

MELTON CONSTABLE PARISH COUNCIL

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MINUTES of the Melton Constable Parish Council meeting held on 10th April 2018 7.30pm at the Country Club.

Present: J Hayes (Chair)
S Unsworth
M Hayes
A Crawford
J Cox
J Tosney
S Meacock
K Cotgrove Clerk
District Cllr P Butikofer
County Cllr S Aquarone

2835 Apologies for Absence

There were no apologies.

2836 Minutes of the Parish Council Meeting held on 6th March 2018

On a PROPOSAL by Cllr Crawford SECONDED by Cllr Unsworth it was AGREED, with one abstention, to accept the minutes of the meeting of 6th March as a true and accurate record.

2837 Declarations of Interest

None.

2838 Matters Arising from Last Minutes

2824. Cllr Unsworth reported that he has been monitoring the allotment plot which was the subject of complaint and has seen no trace of dogs or tractor. No reply was received to the letter.

2826. The Clerk has reported the missing footpath signs to the NCC Highways department, who are dealing.

2839 County & District Councillor reports

County Cllr Aquarone reported that there is an important consultation open now regarding SEN, on how to spend additional government funding. He will forward the consultation to the Clerk to advertise in the minutes.

There is a very useful app called 'Fix My Street', which can be used to report potholes and is more user friendly than the NCC website. County Cllr Aquarone stressed the importance of logging the location accurately and if possible uploading a photo.

The Parish Councillors were asked if they have thought further about signing the Stody Estate contract, as County Cllr Aquarone had recently met with Mr. MacNicol, and felt that he indicated that he was keen for Melton Constable to sign. It was noted however that the Clerk had emailed Mr. MacNicol to express disappointment at the closure of the scheme, as had MCCA, with no response.

County Cllr Aquarone has also met with Steve White at Highways recently, to try and reduce speeding in the village. Repairs are required to the rumble strips at the Fakenham

end of the village and agreement has been reached that funding can be found for a set of village gates too. The location was discussed, and Councillors agreed that these would be a good idea. County Cllr Aquarone will look into these and will also continue to push for speed monitoring strips.

District Cllr Butikofer reported that NNDC have become one of the first Councils to ban single use plastics, and is developing a policy to help educate businesses on how to reduce their use too.

Discussions are under way to adjust and modify bids for concessions, as historically they pay much less than standard traders, as they are not subject to business rates. A cross party group has been put together to look into this and make it fairer.

The Green Space allocations are being incorporated into the Local Plan.

Cllr Tosney left the meeting at 7:51pm.

The planning application which was discussed at the previous meeting was refused for four reasons.

Cllr J Hayes asked if it is possible to complain about the introduction of tipping charges at recycling centres. County Cllr Aquarone will raise a complaint on the Parish Council's behalf.

2840 To adjourn the meeting to allow for public participation

No members of the public were in attendance.

2841 Members' Reports

Churchyard: Looking lovely.

Southside: Both footpaths have been cleared. It was agreed that the Clerk will send a second letter to Melbobby regarding the insecticide, as no response was received to the first one. Cllr M Hayes asked if the advertising boards near the railway arch could be removed as they are unsightly. Cllr Unsworth volunteered to try and talk to the owner, otherwise Cllr Cox will pass the details to the Clerk to contact.

It was agreed that the Clerk will look at the noticeboard to see if it needs to be varnished.

Bus shelter: None.

Play Area: The millennium bench needs to be varnished, along with the one at the bus stop. The Clerk will ask Joe to do this. The grass desperately needs cutting, but the weather has been an issue. It was agreed that the last cut on 2017 was too early so the season has started with the grass too long. The Clerk will contact CGM to ask them to cut later in the year due to the late start, to ask them to cut the play area grass shorter and to ask that they take care strimming around the play equipment as there is damage. The only issue within the play area equipment annual report is the slide near the Rec, due to the corroding metal. It was agreed that moving or removing the slide will be considered when the new ball games area is installed. Contact detail on the play area signs are out of date, so new signs are needed. It was the Clerk can use delegated authority to order new ones. There are two damaged fence panels around the play area. The Clerk will contact Joe to request repair.

Recreation Ground: Nothing to report.

Northside: There is further rubbish at the rear of a property, who the Clerk has contacted on a number of previous occasions. It was agreed that this will be reported to NNDC. There is also a large amount of rubbish outside the garage of a different property. It was agreed that the Clerk will contact the owner to request that the rubbish is removed.

Allotments: There are currently two and a half vacant plots, and one applicant waiting to look at one. An annual inspection date will be arranged at the next meeting. Animal welfare issues are dealt with on a case by case basis. A complaint has been received regarding rubbish on a plot. Cllr Unsworth has looked at the plot and confirmed there are two bags and will monitor.

2842 To approve Policies

The draft policies had been circulated prior to the meeting. On a PROPOSAL by Cllr M Hayes, SECONDED by Cllr Unsworth, with two abstentions, the following policies were adopted and signed as necessary;

- (i) Annual review of the effectiveness of internal audit
- (ii) Annual review of the effectiveness of internal control
- (iii) Financial regulations
- (iv) Financial risk assessment
- (v) Risk management policy

2843 To consider signing a certificate of exemption for the Annual Governance & Accountability Return

Due to the Parish Council's turnover being lower than £25,000, there is no need for external audit, however a Certificate of Exemption must be signed. On a PROPOSAL by Cllr Meacock, SECONDED by Cllr Crawford, the Certificate was signed. All agreed.

2844 To agree an internal auditor

The internal audit now consists of more than the accounts, and also includes policies, processes and the website. Therefore, the Clerk proposed that the internal audit should be carried out by an experienced CiLCA qualified Clerk. On a PROPOSAL by Cllr M Hayes, SECONDED by Cllr Cox it was agreed that the Council will appoint Jo Boxall, the Reepham Town Clerk to carry out the internal audit.

2845 To update on the lease with the landlord of the allotments

Cllr J Hayes is continuing to chase the landlord's agents for a lease.

2846 To consider a street lighting policy

Cllr Cox distributed a draft policy to Councillors. On a PROPOSAL by Cllr Cox, SECONDED by Cllr Crawford, it was agreed to adopt the policy, with the limit of £100 for delegated authority for the Clerk to authorise repairs.

2847 To discuss the upcoming Norfolk Day

It was agreed not to pursue.

2849 Planning applications

It was noted that the Clerk did not receive notification from NNDC that the application discussed at the March meeting had been rejected. She will contact NNDC to ask them to send decision notices, and District Cllr Butikofer will forward the responses he received to the Clerk.

2850 Finances

- (i) On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr M Hayes, the monthly statement was approved
- (ii) On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Crawford it was AGREED to approve the following payments:

101976	Westcotec	Lighting maintenance – March	£13.25
SO	CGM	Grounds maintenance – March	£138.49
101977	K Cotgrove	Clerk's April Salary	£162.76
101978	Play Inspection Co	Annual play equipment inspection	£156.00
101979	MCCC	Jan – Mar hall hire	£75.00
101980	NPT&S	Allotment training	£48.00
101981	Community Heartbeat Trust	Defibrillator pad replacement	£39.60
TOTAL			£633.10

2851 Correspondence

The correspondence attached to the agenda was noted but required no further discussion. A letter of resignation from Cllr M Hayes was handed to Cllr J Hayes. It was agreed that Cllr M Hayes should continue to deal with the play area and new ball games area as a

representative for the MCCA. It was agreed that Cllr Meacock will carry out play area inspections on a temporary basis

2852 Items for May agenda

Co-option of a Councillor.

Councillor responsibilities on June agenda

To agree a date for the annual allotment inspection

2853 Date and time of next meeting

It was agreed that the date and time of the next Parish Council meeting would be Tuesday 8th May 2018 at 7.30pm.

8:47 pm: Meeting Closed

Clerk

Chair

Dated