 9) Bank account update. Stephen Ward reported that he still did not have access to the account online, but this was likely to be sorted out within a week. He also reported that due to the time taken to add the RFO to the account and the confusing letters that had been sent by Barclays Bank he had made a complaint to which bank had responded by paying £150 compensation.
- 10) Update on registering with the Information Commissioner's Office. Stephen Ward has researched the requirement to register on the Information Commissioners Office website. He believed that there was no requirement to the council to register but was checking with a legal colleague on the definition of a public entity in the Data Protection Act 2018; he would report back at the next meeting.
- 11) Update on registering with HMRC. The Council is now registered as an employee. The RFO will now download the HMRC's basic PAYE tools to allow the clerks' to payroll details to be submitted electronically
- 12) Update on the payment from Wymondham Town Council (WTC). A response from Wymondham Town Council, to the initial Spooner Row Community Council letter requesting payment for CIL and uncommitted cash balances, was received on 18th September 2019. In line with the Council's direction at the September meeting,

The RFO wrote to Emma Hodds at South Norfolk Council on 10th October, copied to Emma Goddard, requesting their assistance. Emma Goddard, the Senior Governance Officer & Deputy Monitoring Officer at South Norfolk Council responded by clarifying the definition of committed funds and stated this was initially a matter between WTC and our Council. The RFO had therefore sent a second letter to WTC on 14th October requesting evidence of committed funds. Due to also being a Councillor on WTC Julian Halls did not participate in the discussion.

- 13) The RFOI reported the second Precept payment of £12,022.40 had been received from SNDC and the overall balance was now £47,335.

Communication

- 14) Communications Officer Stephen Ward reported the Twitter followers were up to 10 so far but website should help numbers. Martyn Lemon commented that we should take care to be non-political if writing on this.

15) Website

- a) Domain name for the Council's website was discussed. **Agreed by majority that it should be www.spoonarrow.cc. Agreed that any other suggestions should be passed on to Robert Foster.**
- b) Establishment and maintenance of the Council's website. Robert Foster apologised for the late sending out of documentation. iPad issues meant that some could not open documents and this feedback to go to Robert Foster.

16) Noticeboards – SW

- a) Stephen Ward reported that he had now received further quotes for noticeboards in wood, manufactured by Taylored Joiner at Old Buckenham which were comparable to online retailers. Neil Griffin had approached Stanley Steel in Wymondham and was now awaiting to receive their quote. Village Hall are also supplying an internal noticeboard. **It was agreed to defer this item**

Playing Field

- 17) Quotes for hedge, ditch and 'rough' area maintenance have not been quoted for yet. **It was agreed to defer this item**
- 18) Proposal from Fabled Forest for the use and maintenance of areas of the play area including: – all
- a) planting of 840 trees in various locations around the site
 - b) establishment of a dead hedge
 - c) removal of standing deadwood in area 1
 - d) cutting back of flora approaching on the path
 - e) removal of deadwood from hawthorn trees on the path
 - f) thinning, but not removing, bramble from the path

Julian Halls suggested a subcommittee be formed for Fabled Forest as it is very detailed. **Agreed that Julian would write to Fabled Forest and tell them no work whatsoever should be carried out until it is agreed by council.**

- 19) Car Park signage was discussed. **Agreed that all views to be sent to Robert Foster within 2 weeks. It was agreed that the Disabled sign was acceptable.**
- 20) **It was agreed that Martin Lemon would visit the van owner regularly parked in the car park rather than write a letter.**
- 21) Martyn Lemon felt inspection and maintenance of trees was required by an arborologist as a priority. **Agreed that Clerk enquire of an Arborologist as a priority.**

New Items

- 22) Equipment required for clerk was discussed. Martyn thought that PC world has a very poor customer service and hoped that one would be purchased in Diss. Janice agreed that her personal iPhone could be used if calls diverted to it. **Agreed that a Dell Inspiron laptop at £329 could be purchased by Robert Foster.** *^and associated software*
- 23) Litter picking equipment hub and/or applying for a grant from South Norfolk Council for litter picking equipment was discussed. Date had been missed and was it really needed. Storage issues. Stephen Ward checked cost of equipment and we could buy from the internet much cheaper than South Norfolk. **Agreed that Sue Hewitson would be lead to see if anyone is interested via message board.**
- 24) Request from CPRE Norfolk (Campaign to Protect Rural England) to sign a pledge letter and form of support. Pledge requests this parish to support others in the view that there should be no more planning sites approved until those already approved have been used up. **Agreed that Julian Halls contact CPRE for more information and it will be considered at the next meeting.**

Projects

- 25) Update on the Parish Partnership application for a SAM 2 speeding device. Julian Halls proposed that the council see if the locals actually want this. **Agreed that Robert Foster investigate what is necessary before action or to try door knocking survey. Council to email any comments to Julian Halls.**
- 26) Council priorities and the long-term plan. **It was agreed to defer this item**
- 27) Request for an additional dog bin on Hill Road. **Agreed additional dog bin and would go on the 30MPH roundel. Proposed by Martyn Lemon and seconded by Julian Halls. Robert Foster to action.**

Ongoing Items

- 28) Update on the refurbishment of the bench. Weather has affected refurbishment but hope to progress in the next week.
- 29) Update on the installation of the dog bins. These are being rolled out.
- 30) Update on the installation of the litter bins. If weather breaks, they will be installed.
- 31) Legal work required for the land transfers from Wymondham Town Council. Robert Foster has not had any response yet. Waiting for Wymondham Town Council to sign certificates.
- 32) Training requirements. **Agreed Stephen Ward will look into NALC link to see what is available.**
- 33) To consider subscribing to Norfolk Parish Training and Support. **Agreed to subscribe for £120 which takes membership up to end of March. Support is continued and 20% off courses. Clerk to action.**

Councillor Updates

- 34) Updates on:
 - a) Liaison with the school. Nothing to report. Rugby went ahead.
 - b) Planning and development – Tony Cleary demonstrated the following

1. The GIS software provided by the Norwich City Council has been evaluated and loaded onto a computer (Apple Mac) and operated by a standard architectural drafting program.
2. With some technical assistance, we now have Ordnance Survey information to allow us to project details of all properties within the curtilage of the SRCC boundaries as supplied by SNC Planners for reference purposes.
3. Further 'layers' can be overlaid onto the above OS maps in order to examine proposed planning applications as well as details of the assets of SRCC and any alteration that may occur in future.
4. The system may be operated by anyone using a standard drafting program and viewed by PowerPoint software on a projector.

AOB

- 35) Items for next agenda;
 - a. Finance. Steven Ward to brief the council on the Quarter 2 Financial statement
 - b. Storage of documents.
 - c. Street lamps. Requirement for more. **Agreed Robert Foster to action on message for the community board and report back.**
 - d. Election means December meeting date likely not to be available.
- 36) Date and venue for the next meeting – Thursday 28 November, 7.30pm, Spooner Row Village Hall. Neil Griffin will be unavailable.

Clerk and Proper Officer's Appointment

- 37) No public to exclude.
 - 38) Robert Foster and Martyn Lemon discussed terms and conditions and the clerk's contract. **Agreed contract to follow as not complete yet.**
- The meeting closed at 12.30 pm.

[Signature] L Heller

28/11/19