

Foulden Parish Council

MINUTES

Parish Council Meeting held at Foulden Village Hall

9th Sept. 2019 at 7:00 pm

Present: Councillors Stephen (Billy) Pye (Vice-chairman); Jayne Winterbone; Neil West;
Marianne Christian
Claire Prentice (Parish Clerk)

In attendance: 12 Parishioners

1. Chair's opening remarks

Welcomed all those attending. Introduced Claire Prentice as the new Parish Clerk

2. Apologies for absence

Cllr Stephen Parker (Chairman) - personal reasons

Cllr Richard Cooper - holiday.

Mike Nairn and Fabian Eagle will be late if able to attend due to earlier meetings.

3. To receive declarations of interest from members in any items to be discussed.

Cllr Stephen Pye – 20. c, 27 a,b and c. (pecuniary interest)

Cllr Jayne Winterbone – 20. c, (registered interest)

Cllr Neil West – 20. c (registered interest)

4. Vacancy for Parish Councillor

No applications have been received prior to the meeting. Chairman invited expressions of interest from those attending. No interest was shown.

- Position to be re-advertised via Foulden Tweets, signpost, notice boards and website

5. To consider and approve Minutes of

a. Parish Council Annual Meeting held on 7th May 2019.

Approved

b. Parish Council Meeting held on 7th May 2019

Approved

6. Public Participation.

A Foulden Parish Councillor was still required to sit on the Parochial Charity Committee where they hold two meetings annually.

- Cllr Pye appointed himself for the role.

Parishioner raised an interest regarding The White Hart Pub as this has been closed for a number of months. He felt it was a community asset and wondered if Foulden Parish Council had a position on the matter.

- Point to be carried forward to next meeting as it was not on the agenda

Parishioner raised concerns regarding speed signs and traffic flow. The Foulden signs and limits were compared with Gooderstone. He would like to see highways approached and their consistency questioned.

Another parishioner supported the previous comment regarding speeding. Their concerns are highlighted 1. As on a regular basis there is a motorbike, they feel is travelling around 100m/p/h which passes their property 2. They take their young grandchild around the village and fear for their safety.

A previous councillor mentioned that it was costly just to fill in paperwork to have a sign moved as it was investigated regarding the Watermill. He also mentioned the use of guys at gateways and the possible effect on speed. Possibly incorporated into a competition.

Mike Nairn said there has been evidence to prove the effectiveness of silhouettes of small children on bins. He also suggested contacting the road safety partnership and getting a speed enforcement officer to assess the situation.

7. Update from Breckland and Norfolk Councillors

Cllr Mike Nairn reported regarding the local development plan. The planning inspector has put this on the backburner again as he does not have the time to finalise the report. It was due this month, it now looks like it will be November. The issue has been further confused as the planning inspector has used a different method in calculating the 5-year land supply. This means that Cllr Nairn and his team are having to re-calculate the figures. The reason they feel the 5-year land supply is so important is that it limits big developers. The method the building inspector is using now is dependent on developers declaring what land they have got. However, it is not in their interest at the moment to declare it and it is believed they do not have an accurate figure.

Breckland are running and have done for some time a series of events under the title of 'Silver Social' these are promoted predominantly on facebook. They do have their own website. If anyone wishes to attend and hasn't got transport, there is a budget and facility where people can book it and get transport to the various events in Breckland.

- Silver Social to go on Foulden Tweets and in the signpost

Cllr Nairn went on to explain the chairman's panel at the request of Cllr West. At the moment only a certain given number of planning applications are determined by the planning officers under a delegated authority. The chairman's panel is a nonpartisan group made up of members of the planning committee. Who will meet with the heads of planning and the chairman and vice chairman of planning, to determine which applications really need to go forward.

Cllr West went on to highlight that there is no quantitative limit on the side of development it simply says of appropriate scale. This is where Foulden Parish Council had an issue with the policy as it is no longer 'sound'.

8. Recreation Ground (BP)

a. Update

Dogs on the recreation ground and fouling on the recreation ground continues to be an issue.

- Cllr Pye to obtain costs for a metal sign and post and any related expenses for each of the entry points. (Vicarage Road, to the side of the rec ground near the building plots on Vicarage Road and Uptons Way).
- Cllr West to lock the gate annually for one day to prohibit a right of way. This will be on the 31st October each year.
- Announcement to go on tweets and in signpost 1. That dogs are not allowed on Foulden Recreation Ground. 2 That any dog owners who do not take responsibility for fouling could be fined up to £1000 3. Breckland report facility

- b. Annual report**
No comments

9. Village Hall (RP)

a. Report

Covers all the following points

b. CCTV

This is now installed and operational. The user instructions are on the inside of the door. There are two Keys – one with me (VHM) and one with the Parish Clerk.

A letter of thanks has been sent to the electrician with regards to his help/ guidance finding a suitable contractor.

- There are stickers on the hall making people aware of CCTV, however VHM will get more to display.

c. Installation of smart electric meter

A SMART METER has been installed by British Gas FOC replacing the old meter which required reading quarterly. The new meter can be accessed remotely and will give a more accurate reading. The old one has been removed with hopefully the insulation that was asbestos. VHM will not know if this is the case until we have an Electrician look at it.

d. Cleaners hours

VHM would like to increase the cleaner's hours from 2 to 3 hours per week. This will enable the cleaner to do a deep clean once a month and tackle jobs that she does not have time to do, also it will include stock checks liaising with VHM and the Clerk as to equipment and necessary safe cleaning products needed which are in line with the HSE. At present the VHM covers holiday and sickness and helps maintain the high standards of cleanliness of our hall by doing extra cleaning when necessary.

e. Hire deposit increase

Currently FPC ask a hirer to pay £20 to cover accidental damage which is returned if everything is as found. One recent hire has had costly consequences and whilst this is a one off it does raise the question that £20 is not enough to cover damage that is permanent. Although VHM is aware that sometimes this may be unavoidable due to the nature of a hire, it is expected and is in the Hire agreement that people must leave the hall in the same condition as found. VHM feels that a fair deposit to reflect this would be in the region of £40 or 50% of the hire whichever is the greatest as we do not want to scare off potential clients. To give you an idea as to what it would cost to replace items currently used in the hall the Clerk has been updating the asset register with a replacement column Chairs are £40 and Tables well over £100 to replace.

- To discuss on next agenda

f. Possible tree hazard to car park area

This issue is currently with Cllr. Parker to address. There are several Trees on the boundary that have become potentially a danger to the public and vehicles using the car park particularly a Willow Tree that is at a very precarious angle. The VHM and the Clerk have been monitoring these trees for the last few months and it is felt that urgent attention is needed before the winter is upon us.

g. Wi-fi

FPC have covered this issue on numerous occasions whether it would be beneficial to introduce Wi Fi to the Village Hall and the cost implications.

Would it benefit our hirers? Would it increase bookings?

Would it introduce a new type of hire? These are all questions that we have discussed and not concluded on. Cllr. Winterbone has tried to access a grant for this and unfortunately was not successful with BT.

I am sure there are other suppliers that may give us a deal.

The question is A, Can we afford it? B, Do we really need it?

- Point to be taken forward to next agenda

h. Storage Container

The Container is full at present and help is required to rehouse or dispose of unwanted items. There is a lot of large wooden structures used for the last Fete which is taking up a lot of room (Rehouse if possible) Also a very old Organ which was donated years ago and would need a large amount of money to restore (Dispose). There is also a lot of Panto equipment that is stored in the Container, which will be gone through and disposed of if deemed not needed for future productions.

- VHM to organise a working party. Cllr West to help. Items to be documented and put on the next agenda.

i. Annual Rent

It would appear that the village hall has not been paying its annual rent. An (almost) red rose was presented to the Vice Chairman for this year's annual rent.

j. Flooring – Deep Clean

The floor needs addressing. There are several options A, FPC buy a steam cleaner? B, FPC hire an industrial steam cleaner. Or FPC hire a sanding machine and enlist the help of Cllr Pye and a resident who has experience as a Caretaker and has done this sort of work.

- Point to be taken forward to next agenda
- VHM to get quotes on floor to be presented at next meeting

EVENTS THIS SUMMER, unfortunately this has not been very successful and it has been an uphill struggle to get people interested in supporting any ideas. Bingo is still popular, and the VHM intends to try and do a session 4 weekly instead of every 6 weeks.

On a lighter note the VHM will be starting Panto rehearsals on the 8th September The VHM has been approached by Tutankhamun in Swaffham to put on a performance and is in the process of seeing whether this is viable. Half the profits from this one performance will also go to the VH.

VHM has also been approached by some residents who have asked if she can host a New Year's Party at £5 per person entrance fee. There are 25 people already interested and possibly more to come. No need for a drinks licence as people will bring their own food and drink. The money charged will go to the VH to cover heating and lighting.

10. Website (PC)

The Parish Clerk reported that she took this on prior to becoming the Parish Clerk. It has now been rebuilt and to her knowledge many people are happy with it.

FMUK have said they will continue to support and help with the site as well as doing regular backups. They have been asked to create an authenticator relating to the contact forms as there is an increase in Spam, a custom tab in relation to the annual diary to prevent duplication and a transfer button rather than something like Paypal which would deduct a cost/fee. So far, these requests are yet to appear.

FMUK have now invoiced for the final payment.

The social media side is now set up. However, this is not something the clerk wishes to publicise for some time due to other commitments.

11. Update re. Land Registry Documents – Recreation Ground & Village Hall (JW)

In regard to the village hall this is now resolved, and copies are with the Parish Clerk
The recreation ground is still a work in progress.

12. Sewage problems – Update (RC)

Cllr Cooper reported prior to the meeting due to absence that he had been in contact with Anglian water and that all households should have received a leaflet regarding do's and don'ts of the drains.

13. Streetlights – Update (NW)

The streetlight on School Road near Walnut Close footpath is now installed and working.

14. Defibrillator

a. Update (JW)

Is up and running. Cllr Winterbone is currently undertaking monthly checks to ensure it is operational and has not been damaged. She is currently organising someone to give training, but this is for reassurance purposes. There is no need for training to use the defib.

- Cllr Winterbone to forward monthly checks electronically to Parish Clerk

b. Public recognition to the electrician

A letter of thanks has gone out. A letter of thanks has also gone out to the anonymous donor.

15. War Memorial restoration - Update (JW)

Breckland Council and the Historic Buildings officer responded to Cllr Winterbone, unfortunately their response was not helpful. Historic England are currently reviewing war memorials regarding what can or can't be done and who is responsible. Breckland Council are happy if Foulden Parish Council wish to take on the maintenance, there are complications as we would have to apply to do work on it and would have to go through planning. Along with the cost of any repairs, there would be implications should the church be made redundant.

16. Highways Surveyors Land Account - Update (MC)

Cllr Christian is now a signatory and is responsible for the account book. Interest is now up to date. It is her understanding that all monies over £20650 can be spent for the benefit of the community of Foulden. She feels this would be best used as match funding for any future projects.

Wheat Furlong. A previous Cllr kindly showed Cllr Christian where this piece of land is. It is along the road leading out of the village towards Gooderstone/Oxborough. The land is scrubby with lots of trees. Not accessible. It was understood that this parcel of land should have been included in the Highways Surveyors Trust land but was omitted by the Charity Commission. Unfortunately, this was not addressed at the time (about 8, 9, or 10 years ago). She is unsure what is to be gained by pursuing this after such a long time. The Parish Clerk has some archived paperwork which may relate to this issue. Previous Councillor advised that she passed paperwork to another resident when she moved away from Foulden.

- Wheat Furlong and Highways Surveyors Land to be discussed at next meeting.

17. Remembrance Wreath

- Donation of £25 agreed for remembrance wreath and to be ordered.
- Cllr Parker to lay wreath as chairman of the council, if unable Mr Marrs will lay the wreath instead.

18. Footpaths

Foulden has 4 Rights of Way. A previous Councillor kindly gave Cllr Christian a tour last Thursday, pointing these out. Subsequently she was able to ascertain that these 4 paths are on the Definitive Map of Norfolk, accessible through NCC's website. On Sunday, she attempted traversing all 4 routes.

Highmore Drove – there is no signage that can be seen, to say this is a Right of Way, as marked on NCC's map. She cycled the whole route to Northwold which did have a Right of Way sign at that end. This route is easily walked.

Hythe Road – again no signage and the route has a gate across the passage leading to the stile. It is very difficult to get over the stile as it had a high up step then nettles and a bit of barbed wire in the way. The stile leads into a field but there is no sign to point whether to go right or left along the Right of Way. As she had her bike, she did not venture further than over the stile.

School Road dip – sign is on fence and obscured by tree. The route is walkable and there is a sign beyond the field with horses, pointing back to School Road. However, this sign does not point to Foulden Common nor Tallon End. Perhaps that is the extent of the route?

White Hart Street across field to Vicarage Road – There is a sign. It is very challenging to cross the field. The White Hart Street edge was overgrown with long grass, then had to cross about 20 feet of ploughed field, then on uneven ground that had vegetation growing, then across more plough area of field. No sign at this point to show whether to go left or right. Established that Right of Way goes to the left. The route continued uneven ground leading to back of resident's garden. Difficulty to get from field into neat garden. Passage is narrow but passable at this point. Bins slightly blocking way. Sign at end of route to Vicarage Road.

- White Hart Street footpath to be monitored as field has recently been ploughed
Pavement outside number 60 School Road - Some weeks ago, a resident had a bad fall just off the pavement outside no. 60. Fortunately, there were people round to assist the resident to be helped up into a chair where she was then helped inside by her partner. Following this, Cllr Christian initially contacted Breckland District Council to flag up the sad state of the pavement. It is unfinished, on a slope, ending in gravel and grass. Breckland signposted her to Norfolk County Council, Highways, who are responsible for pavements. As well as flagging up the concern re the fall due to the pavement, it also raised the issue that she is aware that Foulden has a resident who cannot push her relative in his wheelchair along the pavement but has to push it along the road, which is not safe, because of the state of the pavement. She now has a reference number for this issue to be investigated by NCC Highways, Ketteringham Depot. I have advised resident that the pavement will be investigated by NCC.

19. Speeding

Highlighted by residents via Foulden Tweets

Cllr Eagle has offered the use of temporary speed signs which can be borrowed by Foulden and other villages. They must be clearly moved after a period of 72 hours however this can be on a different stretch of the same road.

- Contact Highways and Road Safety Partnership regarding what actions can be taken.
- Contact Oxborough Parish Council and investigate possible speedwatch group.
- Discuss further at next agenda

20. Policies and procedures (PC)

a. Financial Regulations

Adopted and approved

b. Policies from May meeting

Code of Conduct, Complaints Procedure, Data Protection Policy and Equal Opportunities Policy all adopted and approved

c. VH Terms and Conditions and Hire agreement

To be put on next agenda as the council was no longer quorate for this matter.

21. On street parking/ garages on School Road

- Contact Flagship housing regarding how many are in use and that parking is problematic as they are on verges as well as making them aware of one garage being boarded up.

22. Parish Plan and Village Appraisal

Parish Plan was reviewed and felt that all points have been met. This led to a need to conduct an up to date village appraisal.

- Subcommittee to be put together for village appraisal.

23. Training (PC)

a. Undertaken

Parish clerk has completed 'Role of the Clerk' 2-day course

b. Consideration for CiLCA qualification

Approved as long as undertaken in October 2019 due to discounted rate.

24. To receive such communications as the person presiding wishes to lay before the Council for information only

a. Parish Council Records (PC)

All known records are now with the Parish Clerk until further notice

b. VH Cleaning Contract

A signed copy of the cleaner's services now with the Parish Clerk

- To be taken forward to another meeting as felt it is not sufficient.

c. Overgrown footpath

Correspondence received from a resident regarding overgrown hedges making pavement unusable for wheelchair use. Two residents have been contacted regarding this issue and the hedges have been cut. Breckland have also been contacted and Serco are to address the hedges and long grass on the other side of the pavement.

d. Definitive map applications

Correspondence received regarding definitive map applications. EH024 – Foulden Common, EH026 – Baxters Lane and EH027 - Highmoor Drove as a restricted byway. Norfolk County Council have been contacted and have informed the Clerk that they will make the Council aware of information once the applications are progressed.

25. Finance: -

a. Agree financial statements, bank reconciliation and authorise signing of orders for payment.

Approved

26. Planning

3PL/2019/0876 – Alteration

No action taken

"Persuant to section 1 (2) of the Public Bodies (Admission to meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 27

Public asked to leave at 9.20pm
Cllr Pye left the meeting in line with the standing policies at 9.22pm

27. VH Manager – Employment contract

Approved

28. Bonus

Approved but not presented.

29. Timesheet/ Hours

No action required

Cllr Pye returned to the meeting at 9.30pm

Meeting Closed at: 9.30 pm

Date of Next Meeting: Monday 11th November 2019

Signed

Date

DRAFT