

(Draft)

**MINUTES OF THE MEETING OF HAINFORD PARISH COUNCIL HELD ON
WEDNESDAY 11th MARCH 2015 AT THE VILLAGE HALL**

Present: Cllr A Cowles (Chair)
Cllr S Howes
Cllr S Fuller
Cllr R Crisp
K Medler (Clerk)

In attendance: District Cllr P Carrick

Parishioners: 0 (however 2 prospective Clerks were present)

1. APOLOGIES

Apologies were received from Cllr L Rogers and County Cllr D Roper.

2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 11th February 2015 were agreed by all and signed by the Chairman.

4. REPORT ON MATTERS ARISING FROM THE MINUTES, NOT ON THE AGENDA

a. Litter in the Village

Cllr S Fuller confirmed she spoke to Anne Gillett who subsequently reported the litter on Waterloo Road to BDC and it is looking much better now.

b. Bus stop on Buxton Road

The Clerk contacted Sanders regarding the bus timetable and was advised of the following: *The timetables are only meant as a guide. The buses will stop at any reasonable point to collect rural passengers. Please reassure your parishioner that the bus will stop.*

Sanders have also advised there will be some changes on 29th March and the Clerk has sent the new timetables to Carolyn, for printing in the magazine. There is a completely new Saturday timetable on the 210 service and an extra return journey from Norwich every day.

The Clerk has also contacted Highways to see if they can pave the stop and received the following response:

I will add this request to my list for investigation to see if it is possible to make improvements. If it is I will be in touch to get the formal views of the Parish Council. If the improvements are supported by all stakeholders then the scheme can be added to the approved list to wait for funding. Please note that I receive more requests each year than can be funded and so even if the scheme is approved it could be 16/17 before any works can be taken forward.

5. MATTERS FOR DISCUSSION AND ACTION

a. Proposed development on the Chequers Field

The Chairman advised he met with the landowner today and works have begun with the grass being skimmed off of the approximate area where the houses are to be built, so it is clear what is left for the Parish. The landowner advised trigger point 1 is likely to be met in around 9 months and this is when the land will then be transferred to the Parish Council. The Council therefore needs to start thinking about what to do with the land and in what condition the Council want the land handed over. All agreed this should be on the next agenda to start discussions. Saffron will be holding an event on site on the 26th March to celebrate the start of the project and Councillors are invited to attend from 12:00 with lunch afterwards in The Chequers. Councillors need to let Saffron know if they can attend.

The Chairman has spoken to the Housing Enabling Officer at BDC regarding the Housing Register and she recommends that all residents who feel they may be eligible for one of the new affordable homes should contact BDC as soon as possible to register. Residents can contact the Housing Options Team either by telephoning **01603 430641** or emailing housingoptions@broadland.gov.uk. Those already on the register should also contact BDC to ensure their contact details are up to date. BDC will be sending the Clerk an article for inclusion in the parish magazine, which the Chairman suggested should run for several issues but further information can already be found on the notice boards and Parish Council website (under the heading of notice boards).

Proposed changes to the Housing Allocations Policy will affect applicants who register after its implementation as applicants will need to have been resident within the Broadland District (or have links to the District) for 2 years before they are eligible to join the housing register - at present it is 6 months – except in very exceptional circumstances (i.e. armed forces). This will not affect those already registered but may however affect those new to the village so Hainford residents are encouraged to contact BDC even at this early stage. Another significant change in the Policy relates to local lettings on rural exception sites. This change relates to vacated properties within a parish when the tenant moves to a new local needs property. The consideration under the new Policy is to also make the vacated property as local needs although purely at that first re-let, after which it will revert to general needs. If this Policy change is adopted, this should prove extremely helpful in ensuring those in housing need

remain within their parish of choice. Furthermore, this could substantially increase the number of available local needs affordable homes within the parish (at first let) for each delivery of new affordable homes.

The Clerk advised she has received correspondence from the Parish Councils solicitors informing her that they have already been sent transfer details and are awaiting confirmation that their costs will be met by the landowner.

6. d. District Councillors Report *(this item was moved up the agenda by agreement of the Chairman)*

There will be no increase in Council Tax this year.

District Cllr P Carrick left the meeting at 19:50

5. b. Play Equipment in Village

i) Monthly inspection reports

This has not been completed as the Park is currently closed.

ii) Weekly inspections

The Chairman and Cllr S Fuller met with the Head Teacher and the Chair of Governors recently and discussed inspections. Several volunteers have now come forward including the School Secretary, who is prepared to complete the inspections each week in term time. This means the other volunteers will only need to cover the School holidays. Issues have been raised however concerning the removal of hazardous items; although to date these have not been found either in the Park or other areas within the village. The Clerk has checked with Insurers whose advice is that the Parish Council can set inspections up in one of two ways:

1 – Tell the volunteers they should remove the items as any delay in removal could cause injury. If volunteers are injured during removal, the Councils Insurance Policy will cover this. It would be a good idea to have a list of ‘Do’s and Don’ts’ on how to pick up ‘dangerous’ litter etc. The Parish Council have a ‘Duty of Care’ to the volunteers so it would be better to supply suitable equipment for removing any dangerous items however if this is not possible, volunteers should be told to only pick up broken glass etc if wearing appropriate gloves etc.

2 – Tell the volunteers to advise the Parish Council so they can remove but again any delay could cause injury. Parish Councillors are also covered by Insurance Policy.

All agreed if volunteers can dispose of any items safely, they should do so but if not they should close the area. To facilitate removal of any items the Parish Council will look into installing a lockable box which can be fixed in the play area and contain appropriate glasses, gloves, litter picker and bags to enable disposal of hazardous items along with a padlock and key and a ‘closed’ notice should it be necessary to close the area if items cannot be removed. All agreed the park should stay closed until the above and an agreed inspection system is in place. The Clerk will inform the relevant parties.

c. Gates to Millennium Car Park

Discussions are ongoing with the School regarding opening and closing of the gates during term time so this will be carried forward to the April meeting. The Church have confirmed they will do their best to keep the gate closed when they can however the car park is often used by walkers, who may not appreciate the ‘rules’. The Clerk has requested a quote for a sign which can be fixed to the gate and will chase this. The Chairman reminded the meeting that the gates were installed on advice from the Police to prevent misuse of the car park so it is in everyone’s interest to close the gate after use.

d. Planning

i) BDC’s (Emerging) Local Plan: Site Allocations DPD consultation – no comments.

ii) BDC’s (Emerging) Local Plan: Development Management DPD consultation - no comments.

e. Finance

i) The following accounts were presented for payment and were approved:

Mrs. K Medler (Expenses)	£15.37
NPFA (Subscription)	£20.00
CPRE (Subscription)	£36.00

The Clerks standing order was paid on the 5th March 2015.

Bank interest received was noted at £2.16.

ii) Financial statement for March 2015. The balance carried forward is £20,003.93.

Cllr R Crisp proposed the Council accept the statement and this was seconded by Cllr S Howes.

f. Annual Parish and Annual Parish Council Meetings 13th May 2015

The Chairman advised he will be away for these meetings but will write his report for Cllr L Rogers to read out. The Clerk will put the necessary notice in both the April and May magazines for the Annual Parish Meeting.

g. Sky Lanterns

BDC have resolved to support the National Farmers' Union campaign to the Government to ban the sale of and public use of releasing sky lanterns (commonly referred to as "Chinese lanterns") into the environment and recommend to Broadland's parish and town councils to support the campaign. Also pending the introduction of a nationwide ban, BDC prohibits the release of sky lanterns from land in its ownership and calls upon Broadland's parish and town council's to take a similar approach. Cllr S Howes proposed the Parish Council support the campaign and also prohibit use on land under the control of the Parish Council. This was seconded by Cllr S Fuller and agreed by all. The Clerk will write to the local MP as part of this support.

h. Village Games

It was noted that Carolyn Atherton attended BDC's offices on the afternoon of the 26th February 2015 to accept one of 40 Community Awards to celebrate 40 years of BDC. Carolyn was very pleased to accept the award on behalf of all for the way in which Village Games has been embraced in Hainford and Stratton Strawless.

i. Appointment of Clerk

It was agreed that the Chairman and Cllr S Fuller would review the applications received to shortlist the candidates and arrange interviews. Applicants were invited to attend this evenings meeting to see how the Council works and thanks were conveyed to those present. The Council will look to have someone in place as soon as possible to enable a suitable handover period before the present Clerks last day on the 2nd April 2015.

6. MATTERS TO REPORT

a. Correspondence

Two requests for donations have been received: Norfolk Citizens Advice Bureau and Magpas. Cllr S Fuller proposed £50.00 for NCAB and this was seconded by Cllr S Howes and agreed by all.

b. Clerks Report

Nomination Packs for the forthcoming Elections on the 7th May 2015 were given to those present.

The trees in the village have been inspected and no works are recommended. One of the oak trees by the pond has a branch quite close to the telephone line but it is suggested that this is left for now.

All of the Speed Watch equipment has now been collected and no monies are due or owed.

The notice board on the Village Green has been forced open again and the same advert from R&D Tree Surgery put in as before. The board was then left unlocked and open to the weather. The Clerk reported this to the Police as the locks are now quite difficult to operate and they have contacted the owner of R&D Tree Surgery and discussed with him his method of advertising and the damage that has been caused. He has been asked to seek alternative sites for his adverts as he does not have the authority to use Hainford's notice boards.

The Chairman advised further details have been received concerning the land on Waterloo Road and these will be circulated to Councillors for further discussion at the April meeting. Options proposed now include livestock (possibly pigs) or turkeys and ducks or one property. These proposals, from the landowner's agent, have been sent to BDC Planning Department for comment.

c. County Councillors Report

The Clerk advised in Cllr D Ropers absence that the Council last met on the 16th February to agree the Budget and post budget committee meetings are starting again this week.

7. MATTERS RAISED FOR FUTURE DISCUSSION

Play equipment in the village, Car park gates, Development of the Chequers Field, Children's speed signs and Waterloo Road development.

8. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 8th April 2015 at 7:30 pm in the Village Hall.

The meeting closed at 20:50