

Bramerton Parish Council held on 21st May 2018
at Bramerton Village Hall – Unadopted Minutes

Present Mr. K. Wheeldon(Chairman), Mr D. Blake, Mrs V. Knowles. M/s G. McArthur, Mr G. Shaw, Mr R. Simmonds, Mr R. Smith and Mr B Ansell (Clerk).
In attendance Mrs J. Wheeldon – Tree Warden & 3 parishioners.
Apologies – Mr V. Thomson District & County Councillor.

18.31 Declaration of Office - All Councillors were reminded to declare any changes since the Declarations made at the previous AGM.

18.32 Appointment of Chairman

On a proposal from Veronica Knowles, seconded by Richard Simmonds, Keith Wheeldon was appointed Chairman.

Keith Wheeldon in the Chair.

Appointment of Vice Chairman – On a proposal from Geoff Shaw, seconded by Roger Smith, Richard Simmonds was appointed Vice Chairman

18.33 Appointment of Representatives

The Bugle / Grazing Land –David Blake (distribution of The Bugle is shared by all Councillors - Geoff Shaw to arrange).

Planning, Web Site & Conservation, including ponds – Gillian McArthur
Common & Moorings – Keith Wheeldon

Footpaths–Richard Simmonds

Bramerton Relief of Need /Helping Hands – Veronica Knowles

Village Hall committee - Veronica Knowles & Geoff Shaw.

Tree Warden - Jane Wheeldon

Bus Shelter, Village Transport, Play Area & Telephone Booth – Roger Smith

Council Finances, Land Registry –Geoff Shaw

Allotments – Veronica Knowles

Appointment of Auditor –Chris Jay.

Bank signatories - Richard Simmonds, Roger Smith & Geoff Shaw.

18.34 Minutes of the previous meeting held on 12th March 2018 which had been circulated, were approved.

Matters arising:

18.35 Asset register/ Insurance

The Chairman & Geoff Shaw had reviewed the asset register and the insurance due on 1st June and were able to recommend renewal.

18.36 Grass cutting – Norse charges –Clerk confirmed correct..

18.37 Provision of dog bin – one ordered for the Common.

18.38 Norfolk Playing Fields Association – Certificate of Membership from 1st April 2018

18.39 General Data Protection Register

All Councillors had received a letter from the Clerk.

The Clerk would register with the Information Commissioner’s Office (Fee £35) and complete the checklist.

Website to be updated to include details of how visitors can remove their email address from our alert list.

18.40 Greater Norwich Local Plan – Gillian McArthur had circulated her submission to Councillors – and received the thanks of Councillors.

18.41 Conservation Area appraisal – Following the presentation at the APM by Steve Becket, a number of comments had been made and a response submitted by the PC to South Norfolk Council. It was agreed Chair to ask S Beckett if appraisal exhibition can be held in the Church on 6 & 7 July (G Shaw to seek agreement of PCC) as well as that due to be held in the village hall on the day of the next PC meeting, 23 July. Chair to also and to ask if we are to expect an updated appraisal document. ~~to await the next draft when it was hoped to arrange a further presentation, possibly in the Church, prior to the July Council Meeting for parishioners to view and comment.~~

18.42 Open Forum

Parishioner questions – three parishioners present.

Items raised - Surlingham Lane – speed of traffic and lack of pathway for pedestrians. Agreed Clerk to write to NCC and SC to reopen proposals for a path along Surlingham Lane to Easthill Road, Lane, expressing serious concern of residents about safety of children walking along the road.

Flooding at the corner remained an issue.

South Norfolk District Councillor – In the absence of Vic Thomson – his report covering co-working between Councils, South Norfolk Show on 1st July; gender pay gap 0.03%, and Neighbourhood plans had been circulated.

County Councillor Report- covering Mobile phone coverage, Hales roundabout, and various email scams, had also been circulated.

Tree wardens report. – Jane Wheeldon’s report had been circulated.

Footpaths – all usable.

18.43 Finance

Update – Balance at 15th May - £12,396-38

Receipts – SNDC Precept £5735-50, SN grant £75, moorings £840, allotments £165, Bowls Club £150, Donations £96

Grants made –none

Payments proposed by Gillian McArthur, seconded by Veronica Knowles, and passed.

Payments

101094	Amitola tree work £2880-00 (paid 2017/18)
101095	Norse Eastern Grass cutting £580-28
101096	APM Refreshment £9-43
101097	NPFA Subscription - £20
101098	NALC Subscription - £118-26
101099	Website registration £19-00
1010100	D.Blake The Bugle printing £60-00
1010101	Zurich Insurance – Insurance £580-36
1010102	Glasdon Dog waste bin £103-82
1010103	Norfolk Parish Training Support £300-00
1010104	K. Wheeldon Post (dog bin) £6-72
1010105	B.Ansell Clerk Clerk salary/expenses £560-91
1010106	HMRC PAYE £112-20
1010107	C. Jay Auditor £100-00
1010108	Car park keys £7-80

1010109 Information Commissioner registration £35-00

1010110 NGF Play, play equipment deposit £400-00

Following a proposal from Roger Smith, seconded by Richard Simmonds, the payment schedule was approved.

Certificate of Exemption completed by Chairman & Clerk as both gross income and gross expenditure under £25,000.

Annual Internal Audit report 2017/18 completed by Chris Jay

Annual Governance statement 2017/18 (Section 1) & Accounting Statement 2017/18 (Section 2) completed and duly signed off by Chairman & Clerk.

The above and also Analysis of variances, bank reconciliation, and notice of the period for the exercise of public rights, would be put on the website.

18.44 Correspondence

SNDC Community Lead Planning 1st meeting 18th June 7pm Keith Wheeldon & Gillian McArthur to attend.

South Norfolk Show 1st July 11-4pm SNDC Long Stratton.

SNDC – notification that collaborative work between SNDC & Broadland DC is progressing.

SNDC Wheelie Bin Stickers – 90 ordered, delivery awaited.

18.45 Planning

South Norfolk refusal for:-

2016 /0482 Church Farm Close – new build.

~~Parish Views sought – 2018/0968 – single dwelling 3-bedded house – behind Orchard House with access off Church Farm Close. Recommend refuse as the Parish Council has serious concerns that the proposed access would have a severe impact on the amenities and parking of the low cost housing adjoining the site, acerbate the drainage problems which have yet to be resolved; limited vision splay; increase vehicle movements onto the main street; and the proposed building, being in the grounds of Orchard House – a listed grade 2 - was out of character with the rest of the properties in Church Farm Close.~~

18.46 Parish Land & property.

Moorings/ Allotments – All rents received. Enquiries received for 3 allotments. Site meeting of Richard Simmonds, Keith Wheeldon & Veronica Knowles to determine further work prior to further lets.

Recreation Ground play area. Vote of thanks to Roger for organising the recent working party for the play area, and to those who took part. Quote received for replacement scramble net and other repairs from NGF Play for £1119.98 +VAT. It was agreed to accept this quote as other contractors indicated they would charge substantially more due to travel costs. It was also agreed that NGF should be asked to quote for digging out beneath the swings and laying softwood play grade chips surfacing material ~~to be included~~. It was agreed that the donation of £350 received from Bramerton Helping Hands and the remaining £250 ~~monies~~ reallocated from repairs to the Village Sign would be used for payment if the quote is acceptable. Agreed Clerk to send thanks to the Trustees of Bramerton Helping Hands.

Moles – a very large number of mole hills had appeared on the play area. A quote for trapping from Control Pest Delete was approved. Other verbal quotes were considered but rejected as they were open ended because they expected payment for travel for each visit. ~~been received~~ However Members were concerned that the traps could pose a danger to children if work were to proceed in the summer when the play area is used most frequently. After a vote, it was agreed that we would proceed with this

work in the to defer action until Autumn, after the clocks go back. Gillian McArthur noted as objecting to use of traps.

Common – More “unauthorised events” had been held on the Common – Discussion deferred to next meeting in view of late hour.

18.47 Clerks Job description/salary –Sub Committee of Chair, Vice Chair and Roger to review both.

18.48 Village Hall Car park – repairs to surfacing required – costs to be discussed with Village hall Committee. Fund raiser - Coffee Morning 13th June.

18.49 Date of Next Meeting

Monday 23rd July 2018 at 7.30 pm at Village Hall
Meeting closed at 22-24 hrs