

Claxton Parish Council

Minutes of Parish Council Meeting held on Wednesday 15 January 2020 in Claxton Village Hall at 7.30pm

Parish Councillors (4) present:

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

District Councillor: 1

County Councillor: 0

Also in attendance: Carla Petersen (Clerk)

Members of the public: 7

20.01	<p>To receive and approve apologies for absence</p> <p>Apologies received from Councillor Sarah Kennedy due to holiday and County Councillor Barry Stone due to illness.</p>
20.02	<p>To receive any declarations of interest from Members & consider requests for dispensation.</p> <p>None were received.</p>
20.03	<p>To approve minutes of Parish Council meeting held on 13 November 2019</p> <p>Minutes were approved and signed.</p>
20.04	<p>Adjournment for Public Participation (15 Minutes allowed for)</p> <p>Members of the public reported on the following:-</p> <p>Road from Church Lane to Claxton House is covered in mud and needs cleaning. No signs have been put out to warn road users of mud on the road. Chair to action.</p> <p>Satnavs are directing vehicles along Folly Lane. Recently an enormous trailer got stuck at the junction of Folly Lane and The Street, damaged the verge and knocked the give way sign. The verge has been sorted and Clerk has already reported the faulty sign to Highways. Clerk to contact Highways about HGV criteria when using narrow roads.</p> <p>Concerns about traffic and unauthorised people using Home Piece, a restricted bridleway, especially in the evening. This should only be used by farm traffic. Concerns were also raised about the safety of parishioners if they were confronted by these unauthorised people. Chair to action.</p>
20.05	<p>Reports from:</p> <ul style="list-style-type: none"> • Parish Clerk – Prepared Training Record and uploaded onto website. Contacted Highways again regarding the uncleared drain in Folly Lane. No reply from Highways. Clerk to action. Sent a letter to District Councillor Vic Tomson regarding food digesters. Researched Internal Auditor options and prepared a comparison report. Successfully passed CiLCA qualification. Prepared the Outdoor Play Equipment questionnaires ready for circulation. Contacted SNC regarding the outstanding £20 for litter pick from last year. There has been a change of staff and the £20 should be in the bank account shortly. Prepared accounts/documents to enable Cllr Balmer to carry out an Internal Control check on 14 January 2020. Organised a joint meeting between Claxton PC and Langley with Hardley PC to discuss speeding Langley School traffic. Attended networking session on 9 January 2020. Topics covered were Village Hall Management, conflict between community groups, Internal Audit, Website Accessibility and Budget and Precept setting. <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"> • Norfolk ALC Newsletters for Nov – Dec • Community Action Norfolk's newsletters • Clerk & Councils Direct January 2020 <ul style="list-style-type: none"> • County Cllr Barry Stone – Not available • District Cllr Vic Thomson – Wished everyone a Happy New Year and delivered his report. Full version is available on the parish website. With reference to agenda item 20.23 Vic Thomson explained that broadband problems can be due to broadband being delivered down copper lines from the cabinet to your home. A new broadband scheme is available

	<p>and this will deliver fibre broadband from the cabinet to your home. Applicants can apply for help towards the cost and vouchers are available for £1500 per house or £3000 per house if used to run a business. Applicants would need to join together with other local households and make a bid to BT to see if it is viable. Vic Thomson offered to look into the latest communications on the Claxton PC website regarding recent broadband issues. An update on the George Lane Roundabout will follow. Recommended that Highways issues are reported online as you receive a log number and can track its progress and receive updates. Problems can be reported by using this link https://apps.norfolk.gov.uk/HighwaysDefect/ Left at 7.52 pm.</p>
20.06	<p>To consider the Budget Proposals Report for 2020/2021. Agree on the Budget Requirement. Councillors had seen the draft Budget Proposals for 2020/2021 prepared by the Clerk. Resolved to approve the Budget Requirement for 2020/2021.</p>
20.07	<p>To consider the Parish Council Precept Requirement Report for 2020/2021. Agree upon the requirement and complete Precept form. Councillors had seen the correspondence from South Norfolk Council and the Precept Requirement Report for 2020/2021 prepared by the Clerk. The number of Band D properties for 2020/2021 is 98 and is the same as the previous year. It was proposed and agreed to increase the precept by 2.5% to £46.28 per Band D property. The total Claxton Precept for 2020/2021 will therefore be £4535.44. The Precept form for 2020/2021 was completed and signed by the Chair and Clerk. Clerk to email Precept form to South Norfolk Council.</p>
20.08	<p>To consider the Internal Auditor Appointment Report. Agree upon and appoint an Internal Auditor. Councillors had seen the Internal Auditor Appointment Report and supporting documents. Resolved to appoint Catherine Moore as Internal Auditor. Clerk to action.</p>
20.09	<p>To agree upon the meeting dates for 2020. Resolved that the dates of the Council meetings for 2020 will be: 18 March, 13 May (Annual Parish & Annual Parish Council), 8 July, 9 September, 11 November.</p>
20.10	<p>To consider inviting a speaker to the Annual Parish Meeting on 13 May 2020. Agree on a course of action. A speaker to talk on Ducan's Marsh was suggested. Further details to follow.</p>
20.11	<p>To agree upon Councillor and Officer responsibilities. Resolved to share the agreed responsibilities between Councillors and Officer. Clerk to upload document onto parish website.</p>
20.12	<p>To consider Councillor and Clerk email addresses for Council purposes. Agree on a course of action. Resolved that Councillors will use the suggested email address format for Council purposes. Clerk email address to remain the same. Clerk to action.</p>
20.13	<p>To receive an update on speeding Langley School traffic. Agree upon a course of action, Chair and Cllr Hamblin had attended Langley with Hardley PC meeting on 7 January 2020 to discuss this issue. The two parishes will now be working jointly to tackle the speeding Langley School traffic. Langley with Hardley Chairman will be speaking to the Headmaster at Langley School and also the Transport Manager. It is hoped that Claxton PC will receive a response directly from Langley School. Construction of the George Lane Roundabout might help with traffic issues through the villages. The SAM2 downloaded data will be used to monitor traffic patterns and speed.</p>
20.14	<p>To receive an update on Claxton Corner. Agree on a course of action. No update available. Clerk to contact Highways and County Cllr Barry Stone.</p>
20.15	<p>To consider subscription to Information Commissioner's Office. Agree on a course of action. Resolved that Council did not meet the criteria to subscribe to Information Commissioner's Office.</p>
20.16	<p>To consider and adopt Draft Data Protection Policy dated November 2019. To be carried forward to next meeting.</p>
20.17	<p>To consider and adopt Draft Data Breach Policy dated November 2019. To be carried forward to next meeting.</p>

20.18	<p>To receive an update on the completed Outdoor Play Equipment questionnaires. Agree on a course of action.</p> <p>The Outdoor Play Equipment questionnaires were delivered to all 98 households in Claxton. 15 questionnaires were returned. The results for considering the provision of outdoor play equipment on a small scale are as follows: -</p> <table border="1" data-bbox="248 250 1139 804"> <thead> <tr> <th colspan="2">Results</th> </tr> </thead> <tbody> <tr> <td>Agree</td> <td>11</td> </tr> <tr> <td>Disagree</td> <td>4</td> </tr> <tr> <td>Unsure</td> <td>1</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Location: Village Hall</td> <td>7</td> </tr> <tr> <td>The Warren</td> <td>6/7</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Age range of children</td> <td>All ages</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Raise some money through the Precept: Agree</td> <td>10</td> </tr> <tr> <td>Disagree</td> <td>5</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">Comments received: Congregating, drugs and lack of children</td> </tr> </tbody> </table> <p>There are currently 17 families in Claxton with children. Resolved to look into grant funding for small scale outdoor play equipment and consider both sites. Clerk to action.</p>	Results		Agree	11	Disagree	4	Unsure	1			Location: Village Hall	7	The Warren	6/7			Age range of children	All ages			Raise some money through the Precept: Agree	10	Disagree	5			Comments received: Congregating, drugs and lack of children	
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20.19	<p>To confirm and agree the Internal Control Review carried out by Cllr Balmer in accordance with the Internal Control Policy.</p> <p>Cllr Balmer confirmed carrying out the Internal Control check on 14 January 2020. The checks had been randomised and records were familiar with him being the previous Clerk. The Internal Control Checklist was completed. Before the financial year end shared items in the asset register will need to be reviewed/restated and risk assessment & management process reviewed. Another Internal Control check will be carried out in March 2020.</p>																												
20.20	<p>To consider attending SLCC webinar on Creating Accessible Word and PDF documents. Agree on a course of action.</p> <p>Clerk had recently attended a networking session and creating accessible Word and PDF documents had been covered. Clerk now feels more confident with converting documents. Resolved that attendance at the webinar was not necessary.</p>																												
20.21	<p>To receive an update on redeployment of SAM2 from Claxton to Langley with Hardley. Agree on a course of action.</p> <p>Langley with Hardley PC informed Claxton PC last week that Claxton should continue using the SAM2 until they are trained. Claxton will therefore redeploy the SAM2 to Langley with Hardley on 1 June 2020 and this will be subject to them being trained.</p>																												
20.22	<p>To discuss VE Day 75th Anniversary celebrations. Agree on a course of action.</p> <p>Chair confirmed the Village Hall has been booked for Friday 8 May 2020. Afternoon tea will be served, there will be activities for children and someone will play the bagpipes for the Battle's O'er. Further details to follow. Clerk to apply for a £200 VE Day Grant from South Norfolk Council.</p>																												
20.23	<p>To consider Broadband issues in Claxton. Agree on a course of action.</p> <p>Discussed previously in the meeting with District Councillor Vic Thomson. Recommended that customers with issues should take the matter up with their provider.</p>																												
20.24	<p>To discuss dog coursing in Claxton. Agree on a course of action.</p> <p>The horrendous slaughter of deer had been brought to the attention of the PC - see also Public Participation and concerns raised regarding traffic using Home Piece. Chair to action.</p>																												
20.25	<p>To confirm by resolution that Council publishes online the Local Council Awards Scheme Foundation Level criteria 1 - 15.</p> <p>Resolved that Council publishes online the Local Council Awards Scheme Foundation Level criteria 1 -15.</p>																												
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20.27	<p>To confirm by resolution that Council are ready to apply for accreditation of Local Council Awards Scheme Foundation Level. Resolved that Council are ready to apply for accreditation of Local Council Awards Scheme Foundation Level.</p>																																			
20.28	<p>Planning:</p> <table border="1"> <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>NONE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">DECISIONS</td> <td>RESULT</td> </tr> <tr> <td>NONE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	DATE	SOURCE	APPLICATION NUMBER	LOCATION	PROPOSAL	APPLICATION TYPE	PARISH COUNCIL COMMENTS	APPLICATIONS							NONE							DECISIONS						RESULT	NONE						
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20.29	<p>Highways: To receive a report on highways issues outstanding</p> <ul style="list-style-type: none"> ENQ900156123 – Give Way sign at junction of Folly Lane/The Street. Being investigated. 																																			
20.30	<p>Finance : To note the bank balance as at 15 January 2020 - £2789.20 To note receipts – 1) South Norfolk Council – Mini Recycling £100.00 To note grants - None To approve payments. 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>£388.14</td> <td>Clerk salary Nov 2019 & Dec 2019 & expenses</td> </tr> <tr> <td>South Norfolk Council</td> <td>£128.16</td> <td>Dog bin annual charge 2019/20</td> </tr> <tr> <td>Total</td> <td>£516.30</td> <td></td> </tr> </tbody> </table> <p>To receive Statement of Accounts for year to date. Clerk circulated the report prior to the meeting and it was noted.</p>	Payee	Value	Description	C Petersen	£388.14	Clerk salary Nov 2019 & Dec 2019 & expenses	South Norfolk Council	£128.16	Dog bin annual charge 2019/20	Total	£516.30																								
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20.31	<p>To receive updates from individual Council Members (for information only) Cllr Balmer reported that he would use the Highways online facility to report pot-holes. Chair confirmed the planting of the memorial tree will be held on Saturday 1st February 2020 at 11.00 am – weather permitting. This will be followed by tea and biscuits in the Village Hall. Chair congratulated the Clerk on her recent CiLCA qualification.</p>																																			
20.32	<p>To receive any items for inclusion on the next agenda (for information only) Repairs to Church Lane, Claxton Corner, speaker for Annual Parish Meeting</p>																																			
20.33	<p>To resolve to close the meeting to the public. It was resolved to close the meeting to the public. Clerk left the room.</p> <ul style="list-style-type: none"> Confidential: Review of Clerk hours and salary spinal column point. Discussed. Clerk returned. Resolved to keep hours the same and increase spinal column point by 1 point to SCP8 due to Clerk's successful completion of CiLCA. To be applied from 01 January 2020. 																																			
20.34	<p>To confirm date and time of the next Parish Council Meeting as Wednesday 18 March 2020 in Claxton Village Hall Confirmed.</p>																																			
	<p>The meeting closed at 9.25 pm.</p>																																			