Spooner Row Community Council

Meeting Minutes

Thursday 20 June 2019, 7.30pm

Present: Julian Halls – chairman   Julie King – temporary clerk
Tony Cleary
Robert Foster
Neil Griffin
Susan Hewitson
Martyn Lemon
Stephen Ward

Members of the public: Five including Christina Taylor and Jessica Roberts from Fabled Forest.

1. **Apologies**
   None.
   a) **It was agreed that if a councillor was to be away for any length of time, then they would notify the Clerk.**

2. **Declaration of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary Interest**
   Julian Halls said that he would not be taking part in the consideration of planning applications, he would explain more later in the meeting.

3. **Fabled Forest**
   Martyn Lemon declared interest as governor of school.

   Christina Taylor explained that currently Spooner Row Primary School were making use of a corner of the playing field as part of the 'Forest School' provision. She had recently established a community interest company (CIC), Fabled Forest, and was seeking the use of the same area of the playing field for an after-school and holiday club.

   The kind of activities undertaken included knot skills, tool use and bug identification. The area was risk assessed prior to the activities starting, including consideration of weather conditions. All equipment was taken to the area and everything was removed again at the end of the activities.

   Consideration was given to whether additional planting could be carried out to fill in the gaps in the hedges, Christina indicated that it would be possible to get trees, free of charge, from The Woodland Trust. It was unclear who the boundary hedges belonged to. **It was agreed that the Clerk would ask for the title deeds from Wymondham Town**

Council and write to the adjacent landowner to ascertain if they had any objection.

It was noted that the Fabled Forest handbook, which included policies and risk assessments, was very comprehensive.

A bow had recently split away from one of the trees on the site, **it was agreed that there would be a need to identify the trees owned by the Community Council and arrange for them to be inspected.**

It was agreed that there was a need to define the area used by Fabled Forest/Forest Schools so that a future grounds maintenance contractor did not cause damage and arrangements would need to be in place so that the cutting was not carried out on the same day as the school used the site.

It was unanimously agreed to allow Fabled Forest to use the land for holiday and after-school provision.

4. Minutes of the meeting on 16 May 2019

It was noted at the last meeting that Julie King had confirmed the rate of pay and expenses that had been agreed by South Norfolk Council but had not explained that she had been taken on on a self-employed basis, this had now been confirmed.

It was also noted that whilst it had been agreed that Susan Hewitson, Neil Griffin, Martyn Lemon and Robert Foster would all be bank signatories, Barclays had only allowed a maximum of three and therefore Martyn Lemon was not a signatory.

The minutes were signed as a true record of proceedings.

5. Public Participation

None at this stage although members of the public did speak during the relevant agenda items.

6. Planning

a) <u>Responding to Planning Applications</u>

It was agreed that where it had not been possible to obtain any necessary extension from the District Council to allow a planning application to be considered at the next Community Council meeting, the Clerk would, having consulted with members of the Community Council by email, make the necessary response or convene an extra meeting of the community council.

It was noted that Julian Halls is a substitute member on the District Council Development Management Committee which dealt with planning applications. He had therefore decided that he would take no part in planning at the Community Council level to ensure that he would not be predetermined at the District Council level. The vice-chair would chair planning items.

b) 2019/1036 – Church Farm Barn, Wattlefield Road, Wattlefield
Erection of storage building.

Martyn Lemon took the chair. It was noted that Tony Cleary had been lobbied on this item and is an adjacent owner.

It was understood that an adjacent landowner had raised an objection, they were concerned that vehicles coming and going from the storage building may cause distress to their horses.

Whilst questions were asked regarding the intended use of the building, councillors were mindful that they could only consider the application as it was in front of them and therefore **agreed to support the application.**

Julian Halls retook the chair

c) Greater Norwich Development Partnership's Future Proposals
Julian Halls explained the current stage of the Greater Norwich Development Plan, the difficulties that had been experienced whilst the District didn't have a five year land supply and the fact that the latest version of the plan would be going out for public consultation in September.

It was felt that it was important that the Community Council had a voice and **it was agreed that the Clerk would write to South Norfolk Council, prior to the next meeting, reminding them that it would be necessary to including Spooner Row in their consultations.**

It was also felt that the Community Council should have a consistent voice and it would therefore be necessary to develop the arguments and formulate a standard set of principles, backed up by fact. Consideration was given to whether a neighbourhood plan should be developed, and Julian Halls agreed to distribute some information before the next meeting.

7. Appointment of a Substantive Clerk

Consideration was given to the hours required from the future clerk and how much councillors were to be involved in the day-to-day administration. Whilst councillors may be able to take on some of the administrative duties, it was acknowledged that the clerk should remain the focal point and that all correspondence should go through the clerk.

Consideration was given to the contractual hours and **it was agreed to advertise for four hours per week, subject to an annual review and that for the first 12 months up to five hours per week would be allowed to take account of the extra work required to establish the new council.**

It was agreed that Stephen Ward would flesh out the previously circulated advertisement template. It was agreed that the Council were ideally looking for a qualified clerk but would be willing to take on someone less experienced and to

support them with training.

The advertisement would be published the following Monday 24 June via Norfolk Parish Training and Support and Norfolk Association of Local Councils, it would also be advertised locally via the website, noticeboards and possibly through the school.

The closing date for applications would be Monday 15 July with interviews being conducted during week commencing 22 July. **It was agreed that the interview panel would consist of the temporary clerk, Julian Halls, Robert Foster and Susan Hewitson.**

8. Appointment of a Responsible Financial Officer (RFO)

It was noted that this was normally the clerk, but the legislation didn't preclude a councillor from taking on the role.

It was agreed to appoint a councillor as the RFO, six in favour one against. It was agreed to appoint Stephen Ward as the RFO, with Robert Foster as deputy, six in favour one against.

9. Assets and Insurance

a) <u>Asset Register</u>

A draft asset register was reviewed. It was noted that the noticeboard attached to the outside of the Village Hall was the property of the Community Council as was the bin outside the Village Hall. However, the bench and planter outside the Village Hall belonged to the Village Hall.

b) <u>Insurance</u>

Three quotes from the broker Came & Co had been obtained. It was noted that £30,000 of play equipment were the only assets included in the property damage section. **It was agreed to use Inspire (AXA) at a cost of £344.74 with an inception date of 1 July.**

10. Council Values and Priorities

The draft document was noted as a guide to the way the Council moved forward, it was open to amendment and change. **It was unanimously agreed to adopt this in principle and to publicise it on the website.**

11. Village Fete – Sunday 30th June

It was agreed that the Community Council would have a stand at the village fete, with as many councillors as possible assisting. The stand would outline the Council's key values and priorities to generate discussion. Ways to collect the public's opinions were considered including a suggestions box and 'voting with pins', **Stephen Ward would co-ordinate the stand and a rota.**

12. Dog bins

After discussion, including the cost of the purchase of the bins and the emptying of them, **it was agreed to purchase three new dog bins to be located at Station Road/Chapel Road corner, the top common and Suton Street, Suton. In addition, the**

one at the Station would be moved to the Playing Field to replace the one which was nearing the end of its life, six in favour one against. It was agreed to review the situation in one year's time.

13. Financial Regulations

The model financial regulations had been circulated prior to the meeting and minor amendments were agreed.

It was agreed that the Council would not be using internet banking, all payments would be made by cheque requiring two signatures, the banking mandate would be altered accordingly (action – Robert Foster). The RFO would have read only access and be the correspondence address for the bank.

14. Finance

The following were agreed and paid

a)	Village Hall	Hall Hire	£33.00
b)	Archive Plus	Lock and chain	£33.00
c)	NPTS	Clerical hours and expenses to 10/6/19	£371.09
d)	Came & Co	Insurance	£344.74

15. Meeting Schedule

A suggested meeting schedule had been circulated prior to the meeting with monthly meetings to be held two months out of three in the Village Hall on a Thursday evening and the third month on a Saturday morning in The Boars public house.

The schedule was agreed however the next meeting would be held at the Village Hall with the first meeting at The Boars to be held on 26 October, five in favour, two against. The use of The Boars would be reviewed following the meeting on 26 October.

16. Council Logo

It was agreed to adopt a logo depicting a tractor, tree and house and the wording "Spooner Row, Suton & Wattlefield Community Council where community matters".

17. Date and Venue of Next Meeting

Saturday 27 July, 9.30am, Spooner Row Village Hall.

The meeting closed at 10pm.

Chairman's Signature………………………………. Date……………………