

## **EAST RUDHAM PARISH COUNCIL**

Minutes of the meeting held on 18th July 2017 in the Rudhams Village Hall at 7.00pm

- 1. Present:** Cllr A Elburn (Chair), Cllr M Pearson, Cllr J Dawson, Cllr H Mines, Cllr Mrs R Weeks, Cllr M Wragg, Cllr Mrs S Jones, Cllr D Hatherly
- In attendance:** The Clerk  
Cllr M Chenery of Horsbrugh
- Parishioners:** One
- Apologies for absence were received from Cllr J Horsfield.

### **2. Declarations of Interest**

Chairman declared an interest as husband of the Burial Clerk.

- 3. Minutes** of the meeting held on 20th June 2017 had been circulated. Cllr Mrs Jones proposed the Minutes be accepted. All in agreement.

**Resolved to approve the Minutes.**

### **4. Report from County Councillor/Borough Councillor**

Cllr Chenery of Horsbrugh had been contacted by an East Rudham parishioner expressing objections to a planning application for a premises in Bagthorpe Road. Clerk advised that no planning application had yet been received for consideration. Cllr Chenery asked if Council had intentions to make a Neighbourhood Plan and was advised that Council were concerned that the benefits could not justify the potential cost. With regard to sites put forward to Borough Council, Chairman advised that Council had supported the small development on the A148 close to Eye Lane. Chairman thanked Cllr Chenery for his report.

### **5. Updates on recent items**

#### **5.1. SAM2 signs**

Chairman reported that the SAM2 signs had been installed earlier that day and were operative. He understood the signs at West Rudham were also working. He advised that the SAM2 battery needed to be charged every five days and NCC wanted the sign moved to a different location every four weeks.

#### **5.2. Jack's Lane Wind Farm Community Benefit Fund**

Clerk advised that the £590.00 grant had been received.

#### **5.3. Church wall**

Chairman advised that discussions were taking place with a new builder. The new builder said the wall should be topped with proper coping stones. He had been invited to quote and his costs would be £2100 for labour and mortar, and £1400 for the coping stones. The willow stump would need to be ground out. The new builder, who is not VAT registered, was very experienced with using lime mortar. The new quote would take the cost of the work over budget, but Cllr Pearson said the additional cost could be met though the contingency fund. Cllr Hatherly considered the additional cost could be justified for quality workmanship.

Chairman advised that in order to maintain the quoted price, volunteer labour may be required to clean the existing flints.

#### **5.4. Dog waste bin**

Chairman advised that he had spoken with the butcher who had no objections, Chairman hoped the bin could be positioned where it was not visible from the butcher's shop. The Chairman now hoped to obtain permission for two dog waste bins.

#### **5.5. Adoption of telephone box/defibrillator**

Clerk advised that all equipment had been removed from the telephone box and a poster displayed in it advising that the box was now the property of the Council. Cllr Pearson had carried out research and said insurance was not a problem as long as the patient gave consent for the defibrillator to be used. Access would be via the 999 service. Chairman said that firm prices of defibrillators were now needed.

#### **5.6. Website host**

Clerk advised that Helen Carrier at Norfolk ALC would provide a password in order that Council could have a free Wordpress website. Cllr Hatherly volunteered to host the Council website. Chairman thanked Cllr Hatherly.

#### **5.7. Overgrown hedges**

##### **5.7.1. Forge Cottage**

An email received from the occupier of Forge Cottage was presented. Clerk was instructed to reply saying that Council would be grateful if he would continue to keep the bush at the corner of his property trimmed to help visibility at the Station Road/A148 junction.

##### **5.7.2. Lockinge**

The lavender at Lockinge had been trimmed back but still encroached on the pavement. All in agreement for another letter to be sent to Lockinge asking that the lavender be cut back to the edge of the property to enable the full width of the pavement to be used.

##### **5.7.3. Mallard Cottage**

The bank at Mallard Cottage had been cut by Highways.

#### **5.8. Village store with post office**

Chairman advised that the shop would be opening very soon, and it was hoped a post office facility could be reinstated.

#### **5.9. Report on SLCC conference at Carrow Road**

Clerk had attended the conference on 9th July. Copies of presentations at the conference to be circulated in the folder.

#### **5.10. Appointment of Parish Council representatives**

Cllr Mrs Weeks volunteered to become the Council representative at Coxford Abbey Quarry. Clerk to advise Mr Littleboy.

Cllr Mrs Jones volunteered to become the MUGA Council representative. Clerk to advise Judith Lowes.

## **6. Planning matters**

### **6.1. Planning applications for consideration**

None received.

### 6.2.1. Planning decisions

#### C/2/2017/2004 Coxford Abbey Quarry

Variation of conditions 2 (approved plans), 5 (phased working), 22 (restoration contours) and 23 (restoration landscaping) of planning permission C/2/2015/2021 to allow removal of tree belt and amend scheme of extraction and restoration: Longwater Gravel Company Ltd  
Application permitted

#### 6.2.2. 17/00807/F Demolition of existing rear projection and construction of new extension at The Old George, Station Road

Application permitted. Delegated decision dated 11th July 2017

### 6.3. Other planning matters

**6.3.1. NCC - Silica Sand Review** - representations invited between 17 July and 1 September  
All agreed there was no need to make representation.

## 7. Financial matters and authorisation of payments

### 7.1. Balances at 1st July 2017

Investment Ac		576.78
Business Premium Ac		9.65
Community Ac		19297.96
All cheques presented	<b>Total funds</b>	<b>19884.39</b>

### 7.2. Receipts

DC Norfolk Community Foundation (Jack's Lane Fund grant - seats )	590.00
DC Norfolk County Council ( parish partnership scheme grant - SAM2 signs)	3472.50

### 7.3. Payments

Clerk sought authorisation for the following payments:

#### DD SSE 4 July (streetlight power 2 Jun - 3 July)

40.05 VAT 2.00	Subtotal	42.05
5.93 VAT 0.29	Subtotal	6.22
	Total	48.27

#### 101547 K & M Lighting Services Ltd (streetlight maintenance July '17)

25.93		
21.61 VAT 4.32	Total	

101548 I Woods (Clerk's salary July '17) 233.16

101549 Playsafety Ltd (RoSPA play equipment inspection)  
66.50 VAT 13.30 Total 79.80

101550 A Elburn ( re Morrisons invoice for mower fuel)  
36.67 VAT 7.33 Total 44.00

This authorisation was granted, cheques signed by Chairman and Cllr Pearson.

### Resolved to approve the payments.

### 7.4. Other financial matters

#### 7.4.1. Approval sought to pay on completion of work:

Westcotec Limited (SAM2 signs East Rudham PC)		
3567.00 VAT 713.40	Total	4280.40
Westcotec Limited (SAM2 signs West Rudham PC)		
3378.00 VAT 675.60	Total	4053.60

All in agreement for payment to be made.

#### **7.4.2. Mazars - questions re Annual Return**

Clerk presented an email received from Andrea Poole of Mazars. Ms Poole had queried whether Council held petty cash, and required confirmation from the Internal Auditor that no petty cash was held. Clerk had contacted John Lee, internal auditor who had provided confirmation. Ms Poole had also queried whether Council had opened or closed bank accounts but the Clerk had explained that Barclays Bank had simply changed the names of the accounts.

#### **7.4.3. Quarterly budget assessment**

Copies of receipts and payments to 30th June 2017 were circulated for comparison with the budget figures.

#### **7.4.4. Churchyard maintenance**

Chairman advised that Mr Harris was prepared to continue carrying out maintenance of the Churchyard but wanted to carry out the work every four weeks. Five visits at a cost of £84 per visit would exceed the budgeted expenditure for Churchyard maintenance, but the number of visits needed would depend on the weather. All in agreement for the Chairman to decide when maintenance was required,

### **8. Items from Borough Council**

None received.

### **9. Items from County Council**

#### **9.1. Parish partnership scheme 2018/19**

£300,000 is available for projects during the 2018/19 financial year. The closing date for submissions is 11th December 2017. Projects suggested were a trod on Station road to link the Folly Houses to the village, and the completion of the kerbing on the south side of the Green. Chairman invited Councillors to suggest more projects at the August meeting.

### **10. Items from Norfolk ALC & SLCC**

#### **10.1. Weekly newsletters**

### **11. Items from Police**

#### **11.1. Police Connect**

Clerk advised that she now receives Police Connect messages. All in agreement for Clerk to forward on the messages to Council members if she considers them to be important.

#### **11.2. Calendar of SNAP meetings**

For the folder.

#### **11.3. Newsletter**

For the folder.

### **12. Items regarding Open Spaces**

#### **12.1 Play equipment inspection and report**

Chairman had carried out the inspection and reported all to be in order except for litter and discarded bottles. The owner of the neighbouring property had cut the encroaching ivy and

deposited it in the play park. Cllr Pearson to carry out the inspection until the August meeting.

**12.2. RoSPA play equipment inspection report**

Chairman presented the report, the overall risk was deemed to be medium. Chairman advised of the recommendations in the report.

**12.3. New play equipment**

A Fenland Leisure Products brochure to be circulated in the folder.

**12.4. Highway Rangers**

Chairman asked that the Rangers be asked to clean the trod in School Road at their next visit.

**12.5. Event on the Green**

Cllr Pearson advised that the event would be going ahead.

**13. Other correspondence**

**13.1. Houghton Music Festival**

The festival will take place on 10th to 14th August. Members of Council were invited to attend an Open Day on 20th July at King's Head, Bircham

**13.2. Clerks and Councils Direct No. 112**

For the folder.

**13.3. Letter from PCC**

Chairman presented a letter received from Joan Woodard, Secretary to PCC, expressing concern regarding the condition of Church Cottage and the Church wall. All in agreement for a reply to be sent advising that the PCC should contact Borough Council themselves expressing their concerns regarding Church Cottage, and Council would also contact Borough Council requesting that they consider compulsory purchase of Church Cottage. Council to reply to PCC saying that the very expensive repair to the wall is in hand, and raise the issue of fallen and leaning headstones.

**13.4. Community Car Scheme - AGM Minutes, Annual Finance Report, Annual Accounts**

For the folder.

**14. Items for inclusion on next agenda**

**15. Date of next meeting**

Tuesday 15th August 2017 at 7.00pm

There being no further business, Chairman closed the meeting at 9.13pm