

Claxton Parish Council

Minutes of Parish Council Meeting held on Wednesday 11 September 2019 in Claxton Village Hall at 7.30pm

Parish Councillors (5) present:

Councillors Pat Clare (Chair), David Hamblin, Mike Balmer, Sarah Kennedy, Jason Cantrill

District Councillor: 0

County Councillor: 1

Also in attendance: Carla Petersen (Clerk)

Members of the public: 6

19.109	To receive and approve apologies for absence Apologies received from District Cllr Vic Thomson due to holiday.
19.110	To receive any declarations of interest from Members & consider requests for dispensation. Cllr Hamblin declared an interest in planning application 2019/16773.
19.111	To approve minutes of Parish Council meeting held on 10 July 2019 Minutes were approved and signed.
19.112	Adjournment for Public Participation (15 Minutes allowed for) Members of the public reported on the following:- Two old window units containing glass outside The Old School House in Church Lane. The units have been there for several weeks. Concerns were raised regarding the set-up costs, on-going costs and vandalism if the PC were to go ahead and install a playground.
19.113	Reports from: <ul style="list-style-type: none"> • Parish Clerk – Drafted new policies for adopting, sent off the completed form for Adopter Payment for Mini Recycling 2019/20, sent off the application form for free litter pick equipment, arranged insurance on SAM2, attended SAM2 training on 22 August 2019, contacted Highways regarding Folly Lane, drafted a letter for Langley School regarding speeding traffic, contacted Highways regarding Church Lane parking and ownership of land, continued to work on CiLCA (Clerk qualification) portfolio and will prepare more documents for reviewing/adopting at next meeting. Clerk tabled a list of correspondence which had been emailed or circulated to Councillors or received prior to the meeting. Items included: <ul style="list-style-type: none"> • Norfolk ALC Newsletters for July – Aug • Community Action Norfolk’s newsletters • Clerk & Councils Direct September 2019 • County Cllr Barry Stone – Norfolk Fire and Rescue Service consultation is starting in October 2019. Confirmed there will be no fleet reduction. There will be an introduction of smaller 4 x 4 vehicles. A Transport plan (looking into cycle routes, park & ride, bus routes, rural transport and single vehicle occupancy) will focus on speeding up traffic into the city. A great deal of work has been carried out on an Environmental policy to reduce carbon emissions, use solar panels and encourage the use of electric vehicles. George Lane Roundabout plans are on the way for approval from County Council. Hempnall Roundabout is nearly finished. County Cllr Stone offered to contact Highways/Open Reach regarding recent works carried out at Claxton Corner. The wrong end of the corner had been filled in after the works had been completed resulting in the water being unable to flow out. (Left at 7.50 pm). • District Cllr Vic Thomson – Report was read out by the Chair. A copy is available on the parish website.
19.114	To consider and adopt Draft Appraisal Policy & Procedure dated September 2019 Resolved to adopt Draft Appraisal Policy & Procedure dated September 2019.

19.115	To consider and adopt Draft Co-option Policy dated September 2019 Resolved to adopt Draft Co-option Policy dated September 2019.
19.116	To consider and adopt Draft Disciplinary Policy dated September 2019 To be carried forward and considered at the next meeting on 13 November 2019.
19.117	To consider and adopt Draft Expenses Policy dated September 2019 Resolved to adopt Draft Expenses Policy dated September 2019.
19.118	To consider and adopt Draft Grant Awarding Policy & Procedure dated September 2019 Resolved to adopt Draft Grant Awarding Policy & Procedure dated September 2019.
19.119	To consider and adopt Draft Grievance Policy dated September 2019 Resolved to adopt Draft Grievance Policy dated September 2019.
19.120	To consider and adopt Draft Press & Media Relations Policy dated September 2019 Resolved to adopt Draft Press & Media Relations Policy dated September 2019.
19.121	To consider and adopt Draft Retention of Documents and Records Management Policy dated September 2019 Resolved to adopt Draft Retention of Documents and Records Management Policy dated September 2019.
19.122	To appoint a Personnel Committee Resolved to appoint Cllr Clare, Cllr Hamblin and Cllr Kennedy.
19.123	To receive an update on the shared SAM2. Agree on a course of action. The SAM2 has been added to the insurance policy at no extra cost for this year. Cllr Clare, Cllr Hamblin, Cllr Balmer and Clerk attended the SAM2 training on 22 August 2019 in Dereham. A Memorandum of Understanding for shared use between the parishes had been prepared. Langley with Hardley PC signed the document the previous week. Claxton Chair signed the document. The SAM2 is already set up and in use in Claxton. Once there is sufficient data it will be uploaded to the parish website.
19.124	To receive an update on Claxton Corner. Agree on a course of action. No new updates on this item. Resolved to contact Highways again and copy in County Cllr Stone.
19.125	To receive an update on speeding and Langley School traffic. Agree on a course of action. To be carried forward and considered at the next meeting on 13 November 2019.
19.126	To receive an update on Broadband at the Village Hall. Agree on a course of action. Clerk cancelled the subscription to Broadband Wherever and the last payment came out of the bank on 4 August 2019. Cllr Balmer confirmed the unlimited broadband service with PlusNet should be up and running that very day. The process of transferring to a new provider has taken 3 months. The Village Hall will invoice the PC and Pits Trust, who will be picking up the shortfall. The first invoice will be in a couple of months' time. Cllr Balmer offered to get a latest update for broadband in Church Lane.
19.127	To receive an update on Local Council Award Scheme. Agree on a course of action. Clerk had registered the PC for Foundation level of Local Council Award Scheme. Cllr Balmer had worked through the criteria checklist. Criteria requiring more work will be carried out over the next few months with hopefully accreditation in January 2020.
19.128	To receive an update on membership of Society of Local Council Clerks. Agree on a course of action. Langley with Hardley PC had agreed to a shared membership. Resolved to go ahead with membership and equally share the costs.
19.129	To consider the mobile phone signal in Claxton. Agree on a course of action. Clerk had sourced information regarding the differences between mobile phone operators coverage. To check coverage, visit https://www.mobileuk.org/advice-for-consumers . Simply enter your postcode and a guide to reception will be provided. Concerns were expressed regarding changes to internet banking requiring a text message confirmation which will cause problems if there is a lack of mobile phone reception. Clerk to contact MP and copy in County Cllr Stone and District Cllr Thomson.

19.130	<p>To consider a children's playground in Claxton. Agree on a course of action.</p> <p>A children's playground had been discussed many years ago. There are now more children living in Claxton. Clerk to ascertain local interest.</p>																																										
19.131	<p>Planning:</p> <table border="1" data-bbox="244 230 1541 734"> <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>30/08/19</td> <td>SOUTH NORFOLK COUNCIL</td> <td>2019/16773</td> <td>THE OLD MEETING HOUSE, FOLLY LANE, CLAXTON</td> <td>FIRST FLOOR SIDE EXTENSION, REPLACEMENT OF EXISTING EXTERNAL STAIRCASE</td> <td>HOUSEHOLDER</td> <td>NO COMMENT</td> </tr> <tr> <td>16/08/19</td> <td>SOUTH NORFOLK COUNCIL</td> <td>2019/1656</td> <td>5 THE WARREN, CLAXTON</td> <td>SINGLE STOREY FRONT AND REAR EXTENSIONS AND NEW GARAGE</td> <td>HOUSEHOLDER</td> <td>NO OBJECTIONS</td> </tr> <tr> <td colspan="6">DECISIONS</td> <td>RESULT</td> </tr> <tr> <td>20/08/19</td> <td>BROADS AUTHORITY</td> <td>BA/2019/0150/HOUSEH</td> <td>CLAXTON MANOR, THE STREET, CLAXTON</td> <td>INSTALLATION OF 7 X ROOFLIGHTS ND 3 GABLE WINDOWS TO FORMER</td> <td>RETROSPECTIVE</td> <td>APPROVE SUBJECT TO CONDITIONS</td> </tr> </tbody> </table>	DATE	SOURCE	APPLICATION NUMBER	LOCATION	PROPOSAL	APPLICATION TYPE	PARISH COUNCIL COMMENTS	APPLICATIONS							30/08/19	SOUTH NORFOLK COUNCIL	2019/16773	THE OLD MEETING HOUSE, FOLLY LANE, CLAXTON	FIRST FLOOR SIDE EXTENSION, REPLACEMENT OF EXISTING EXTERNAL STAIRCASE	HOUSEHOLDER	NO COMMENT	16/08/19	SOUTH NORFOLK COUNCIL	2019/1656	5 THE WARREN, CLAXTON	SINGLE STOREY FRONT AND REAR EXTENSIONS AND NEW GARAGE	HOUSEHOLDER	NO OBJECTIONS	DECISIONS						RESULT	20/08/19	BROADS AUTHORITY	BA/2019/0150/HOUSEH	CLAXTON MANOR, THE STREET, CLAXTON	INSTALLATION OF 7 X ROOFLIGHTS ND 3 GABLE WINDOWS TO FORMER	RETROSPECTIVE	APPROVE SUBJECT TO CONDITIONS
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19.132	<p>Highways:</p> <ul style="list-style-type: none"> Clerk was provided with a list of works for when Highway Rangers next visit:- overgrown footpath by Village Hall, wash signs, the corner drain disappearing by Peascod and Folly Lane works which are still outstanding. 																																										
19.133	<p>Finance :</p> <p>To note the bank balance as at 11 September 2019 - £2180.16</p> <p>To note receipts – 1) Claxton Parish Pit Charity - £837.50</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="244 1160 1501 1440"> <thead> <tr> <th>Payee</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>M A Balmer</td> <td>£34.99</td> <td>Mileage expenses and re-imburement 3 x padlocks</td> </tr> <tr> <td>National Association of Local Councils</td> <td>£60.00</td> <td>Local Council Award Scheme – Registration Fee</td> </tr> <tr> <td>C Petersen</td> <td>£13.21</td> <td>Mileage & postage expenses</td> </tr> <tr> <td>Broadband Wherever</td> <td>£24.95</td> <td>Monthly service August 2019</td> </tr> <tr> <td>C Petersen</td> <td>£388.14</td> <td>Clerk salary & expenses</td> </tr> <tr> <td>Total</td> <td>£521.29</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	M A Balmer	£34.99	Mileage expenses and re-imburement 3 x padlocks	National Association of Local Councils	£60.00	Local Council Award Scheme – Registration Fee	C Petersen	£13.21	Mileage & postage expenses	Broadband Wherever	£24.95	Monthly service August 2019	C Petersen	£388.14	Clerk salary & expenses	Total	£521.29																						
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19.134	<p>To receive updates from individual Council Members (for information only)</p> <p>None received.</p>																																										
19.135	<p>To receive any items for inclusion on the next agenda (for information only)</p> <p>Claxton Corner, Langley School traffic, Auditor, Playground</p>																																										
19.136	<p>To confirm date and time of the next Parish Council Meeting as Wednesday 13 November 2019 in Claxton Village Hall</p> <p>Confirmed.</p>																																										
	<p>The meeting closed at 8.57 pm</p>																																										