Minutes of the Parish Council meeting held on Thursday 21 September 2017

Present: David Goodman, Peter Markham, Philip Quinn, Brenda Bell, Catherine Alborough (Clerk), Mark Tudor, Colin Clark, David Bills, Garry Wheatley, Members of Public x 6

1. Apologies
   Pam Hedge, Christopher Kemp

2. Minutes
   Minutes of the Parish Council meeting held on 20 July 2017 were approved and signed

3. Declarations of Interest
   None

4. Reports from County Council/District Councillors/Police and Public Questions
   4.1 County Councillor David Bills reported that the majority of his time recently has been taken up with Highways and Child and Adult support work. He believes Bawburgh is unique in the county as it has the only stretch of road where the speed limit increases where there is a school – from 20mph to 30mph. This is now being addressed. The Watton Road through Bawburgh is to be resurfaced and has been programmed for the last quarter of the year.

   4.2 District Councillor Garry Wheatley reported that South Norfolk Council have commented on the environmental impact of the Hornsea/DONG project. Little Melton is concerned about the electromagnetic fields, which will be close to 12 properties in their village. The pipelines do not appear at this point to be passing too close to Bawburgh properties.

   4.3 The Police continue to provide us with monthly Crime Updates in the area. The first South Norfolk Public Police meeting is to take place on Thursday 28 September at Breckland Hall in Costessey from 7.00 to 9.00pm. Two representatives will attend on behalf of Bawburgh Parish Council, and the public are also invited to this meeting.

   4.4 Parishioners from the parish, who are residents at Bawburgh Mill, attended to inform the Parish Council of the problems they are encountering with regard to verbal abuse, attempted theft, damage and threatening behaviour. This happens mostly in the good weather when there are visitors to the village green and river. Bawburgh Mill is private property but people are trespassing, walking through the gates to gain access to the river and jumping off the bridge. After much discussion as to the problem and how it can be addressed it was suggested that any incidents should be reported to the police on 101, so these can be logged as incidents. Councillor Wheatley suggested the residents put together a scheme, and he will check the rules and speak to the Police to see how this situation can be addressed further.

5. Planning Updates
   5.1 2017/1222 : Hockering Lane : Demolish garage block, build 2 x 2-bedroom bungalows and provide 15 general parking spaces. The Parish Council objected and asked that this be taken to the Development Management (Planning) Committee (DMC). A response was sent to South Norfolk Council (SNC), and we also asked for input from our District Councillors. However, SNC stated they did not feel this needed to go to DMC and the application was subsequently approved, with conditions. The delegated Report can be found on the SNC website under planning applications. Councillor Bills will look into options open to the Parish Council to appeal.

   5.2 2017/1526 : Mandabar, Stocks Hill : Non-material amendment to 2017/0385 – No objections

   5.3 2017/1738 : 1 Warmans Close : Works to tree in Conservation Area – The council had no objections. However, SNC refused and served a Tree Preservation Order (TPO) to protect the tree (and other ones on the same development). The council reiterated their decision that the tree should be felled.
5.4 2017/1886 : 3 Stocks Hill : Two-storey side extension and single-storey front and rear extensions – no objection.

5.5 17/01249F : 38 Barnards Road, Norwich : Construction of bulker building at Kettle Foods. This planning application was sent to both Bawburgh Parish Council and Costessey Town Council for consultation purposes only, as it is close to our boundaries with the factory. The council have no objections or comments to make.

5.6 It was requested by the Clerk that if at all possible the Parish Councillors inform her when they are away from home for any length of time, to ensure that planning applications can be dealt with as soon as possible, within the time limits.

6. Highways
6.1 Highways issues update
The Parish Clerk and Chairman met with Phil Leamon from Highways for a walk around the village to discuss various concerns with regard to such issues as potholes, overhanging branches and grit bins. It was a very useful meeting and some works have now been carried out and others programmed for work in the coming weeks.
It was reported that the potholes near the Church have still not been rectified and that the village sign on Long Lane is hanging down. These will be reported.
Please let the Clerk know of any highway issues. Potholes etc can also be reported on …..

6.2 Highway Rangers
See 6.1 – some actions have been taken – ongoing

6.3 Parish Partnership Scheme
The Parish Partnership Scheme Initiative will be repeated in 2018/19.

6.4 Speed Monitor update
Mark Tudor reported to the meeting with data statistics from the Speed Monitor which has been sited at several places in the village. From feedback and the data it appears that motorists are reacting to the monitor and checking their speed through the village. It was agreed that we should apply to the Parish Partnership Grant for part funding for a second speed monitor. Proposed by Peter Markham and seconded by Philip Quinn.
The Parish Clerk/Responsible Financial Officer requested that all financial applications for grants etc be sent to her in the first instance to forward to the appropriate organisations.

7. Previously reported items
7.1 Gypsies and Travellers Short Stay site
Nothing to report at present

7.2 Boundary Reviews
It was agreed that this item and 7.9 be amalgamated.
Patrick O’Connor, Chair of Costessey Town Council attended the meeting for this item.
Bawburgh Parish Council (BPC) and Costessey Town Council (CTC) have been in conversations since 2012 about the possibility of changing the boundary so that all of the Lodge Farm development (marketed as the Hampdens and Hampden View) falls within Costessey’s boundary.
BPC were recently informed they had not responded as a parish council on this specific issue and their request would not be taken into account for a change in parish boundaries.
David Goodman, Chair of BPC, informed the meeting of subsequent correspondence between BPC, CTC and South Norfolk.
Patrick O’Connor, the Chair of CTC attended a meeting at SNC and presented their view. CTC also read out a letter from BPC, on our behalf, supporting the proposal.
The eventual outcome to this is that Bawburgh Parish Council have been given the opportunity to make a response to the Second Consultation which SNC has now begun. They have suggested that evidence from people who live in the Bawburgh part of Lodge Farm that they regard themselves as part of Costessey and would welcome and support the proposed change.
A draft letter from BPC to affected residents was circulated to the Parish Councillors for agreement. All present were in agreement and the letter will be prepared and delivered.
7.3 **Norwich Western Link project**
David Goodman attended meeting on 20 September. The preferred route option for the A47 has been chosen as Option 2, with variations, and it is envisaged this should start by 2020. A map with some routes on was show and there was much discussion over junctions and implications.

7.4 **Bawburgh Bus services**
Ongoing – nothing to report

7.5 **Norfolk Alliance / CPRE**
As reported at the last meeting the parish council signed up to the CPRE Pledge. A map showing those parish councils who have signed up was shown at the meeting. A letter from South Norfolk Council to Parish and Town councils warning them about pre-determination was sent out, and Michael Rayner from CPRE subsequently responded to this. The CPRE are not trying to stop housing, but getting the right type in the right place. There is concern about the number of houses being proposed.

7.6 **Hornsea Project Three**
This item has been discussed at item 4.2.

7.7 **Food Hub**
Broadland Council have approved the Local Development Order (LDO) with conditions.

7.8 **Playground Project**
The grant was received from Biffa Awards. Eventually the Playground was completed, the reason for the delay being a megaphone for one of the slides. Kompan agreed to the Parish Council having a 2% early payment discount and therefore the cost for the playground was £58,800 including VAT, saving the Council £1,000.00. We are in the process of applying for the VAT repayment.

7.9 **Governance Review**
This item has been amalgamated with 7.2.

7.10 **Traffic speeding in villages**
No update

7.11 **Conservation Area Character Appraisal and Management**
Philip Whitehead, Listed Buildings Officer at South Norfolk Council has informed us that the draft appraisal has now finished and there are no significant changes required at present. Final adoption will be at Full Council in December 2017.

8. **Newly reported items**

8.1 **Norfolk Strategic Framework**
There is no response from the Parish Council at this stage.

8.2 **Broadband for Norfolk Project**
A green broadband box has been installed at the top of Stocks Hill/Watton Road junction. Work ongoing.

8.3 **Proposed Public Space Protection Orders**
After discussion it was suggested that this information be forwarded to the Village Hall Committee as it is relevant to the playground.

9. **Finance**

9.1 **Payment of accounts:**
Clerk, including Salary, Training and Expenses : £669.97
Mervyn Buck Garden Services : £404.00
David Goodman : Playground organisers : £44.95
HMRC : Period 2 PAYE payment : £211.60
Clerk : Laptop, Software and Case reimbursement : £594.89
Steve Jackman : Laptop IT installation/set up fees : £71.70
Bawburgh Parochial Church Council (PCC) : Donation : £250.00

9.2 **Payments made prior to the meeting:**
Aon: Additional Insurance for SAM2 unit: £28.00
NPTS: Training: £28.00
SLCC: Subscription: £67.00
Kompan Ltd: Playground: £58,800.00 (£60,000.00 less £1,200 early payment refund)

9.3 Receipts since the last meeting:
Bawburgh Village Hall: Grant from Biffa Awards + other monies – SNC grant and fundraising: £50,000.00
Bawburgh Village Hall: VAT loan for playground: £10,000
HMRC: VAT reimbursement (SAM2): £667.80

9.4 Barclays Bank account
Balance as at 07/09/17: £7,536.11

9.5 NS&I account
Balance as at 20/09/17: 2,030.69

9.6 Transparency Fund grant to purchase a laptop, software and case for the use of the Parish Clerk:
Transparency Fund Grant: £615.00
Laptop: £449.95
Software: £119.95
Case: £24.99
Laptop IT installation/set up fees: £71.70
Total: £666.59 – less VAT reimbursements £94.98 + 4.16 = £99.14 = £567.45 spend = £47.55 in hand.

9.7 Working group for councillors to work with the Parish Clerk in projecting the budget for 2017/18 and
drafting the budget and setting the Precept for 2018/19 set up with David Goodman and Brenda Bell.

9.8 Agreement and approval for sourcing and funding the cost to replace:
Broken lifebelt post – new post and digging out old post, replacing and reinstating lifebelt. Peter
Markham will undertake this work.

Two grit bins for Marlingford Road and Hockering Lane: £97.50 each inc VAT, free delivery: £195.00

Replacement of broken seat on the village green: £416.69 exc. VAT, free delivery, additional below-
ground anchor kit £37.19 + local company to remove old seat and install new seat.

10. Comments from individual Council members (for information only)
10.1 Mark Tudor reported overhanging trees and foliage especially around the speed signs. Mervyn Buck
to be asked to add this to the work he undertakes for the council.

10.2 Philip Quinn asked when the phone box will be removed.

10.3 Brenda Bell reported the hawthorn tree near the Church requires cutting back. Mervyn Buck to be
asked to add this to the work he undertakes for the council.

10.4 Peter Markham reported drain blocked at crossroads of Watton Road/Bawburgh Lane. The Clerk will
report this to Highways.

11. Items for next meeting
None at present.

12. Date of next meeting
Thursday 16 November 2017, 7:30pm in the Village Hall

Meeting finished at 10:25pm
Dates of meetings 2018

- 18 January 2018
- 15 March 2018
- 17 May 2018
- 19 July 2018
- 20 September 2018
- 15 November 2018