

Claxton Parish Council

Minutes of Parish Council Meeting held on Wednesday 10 July 2019 in Claxton Village Hall at 7.30pm

Parish Councillors (3) present:

Councillors Pat Clare (Chair), David Hamblin, Mike Balmer

District Councillor: Councillor Vic Thomson

Also in attendance: Carla Petersen (Clerk)

Members of the public: 9

19.76	<p>To receive and approve apologies for absence Apologies received from Cllr Sarah Kennedy due to holiday. Apologies received from Cllr Jason Cantrill due to holiday. Apologies received from County Cllr Barry Stone due to another meeting.</p>
19.77	<p>To receive any declarations of interest from Members & consider requests for dispensation. None received.</p>
19.78	<p>To approve minutes of Annual Parish Council meeting held on 15 May 2019 Minutes were approved and signed.</p>
19.79	<p>Adjournment for Public Participation (15 Minutes allowed for) Members of the public reported on the following:- Appreciation given to Claxton Manor Estate for cutting the overgrowth by the footpaths. Overgrowth behind Burtons Farm. Vandalism at the Church prior to a recent wedding. Paint was thrown which has poisoned the grass. Worryingly nails were also thrown. Ashamed that such an incident can occur in the village. Concerns regarding vehicles parking in the highways layby outside The Old School House in Church Lane. The layby is an essential safe passing place for vehicles. It is currently being used as private property parking for cars and an unlit skip. The Church makes use of this layby for events and for disabled parking. Clerk to action.</p>
19.80	<p>Reports from:</p> <ul style="list-style-type: none"> • Parish Clerk – Drafted new policies for adopting, submitted the completed AGAR form to PKF Littlejohn, uploaded all the year end financial documents onto the website, displayed the Notice of Public Rights, advised Highway Rangers of the agreed works, attended 5th & 6th Clerk training sessions, contacted Westcotec regarding the agreed SAM2 locations, prepared the joint Memorandum of Understanding, contacted Loddon Garden & DIY regarding the green growth at the Village Hall carpark – treatment had to be delayed due to weather conditions and has now been done, received the agreement for letting of a Community Orchard, requested Local Plan for the Broads on a memory stick, will prepare more documents for reviewing/adopting at the next meeting. <p>The Clerk tabled a list of correspondence which had been emailed or circulated to Councillors or received prior to the meeting. Items included:</p> <ul style="list-style-type: none"> • Norfolk ALC newsletter for May and June • Community Action Norfolk’s newsletters • Clerk & Councils Direct July 2019 • Adepta – letter confirming they are resigning from being the PC internal auditor <ul style="list-style-type: none"> • County Cllr Barry Stone - Not available • District Cllr Vic Thomson – Delivered his report and updates on Loddon roundabout, Community Land Trusts, Pub of the Year, Shared Services, South Norfolk Community Awards, GNLP, Refill day and Early Help Hub Bulletin. Full version available on parish website. Left at 7.56 pm.
19.81	<p>To consider and adopt Draft Complaints Policy & Procedure dated July 2019 Resolved to adopt Draft Complaints Policy & Procedure dated July 2019.</p>

19.82	To consider and adopt Draft Dignity at Work/Bullying & Harassment Policy dated July 2019 Resolved to adopt Draft Dignity at Work/Bullying & Harassment Policy dated July 2019.
19.83	To consider and adopt Draft Equality & Diversity Policy dated July 2019 Resolved to adopt Draft Equality & Diversity Policy dated July 2019.
19.84	To consider and approve amendments to Freedom of Information and Publication Scheme dated July 2019 Resolved to approve amendments to Freedom of Information and Publication Scheme dated July 2019.
19.85	To consider and adopt Draft Health & Safety Policy dated July 2019 Resolved to adopt Draft Health & Safety Policy dated July 2019.
19.86	To consider and adopt Draft Internal Control Policy dated July 2019 Resolved to adopt Draft Internal Control Policy dated July 2019.
19.87	To consider and adopt Draft Lone/Home Worker Policy dated July 2019 Resolved to adopt Draft Lone/Home Worker Policy dated July 2019.
19.88	To consider and adopt Draft Risk Assessment and Management Policy dated July 2019 Resolved to adopt Draft Risk Assessment and Management Policy dated July 2019.
19.89	To consider and adopt Draft SAM2 Risk Assessment and Management Policy dated July 2019 Resolved to adopt Draft SAM2 Risk Assessment and Management Policy dated July 2019.
19.90	To consider and adopt Draft Training and Development Policy dated July 2019 Resolved to adopt Draft Training and Development Policy dated July 2019.
19.91	To appoint a bank non-signatory Council Member for Internal Control Resolved to appoint Cllr Balmer.
19.92	To appoint a Personnel Committee To be carried forward to next meeting.
19.93	To receive an update on the shared SAM2, appoint volunteers and agree on a course of action Clerk reported that Westcotec have agreed the locations for the SAM2, a Memorandum of Understanding has been prepared for signing and training on using the SAM2 will be sometime in July 2019. Langley with Hardley PC have already agreed that Claxton PC can have first use of the SAM2. Langley with Hardley PC will pay the Westcotec invoice in full as soon as all monies have been received. Resolved to appoint Cllr Clare, Cllr Hamblin and Cllr Balmer as volunteers for the SAM2. Resolved that the Clerk should also attend the training to enable accurate downloading of data for both parishes.
19.94	To receive an update on speeding and Langley School traffic. Agree on a course of action. Clerk reported receiving no replies regarding the Langley School speeding traffic letter which had been sent to the Headmaster at Langley School, the Transport Manager and the Chairman of Governors. Resolved to send another letter and stress the seriousness of this matter.
19.95	To receive an update on Claxton Corner. Agree on a course of action. Chairman confirmed a meeting had been held on 09 May 2019 with Mr Peter Thompson from Highways who then passed on his findings to Mr Gary Overland, Highways Engineer. Clerk to chase up and copy District Cllr Thomson into communications.
19.96	To receive an update on Broadband at the Village Hall. Agree on a course of action. Cllr Balmer reported that highspeed broadband is now available in most of the village. The Satellite Broadband Contract had been agreed to be continued until it could be replaced with a more efficient service which is now possible. Plusnet will be installing a telephone line on 19 July 2019 and the service should be up and running on that day. The cost will be £30 per month for unlimited use. The Pits Trust have agreed to pick up any shortfall.
19.97	To receive an update on dog fouling. Agree on a course of action. Cllr Balmer confirmed there have been improvements with the dog fouling issues. Situation to be monitored.

19.98	<p>To receive an update on the Memorial Plaque. Agree on a course of action.</p> <p>Chairman has received the memorial plaque. The tree will be planted when weather conditions are more suitable.</p>																																										
19.99	<p>To consider applying for Local Council Award Scheme. Agree on a course of action.</p> <p>Clerk had circulated, prior to the meeting, documents relating to the Local Council Award Scheme. The scheme has been designed to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place conditions for continued improvement. Resolved to apply for Foundation Award.</p>																																										
19.100	<p>To consider membership of Society of Local Council Clerks. Agree on a course of action.</p> <p>Clerk had circulated, prior to the meeting, documents relating to the benefits of membership. SLCC base their subscription rates on the gross salary of the Clerk from all her Councils. Resolved to apply for membership only if Langley with Hardley PC agree to equally share the subscription costs.</p>																																										
19.101	<p>To consider involvement in VE Day 75 on 8th May 2020. Agree on a course of action.</p> <p>Resolved to support this forthcoming event. More details to follow in due course.</p>																																										
19.102	<p>Planning:</p> <table border="1" data-bbox="245 763 1544 1227"> <thead> <tr> <th>DATE</th> <th>SOURCE</th> <th>APPLICATION NUMBER</th> <th>LOCATION</th> <th>PROPOSAL</th> <th>APPLICATION TYPE</th> <th>PARISH COUNCIL COMMENTS</th> </tr> </thead> <tbody> <tr> <td colspan="7">APPLICATIONS</td> </tr> <tr> <td>04/07/19</td> <td>BROADS AUTHORITY</td> <td>BA/2019/0150/HOUSEH</td> <td>CLAXTON MANOR, THE STREET, CLAXTON</td> <td>INSTALLATION OF 7 X ROOFLIGHTS AND 3 X GABLE WINDOWS TO FORMER</td> <td>FULL (RETROSPECTIVE)</td> <td>NO OBJECTION</td> </tr> <tr> <td colspan="7">DECISIONS</td> </tr> <tr> <td>20/02/19</td> <td>SOUTH NORFOLK COUNCIL</td> <td>2019/0393</td> <td>THE BEECHES, THE STREET, CLAXTON</td> <td>DEMOLITION OF EXISTING REAR LEAN-TO EXTENSION AND REPLACE WINDOWS</td> <td>FULL</td> <td>RESULT APPROVAL WITH CONDITIONS</td> </tr> <tr> <td>20/02/19</td> <td>SOUTH NORFOLK COUNCIL</td> <td>2019/0394</td> <td>THE BEECHES, THE STREET, CLAXTON</td> <td>AS ABOVE</td> <td>LISTED BUILDING CONSENT</td> <td>APPROVAL WITH CONDITIONS</td> </tr> </tbody> </table>	DATE	SOURCE	APPLICATION NUMBER	LOCATION	PROPOSAL	APPLICATION TYPE	PARISH COUNCIL COMMENTS	APPLICATIONS							04/07/19	BROADS AUTHORITY	BA/2019/0150/HOUSEH	CLAXTON MANOR, THE STREET, CLAXTON	INSTALLATION OF 7 X ROOFLIGHTS AND 3 X GABLE WINDOWS TO FORMER	FULL (RETROSPECTIVE)	NO OBJECTION	DECISIONS							20/02/19	SOUTH NORFOLK COUNCIL	2019/0393	THE BEECHES, THE STREET, CLAXTON	DEMOLITION OF EXISTING REAR LEAN-TO EXTENSION AND REPLACE WINDOWS	FULL	RESULT APPROVAL WITH CONDITIONS	20/02/19	SOUTH NORFOLK COUNCIL	2019/0394	THE BEECHES, THE STREET, CLAXTON	AS ABOVE	LISTED BUILDING CONSENT	APPROVAL WITH CONDITIONS
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19.103	<p>Highways:</p> <ul style="list-style-type: none"> The work to the grips along the length of Folly Lane has been programmed. Mr Peter Thompson from Highways has confirmed he and a colleague will visit the area during a wet period. Cllr Hamblin requested to also attend this meeting. Clerk to action. 																																										
19.104	<p>Finance :</p> <p>To note the bank balance as at 10 July 2019 - £2917.91</p> <p>To note receipts – 1) Claxton Mill Residents Association £88.91</p> <p>To note grants - None</p> <p>To approve payments.</p> <p>All expenditure approved. BACS payments noted.</p> <table border="1" data-bbox="245 1653 1501 2011"> <thead> <tr> <th>Payee</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>C Petersen</td> <td>£613.10</td> <td>Clerk salary & expenses</td> </tr> <tr> <td>Langley with Hardley Parish Council</td> <td>£837.50</td> <td>SAM2 ½ share</td> </tr> <tr> <td>Norfolk Association of Local Councils</td> <td>£87.50</td> <td>CiLCA Registration</td> </tr> <tr> <td>Norfolk Association of Local Councils</td> <td>£135.79</td> <td>Yearly subscription & website hosting</td> </tr> <tr> <td>Broadband Wherever</td> <td>£24.95</td> <td>Monthly service May 2019</td> </tr> <tr> <td>Broadband Wherever</td> <td>£24.95</td> <td>Monthly service June 2019</td> </tr> <tr> <td>Broadband Wherever</td> <td>£24.95</td> <td>Monthly service July 2019</td> </tr> <tr> <td>Total</td> <td>£1748.74</td> <td></td> </tr> </tbody> </table> <p>To receive Statement of Accounts for year to date.</p> <p>Clerk circulated the report prior to the meeting and it was noted.</p>	Payee	Value	Description	C Petersen	£613.10	Clerk salary & expenses	Langley with Hardley Parish Council	£837.50	SAM2 ½ share	Norfolk Association of Local Councils	£87.50	CiLCA Registration	Norfolk Association of Local Councils	£135.79	Yearly subscription & website hosting	Broadband Wherever	£24.95	Monthly service May 2019	Broadband Wherever	£24.95	Monthly service June 2019	Broadband Wherever	£24.95	Monthly service July 2019	Total	£1748.74																
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19.105	<p>To receive updates from individual Council Members (for information only)</p> <p>None received.</p>
19.106	<p>To receive any items for inclusion on the next agenda (for information only)</p> <p>Claxton Corner, Langley School, Personnel Committee</p>
19.107	<p>In accordance with Public Bodies (Admission to Meetings) Act 1960 s.1 (2) and the Local Government Act 1972 s100 (2) members of the public and press were excluded due to the confidential nature of the business.</p> <p>Confidential:</p> <p>Clerk annual appraisal – completed. The signed appraisal form will be kept in the employees personnel file.</p>
19.108	<p>To confirm date and time of the next Parish Council Meeting as Wednesday 11 September 2019 in Claxton Village Hall</p> <p>Confirmed.</p>
	<p>The meeting closed at 8.40 pm</p>