

Bramerton Parish Council held on 12<sup>th</sup> March 2018  
at Bramerton Village Hall – Unadopted Minutes

Present Mr. K. Wheeldon (Chairman), Mr D. Blake, Mrs V. Knowles. M/s G. McArthur, Mr R. Simmonds, Mr R. Smith and Mr B Ansell (Clerk).

In attendance Mrs J. Wheeldon – Tree Warden, Mr V. Thomson District & County Councillor.

Apologies – Mr G. Shaw.

18.12 Declaration of Interests – Mr K. Wheeldon (Bramerton Society/CPRE).

18.13 Minutes of the previous meeting held on 17<sup>th</sup> January 2018 which had been circulated, were approved.

Matters arising:

18.14 Asset register

The Clerk reminded the Chairman & Geoff Shaw that the Insurance was due on 1<sup>st</sup> June and they needed to review the list to identify those items the Council would like to be insured from 1<sup>st</sup> June 2018

18.15 Grass cutting – Norse charges – Clerk to chase for a response.

18.16 Provision of dog bin – to be ordered for the Common.

18.17 Norfolk Playing Fields Association – join from 1<sup>st</sup> April 2018

18.18 Open Forum

Parishioner questions – one parishioners present.

Items raised – Bramerton Litter Pick – agreed to support and publish in The Bugle. Greater Norwich Local Plan (Bramerton - submitted site)

South Norfolk District Councillor Vic Thomson – having circulated his report earlier, again drew Councillors attention to the Greater Norwich Local plan which would add 7200 dwellings in the new plan to 2036, building on the existing plan to 2026 which had identified 38,000 proposed dwellings in South Norfolk. He encouraged both Councillors and Parishioners to respond to the Consultation following further discussion later in the meeting. Other matters included the World War One Commemorations and the Dementia grants available from SNDC.

County Councillor Report- Vic Thomson, again adding to an earlier report, noted work commencing shortly on the Hales roundabout on the A146, a vast improvement in the Children's Services, and the Gritting routes and position of grit bins. A number of consultations had come to a conclusion, namely buses and gritting routes –both retained but mobile libraries in this area, still had decisions to be made known. Flooding at Hall Corner remained a problem. Finally, he stressed that most verges alongside properties were part of the highway and bollards with posts and stones could endanger motorists and their vehicles, particularly in the conditions recently experienced, and the householder would be legally liable.

A note would be put in the Bugle.

Tree wardens report. – Jane Wheeldon's report had been circulated. Two trees had been previously highlighted an Oak and Sycamore on Mill Lane – work was now likely to carry over into the new financial year.

.Footpath – muddy but usable. Use of the riverside path to Surlingham along the Wherryman's way was passable for active ramblers

Conservation Area – Report from Steve Beckett was still awaited.

18.19 General Data Protection Regulations

The Chairman had attended a seminar on Data Protection Regulations and circulated a summary of the regulations, a draft GDPR Policy, and the implications for the Parish Council. It was resolved to adopt the draft policy, arrange training for Councillors, and to consider the appointment of a data protection officer. Further work on implementing the policy, after the implementation date of 25<sup>th</sup> May would need to be considered by the Clerk and Council.

18.20 Policies and procedures

Bramerton Parish Council was legally required to publish on its web site, its adopted policies and procedures and the Chairman had assembled a number of drafts from various sources, which had been circulated to Councillors. It was agreed to adopt the following;- Appraisal Policy; Code of Conduit; Complaints Procedure; Disciplinary procedure; Equal opportunity policy; Grievance procedure; Health & safety policy; Records management & retention policy; Standing Orders; also added was the Financial Regulations agreed at the last meeting.

18.21 Finance

Update – Balance at 15<sup>th</sup> February - £10,195-49

Receipts – dividend £0.43p

Grants –To maintenance of public Church clock £192-80,  
proposed by Gillian McArthur, seconded by Veronica Knowles, and passed.

#### Payments

101087 Clarkes of Walsham gate&post allotments £292-56

101088 Norfolk Training &support K.Wheeldon £35-00

101089 TC Gotts Installation of posts &gates £144-00

101090 TC Gotts –Allotment clearance - £528-00

101091 B Ansell Clerks Salary/expenses £416-50

101092 Clerks Paye –HMRC - £ 74-60

101093 Bramerton PCC Clock maintenance £192-80

Following a proposal from Gillian McArthur, seconded by Veronica Knowles, the payment schedule was approved.

Appointment of Auditors – Internal Auditor –It was agreed to appoint Mr Chris Jay.

External Auditor – Taking into account that Parish Council expenditure was well below the £25,000 and having been satisfied that existing audit controls were satisfactory, it was agreed to be exempt from the external audit.

Clearance of reeds – thanks to Kevin & Tony Gotts recorded.

Registration and payment to ICO to be perused.

Pension Regulator – correspondence via payroll officer –not applicable.

#### 18.22 Correspondence

A large number (26) of briefing notes/notices had been received from Broads Authority, SNDC, NCC Highways, NCC Consultations, Police, NALC, and CPRE – all of which had been circulated to Councillors or otherwise noted .List appended to the Minutes

#### 18.23 Planning

South Norfolk approvals for;-

2018/0224 Beechwood Framingham Lane fell Cherry tree.

2016 /1078 Church Farm Close reserve matter –drainage

2015/2855 Church Farm Close Relocation of low cost houses/ changes to plots 4&5.

Parish Views sought - 2018/0482 Church Farm Close – 3bedded house – refuse – over development of a congested site, impinging on the amenities – green boundary, space & car parking -of the low cost housing adjoining the site, and the building was out of character with the rest of the properties in Church Farm Close.

#### 18.24 Greater Norwich Local Plan

The Council considered the broad objectives of the report including the 4 main options for providing the additional housing required up to 2036. Gillian McArthur was tasked to pull the discussions together to form the Councils view for consultation with the Council before submission to the GNLP.

Locally, the inclusion of the land behind Orchard House –The Street, which had recently been included in the curtilage of the property – a Grade 2 listed building – was not supported. A recent Planning Appeal had the Inspector refusing the Appeal on grounds that the development would adversely affect the Grade 2 listed building.

#### 18.25 Parish Land & property.

Moorings/ Allotments – Clerk had advised tenants of rents from 1<sup>st</sup> April.

Recreation Ground – Roger Smith to re install fence panel.

#### 18.26 Annual Parish Meeting – Bugle.

Following the acclaim of a Bugle carrying the Council's annual reports published just before the APM last year, it is hoped to repeat the exercise this year. Councillors were requested to hand their reports to David Blake by this weekend. APM – Mon 23<sup>rd</sup> April @7-30pm

The draft Notice of Meeting was agreed.

18.27 Bramerton Angling club – a proposal for an Angling Club was discussed – no decision.

18.28 Recreation Ground – Play area - A working party would be required to spread bark and do other remedial repairs.

18.29 Village Hall Car park – repairs to surfacing required – discuss with Village hall Committee.

18.30 Date of Next Meeting NOTE earlier date because of Bank holiday.

Monday 21<sup>st</sup> May 2018 at 7.30 pm at Village Hall

Meeting closed at 22-44 hrs