

## Claxton Parish Council

**Minutes of Parish Council Meeting held on Wednesday 13 November 2019 in Claxton Village Hall at 7.30pm**

**Parish Councillors (3) present:**

Councillors Pat Clare (Chair), David Hamblin, Jason Cantrill

**District Councillor: 1**

**County Councillor: 0**

**Also in attendance:** Carla Petersen (Clerk)

**Members of the public: 9**

<b>19.137</b>	<p><b>To receive and approve apologies for absence</b> Apologies received from Councillors Mike Balmer due to holiday and Sarah Kennedy due to work.</p>
<b>19.138</b>	<p><b>To receive any declarations of interest from Members &amp; consider requests for dispensation.</b> None were received.</p>
<b>19.139</b>	<p><b>To approve minutes of Parish Council meeting held on 11 September 2019</b> Minutes were approved and signed.</p>
<b>19.140</b>	<p><b>Adjournment for Public Participation (15 Minutes allowed for)</b> Members of the public reported on the following:- Recent flooding had caused stables to be under water. Hellington Beck had been flowing down into Church Lane. Hellington Beck should be dredged every 5 years and the silt needs dredging out. The development at Poringland causes run off water which is not being held back. Clerk to contact Environment Agency and IDB. Concerns were raised in regards to speeding Langley School traffic and the driving manner of the Langley School mini-bus drivers. Wing mirrors have been lost off vehicles. Clerk to action – see 19.158. A parishioner reported on having installed a Green Cone food digester which has substantially reduced the amount of black bin non-recyclable waste. The pot-hole in Green Lane still has not been repaired. It has been reported several times. District Cllr Vic Thomson offered to look into this matter. An enquiry was made as to when the tree will be planted. It was confirmed that this will be carried out by the end of the month.</p>
<b>19.141</b>	<p><b>Reports from:</b></p> <ul style="list-style-type: none"> <li>• <b>Parish Clerk</b> – Drafted new policies for adopting. Focused on completing and submitting CiLCA portfolio units. Contacted Highways regarding Folly Lane who have cleared 2 drains however 1 drain remains uncleared – Clerk has reported this. Contacted Safron Housing regarding the eucalyptus tress at 1 The Warren – a Housing Officer is coming out to review the situation. Received Society of Local Council Clerks membership pack. Received an email from SNC for Annual Rough Sleeper estimate for evening of 13 November 2019 – confirmed there are zero rough sleepers. Made enquiries regarding whether the cabinet in Church Lane is live and it was confirmed to be live. Connectivity can be checked at <a href="https://www.openreach.com/fibre-broadband/">https://www.openreach.com/fibre-broadband/</a></li> </ul> <p>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"> <li>• Norfolk ALC Newsletters for Sept – Oct</li> <li>• Community Action Norfolk’s newsletters</li> <li>• Clerk &amp; Councils Direct November 2019</li> </ul> <ul style="list-style-type: none"> <li>• <b>County Cllr Barry Stone</b> – Not available</li> <li>• <b>District Cllr Vic Thomson</b> – Delivered his report on two councils one service, Early Help Hub Bulletin, what is accepted at Berg Apton Recycling Centre, Christmas bin collections, flu jabs, recycling plastic wrapping or films and mascara brushes for animals. Residents are doing a great job recycling and if everyone does their bit it becomes significant. The collection of food waste in South Norfolk is not considered a viable option. There is still</li> </ul>

	some funding available to parishes for local projects. Full version available on parish website. Left at 7.45 pm.
<b>19.142</b>	<b>To agree upon Councillor and Officer responsibilities</b> To be carried forward and considered at the next meeting on 15 January 2020.
<b>19.143</b>	<b>To consider and adopt Draft Disciplinary Policy dated November 2019</b> Resolved to adopt Draft Disciplinary Policy dated November 2019.
<b>19.144</b>	<b>To consider and adopt Draft Pay Policy dated November 2019</b> Resolved to adopt Draft Pay Policy dated November 2019.
<b>19.145</b>	<b>To consider Councillor email addresses for Council purposes. Agree on a course of action</b> To be carried forward and considered at the next meeting on 15 January 2020.
<b>19.146</b>	<b>To consider and adopt Draft Communications Policy dated November 2019</b> Resolved to adopt Draft Communications Policy dated November 2019.
<b>19.147</b>	<b>To consider subscription to Information Commissioner's Office. Agree on a course of action</b> To be carried forward and considered at the next meeting on 15 January 2020.
<b>19.148</b>	<b>To consider and adopt Draft Data Protection Policy dated November 2019</b> To be carried forward and considered at the next meeting on 15 January 2020.
<b>19.149</b>	<b>To consider and adopt Draft Data Breach Policy dated November 2019</b> To be carried forward and considered at the next meeting on 15 January 2020.
<b>19.150</b>	<b>To consider and adopt Draft Councillor Privacy Notice dated November 2019</b> Resolved to adopt Draft Councillor Privacy Notice dated November 2019.
<b>19.151</b>	<b>To consider and adopt Draft Email Contact Privacy Notice dated November 2019</b> Resolved to adopt Draft Email Contact Privacy Notice dated November 2019.
<b>19.152</b>	<b>To consider and adopt Draft Employee &amp; Applicant Privacy Notice dated November 2019</b> Resolved to adopt Draft Employee & Applicant Privacy Notice dated November 2019.
<b>19.153</b>	<b>To consider and adopt Draft General Privacy Notice dated November 2019</b> Resolved to adopt Draft General Privacy Notice dated November 2019.
<b>19.154</b>	<b>To consider and adopt Draft Website Privacy Notice dated November 2019</b> Resolved to adopt Draft Website Privacy Notice dated November 2019.
<b>19.155</b>	<b>To consider and adopt the Action Plan dated November 2019</b> Resolved to adopt the Action Plan dated November 2019.
<b>19.156</b>	<b>To receive an update on Local Council Awards Scheme. Agree on a course of action.</b> Clerk reported that the majority of the criteria has already been completed for the Local Council Award Scheme. Items requiring further work are evidence of consulting the community which will be covered by the play area questionnaire, a document recording training which will be drawn up by the Clerk and a clerk who has achieved 12 CPD points in the year. This last item will be met when the Clerk successfully passes CiLCA.
<b>19.157</b>	<b>To receive an update on Claxton Corner. Agree on a course of action.</b> No update available. Clerk to contact County Cllr Barry Stone.
<b>19.158</b>	<b>To receive an update on speeding and Langley School traffic. Agree on a course of action.</b> Discussed in public participation. Resolved that the Clerk should arrange a joint meeting with Langley with Hardley PC.
<b>19.159</b>	<b>To receive an update on appointing an Internal Auditor. Agree on a course of action.</b> Clerk has sourced some Internal Auditor names and will prepare a report for the January meeting.
<b>19.160</b>	<b>To consider Clerk attendance at networking session on 19 November 2019. Agree on a course of action.</b> Resolved that the Clerk could attend and share the mileage costs with Langley with Hardley PC.
<b>19.161</b>	<b>To receive an update on a children's playground in Claxton. Agree on a course of action.</b> Clerk to prepare a questionnaire for distribution to all households in Claxton.

19.162	<b>Planning:</b>																					
	DATE	SOURCE	APPLICATION NUMBER	LOCATION	PROPOSAL	APPLICATION TYPE	PARISH COUNCIL COMMENTS															
	<b>APPLICATIONS</b>																					
	NONE																					
	<b>DECISIONS</b>																					
	30/08/19	SOUTH NORFOLK COUNCIL	2019/1673	THE OLD MEETING HOUSE, FOLLY LANE, CLAXTON	FIRST FLOOR SIDE EXTENSION, REPLACEMENT OF EXISTING EXTERNAL STAIRCASE	HOUSEHOLDER	<b>RESULT</b> APPROVAL WITH CONDITIONS															
16/08/19	SOUTH NORFOLK COUNCIL	2019/1656	5 THE WARREN, CLAXTON	SINGLE STOREY FRONT AND REAR EXTENSIONS AND NEW GARAGE	HOUSEHOLDER	APPROVAL WITH CONDITIONS																
19.163	<b>Highways:</b>																					
	<ul style="list-style-type: none"> <li>To receive a report on highways issues outstanding – None.</li> </ul>																					
19.164	<b>Finance :</b>																					
	<p><b>To note the bank balance as at 13 November 2019 - £3851.50</b></p> <p><b>To note receipts – 1) South Norfolk Council – Precept £2127.68</b></p> <p><b>To note grants - None</b></p> <p><b>To approve payments.</b></p> <p>All expenditure approved. BACS payments noted.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>C Petersen</td> <td>£449.14</td> <td>Clerk salary Sept 2019 &amp; Oct 2019 &amp; expenses</td> </tr> <tr> <td>Loddon Garden &amp; DIY</td> <td>£425.00</td> <td>Grass cutting – second half</td> </tr> <tr> <td>Claxton &amp; Carleton Village Hall Committee</td> <td>£160.00</td> <td>High speed broadband at Village Hall, £20 per month, August 2019 to March 2020</td> </tr> <tr> <td><b>Total</b></td> <td><b>£1034.14</b></td> <td></td> </tr> </tbody> </table> <p><b>To receive Statement of Accounts for year to date.</b></p> <p>Clerk circulated the report prior to the meeting and it was noted.</p>							Payee	Value	Description	C Petersen	£449.14	Clerk salary Sept 2019 & Oct 2019 & expenses	Loddon Garden & DIY	£425.00	Grass cutting – second half	Claxton & Carleton Village Hall Committee	£160.00	High speed broadband at Village Hall, £20 per month, August 2019 to March 2020	<b>Total</b>	<b>£1034.14</b>	
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19.165	<b>To receive updates from individual Council Members (for information only)</b>																					
	None received.																					
19.166	<b>To receive any items for inclusion on the next agenda (for information only)</b>																					
	ICO, Draft Data Protection Policy, Draft Data Breach Policy, Councillor & Officer Responsibilities, Internal Auditor																					
19.167	<b>To confirm date and time of the next Parish Council Meeting as Wednesday 15 January 2020 in Claxton Village Hall</b>																					
	Confirmed.																					
	The meeting closed at 8.15 pm																					