

**MINUTES OF THE MEETING OF HAINFORD PARISH COUNCIL HELD ON
WEDNESDAY 8th MAY 2013 AT THE VILLAGE HALL**

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

In attendance: District Cllr P Carrick
County Cllr D Roper
Mr. J Whitelock (Saffron Housing)

Parishioners: 5

1. APOLOGIES

Apologies were received from Cllr H Pointer.

2. ELECTION OF CHAIRMAN AND VICE CHAIR

Cllr A Southgate proposed Cllr A Cowles continue as Chairman and this was seconded by Cllr S Howes. All agreed and Cllr A Cowles accepted office.

Cllr A Cowles proposed Cllr L Rogers continue as Vice Chair and this was seconded by Cllr A Southgate. Cllr L Rogers accepted office.

3. ELECTION OF VILLAGE HALL REPRESENTATIVE

Cllr S Howes proposed Cllr S Fuller continue in this role and this was seconded by Cllr A Southgate. Cllr S Fuller agreed to continue as Village Hall representative.

4. ELECTION OF AIRPORT CONSULTATIVE COMMITTEE REPRESENTATIVE

Cllr S Fuller proposed Cllr A Cowles continue in this role and this was seconded by Cllr S Howes. Cllr A Cowles agreed to continue and proposed Cllr L Rogers as his substitute when required. This was seconded by Cllr S Howes and agreed by Cllr L Rogers.

5. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

6. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Wednesday 10th April 2013 were agreed by all and signed by the Chairman. The Chairman also welcomed the new County Councillor Daniel Roper to the meeting.

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

a. Millennium Car Park

Cllr S Howes reported that there is still a shortage of plantings at present but the contractor will complete the work as soon as possible. The Clerk advised the builder has confirmed that rather than wait for the next School holiday he will complete over a weekend when the Car Park is not needed by the Church.

8. MATTERS FOR DISCUSSION AND ACTION

a. Insurance for year 15th June 2013 to 14th June 2014

The Clerk advised the Council signed up to a Long Term Agreement with Insurers and in line with that agreement the premium is reduced this year to £267.69. The Clerk has confirmed with them that the cover on the Play Equipment is new for old so when any new equipment is installed we need to ensure cover is increased. The current Sum Insured on the Play Equipment is £12,978. The Clerk advised the Play Equipment is not currently shown on the Asset Register and should be. All agreed it should be added at the Sum Insured figure.

b. Finance

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

Mrs. K Medler (Expenses)	£33.45
Carl Watker Landscapes (Wood chip and paint)	£84.78
Mr. B A Cooper (Internal audit)	£45.00
Mrs. M Sherman (Sanding sheets)	£9.98
W Waller (Wooden edging in play area)	£230.00

The Clerks standing order was paid on the 5th May 2013.

The following receipts were noted:

BDC (1 st installment of Precept)	£5500.00
BDC (New Homes Bonus)	£1107.76

All agreed as the £895.00 NHB from last year went to the Play Area, this year's should also be set aside, which will make a total sum given to the play area of £6107.76 (the £5000 agreed at the last meeting included the £895 already set aside).

ii) Financial statement for May 2013

The balance carried forward is £20,944.63.

Cllr S Fuller proposed the Council accept the statement and this was seconded by Cllr L Rogers.

iii) Audit for year ending March 2013

Mr. B Cooper has completed the internal audit and all is in order. The Chairman signed the necessary documents and the Clerk will file with the external auditors.

c. Proposed development on the Chequers Field

It was agreed that all Councillors should have the opportunity to review parishioners comments on the surveys and come back to the next meeting with a decision on the way forward and ideas for negotiation items which would bring wider benefits to the Village. Mr Whitelock can suggest other sites they have completed if Councillors want to look at them and is happy to answer any questions prior to the next meeting.

Mr Whitelock and 1 parishioner left the meeting at 21:10

d. Play Equipment in Village

Cllr S Howes confirmed the Company he has obtained a quote from for the Play Area are happy for a party of Councillors to visit their factory and some of their products can be seen behind the School.

The Clerk has spoken to NPS who manage / grant the license for the play area on behalf of NCC Childrens Services. The Parish Council use the area under 'license' which gives the 'right to use' only. The license is renewed annually and the fee can be reviewed every 5 years. The Parish Council have had this license since at least January 2008. As the granting of a license is an informal agreement it can be terminated at a months notice. NCC actually leases the play area and School playing field from the Diocese. Their current 10 year lease expires in April 2016. When it is due for renewal they will look to secure a 20 year lease. Potential funders may not like this arrangement as there is no guarantee we will have use of the play area for more than a month at a time. If funders insist on the Parish Council entering into a lease on the land, NPS will have to go back to NCC and the Diocese for instruction. NCC cannot grant the Council a lease for longer than the time they have left on their own lease. It is possible NCC would be prepared to end their current lease, start a new one then grant the Council a lease for a similar term or alternatively the Parish Council could seek to lease the play area direct from the Diocese, leaving NCC with just the School playing field.

All agreed the Clerk should investigate with NPS / NCC and the Diocese the possibility of NCC terminating their lease early so the Parish Council can lease it instead for at least a 20 year period.

Cllr S Fuller advised she has been speaking to Fields in Trust who are looking into dedicating the area and they may be able to give some advice on this too. County Cllr D Roper confirmed he is happy to support the Parish Council in this and is aware St Faiths had a similar situation which they were able to overcome. All agreed any legal costs will have to be funded from the money set aside for the play area.

e. Clerks salary and hours

All agreed to increase the Clerk's salary to SCP23 in accordance with advice the Clerk had received from NALC back in 2011. No regular increase in hours will be required at this time but the Clerk will claim any additional hours worked when necessary.

g. Growth Triangle Area Action Plan Consultation

All agreed the Council had no comments to submit.

9. MATTERS TO REPORT

a. Correspondence sent to Clerk

Mr. Andrew Morton (via email) wishes to inform the Council that he has caught the individual who stole the sign that was placed on the fencing next to the graveyard and the Police have dealt with the offender. After taking legal advice the sign was placed there to advise the community that the area could be used for parking, but no liability would rest with the landowner. Basil the church clerk has the combination for the gate to allow

further parking if needed. The reason for both the gate and fencing was to stop the fly tipping that had taken place for many years and this has been successful.

On a separate note a contractor has been instructed to start laying out the entrance road and car park and to establish the lake to the Norfolk Woodland Burial Park. The main contractor will then establish the services and buildings which are being finalised by the architect.

b. Report from County Councillor

Cllr Daniel Roper advised he is pleased to be in this new role and is looking forward to working with the Parish over the coming years. Cllr D Roper will attend meetings as often as possible and is happy to be contacted at anytime – full contact details will be provided shortly.

c. SNAP Report

Cllr S Fuller advised speeding has been set as a priority for this month and the Police have been seen on Waterloo Road twice already.

The Chairman asked the Council if they felt the Clerk should write to the Chief Constable on their behalf and raise their concerns about the leniency of the caution mentioned earlier by PC G Shepherd and this was agreed.

10. MATTERS RAISED FOR FUTURE DISCUSSION

Play equipment in the Village, proposed development on ‘the Chequers field’ and appointment of tree warden.

11. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 12th June 2013 at 7:30 pm in the village hall.

The meeting closed at 21:39