Minutes of the Ordinary Meeting of the Council held on Tuesday 10th September 2019 in the Village Hall, Erpingham

Present: Mr G Cox, Mr R Goodliffe, Mrs J Holme,s M/s B Goodrum, Mr W Goreham, Mr N Smith (Chairman), Mr A Witham;

in attendance: Cllr J Timewell (NCC) – pt/time and four members of the public.

1. Chairman Norman Smith welcomed all those present, with apologies received from Cllr J Toye (NNDC)
2. Declarations of interest - none

3. The minutes of the Ordinary Meeting of the Council held on July 9th 2019 were approved and signed, proposer BG, all agreed.

*The meeting was adjourned briefly to allow Cllr Timewell to report and he gave an overview of current issues at NCC including finance. He received a number of highways issues which he kindly agreed to follow up. The meeting resumed.*

4. Matters arising

 4.1 NCC Highways – NCC had advised that the tree opposite the school would be removed.

 4.2 NNDC – nil further but the Clerk was asked to request a street sweep for School Road.

 4.3 NCC – footpaths – the Clerk had passed on a request for a footpath (school to Rectory south) to be cleared; it was understood that this had now been done.

5. Planning

 5.1 3 Jubilee Close, demolish/renew garage, extension (19/1063) – decision awaited

 5.2 Manor Farm Barn, The Street, Convert barn to dwelling/annexe retro (19/1069) – the Council has no objection

 5.3 Clarke Telecom, mast proposal for recreation ground – the Clerk had been in touch with the agent but they had not offered to attend a site meeting or a Council meeting.

 5.4 Alby F/station, car wash + tank (19/1414) – the Council has no objection but expressed concern re inadequate tank size and need to comply with industry standard.

6. Finance

 6.1 Finance report/bank – the bank signatory change had now been completed. The Council will have to re-enrol with the Pensions Regulator to maintain compliance. The latest bank statement was presented and initialled.

 6.2 To consider the first draft of the Council’s Risk Assessment review – this had been circulated to members and additional items were proposed; these can be incorporated and represented.

 6.3 The following payments due were approved en bloc, proposer GC, all in favour:

- E.On, electricity £54.08 (cheque 0582) \*

 - KIT grant £100.00 (0583)

 - Play Inspection Co, inspection £78.00 (0584)

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 - Clerk’s expenses (Mar-Aug) £245.43 (0585)

 - Ladywell A/c Servs, payroll £75.00 (0586)

 - HMRC, paye £194.20 (0587)

 - NNDC, dog bin emptying £220.32 (0588)

 - Clerk’s pay (Aug, Sep) £276,92, £276.92 SO’s

The cheques were signed (\* signed outside the meeting)

7. Council business

 7.1 To review Council’s financial relationship with the MUGA team; the Clerk had advised the MUGA Group of the likely costs in the current year and it was agreed that the MUGA Group would contribute the additional funds expended by the Parish Council.

 7.2 To consider if the Council will take over responsibility for the Play Area – the Clerk had circulated the recent note from the Village Hall Committee asking the Parish Council to assume responsibility for the Play Area. The implications were discussed and the Clerk briefed the Council on the necessary change which this would entail (liability, equipment insurance, inspections, member responsibility, meeting reviews and fund raising). The Council decided that it would assume responsibility for the Play Area from 1/10/19, proposer BG, all agreed, and the Clerk was asked to budget an additional £1000 for initial repairs. JH and BG agreed to be the councillors with special responsibility and the Clerk issued them with their record book for weekly inspections. Play Area Health and Safety would now be a regular item on future agendas. GC kindly agreed to support a fundraising group when it is established. The Village Hall Committee would pass over available funds to the Parish Council so the remedial works can be carried out by the Council.

 7.3 To review how allotments are provided in the parish – JH was concerned that the current provision was inappropriate and unwelcoming – the Clerk was asked to write to the Town Lands Trust to ask if improvements can be undertaken to make the site more attractive to prospective tenants.

 7.4 To review the provision of dog bins in the parish – this was discussed and would be revisited at a future meeting.

8. Reports

 8.1 Clerk’s report – the Clerk read a note from the Football Club about hedge cutting and would advise them that they can proceed. He gave his holiday dates and confirmed that the next meeting would be on **Tuesday November 12th at 18.3**0 The 2020 meeting dates are: **January 14 – March 10 – May 12 – July 14 – September 8 – November 10**

8.2 Members’ reports – RG suggested improving the ‘village entrance’ signs – to next agenda. BG was concerned about a hedge near School Road which NS offered to follow up.

WG reported that the SAM signs would return shortly and he advised that the SNAP priorities included speeding and antisocial behaviour with a vehicle. AW had reinstated the grit bin so the Clerk could request it to be refilled.

In open business the Council was asked to include a small square of grass for cutting near the play area. With no further business the meeting closed at 20.07.

Signed ......................................................Chairman Date......... November 2019