

**MINUTES OF THE MEETING OF HAINFORD PARISH COUNCIL HELD ON
WEDNESDAY 19th NOVEMBER 2014 AT THE VILLAGE HALL**

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

In attendance: District Cllr P Carrick
County Cllr D Roper

Parishioners: 3

1. APOLOGIES

Apologies were received from Cllr A Southgate.

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 8th October 2014 were agreed by all and signed by the Chairman.

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

a. Gate to Millennium Car Park

The Clerk recently received an email from the Chair of School Governors asking who was responsible for locking and unlocking the gate, as she has been told the car park is being misused after hours. The Clerk advised as per the letter to the School and Church dated 16th July 2014 that the gate was not going to be locked but it was a case of 'first in – open' and 'last out – close'. The Chair of Governors was not aware of the letter but agreed to make everyone aware and also said she had spoken to a senior teacher who would see if the School caretaker could help. The Clerk copied the School in on the various emails and has been provided with a copy of their newsletter dated 18th July 2014 which went out to parents, which advises the situation and also states the gates need to be fastened back. The Chairman expressed concern at the lack of assistance from those who regularly use the car park and said this is an ongoing problem with all initiatives the Council takes up. Cllr Howes advised he has noticed the gates are being closed more regularly now. Mr. I Walters who is one of the School governors said as a new parent to the School he was not aware of the gate 'rules' and it would be helpful if each new year intake could be informed of things such as this by the School. It was agreed the situation should be monitored and reviewed in January.

b. Lafarge

The Clerk confirmed she sent an email to Lafarge but has received nothing more from them.

c. Council Policies

The Chairman reported that he reviewed the proposed Financial Regulations and these have been agreed and are available to view on the website.

The next item was brought forward at the request of County Cllr D Roper

6. MATTERS TO REPORT

f. County Councillors Report

Having looked into the matter of school transport further, it seems Hellesdon High School is the closest School to Hainford and the bus for Hellesdon does come through the village, so apologies to all affected for raising expectations.

The article printed in the EDP recently regarding rural schools related to an aspirational report on how things would work in an ideal world and Cllr Roper believes radical changes are not imminent.

The County Councils budget consultation is still open and closes on the 19th December 2014.

A response concerning NCC's Surface Water Management Plan was passed to the Clerk and is detailed below:

The Surface Water Management Plan process isn't suited to these types of flood issues as it focuses on areas of concentrated risk, as explained below.

The completion of Surface Water Management Plans follow the priorities set out in the county-wide Preliminary Flood Risk Assessment. This ranked the Norwich urban area, Great Yarmouth and King's Lynn as the areas of highest risk to people and property and SWMPs have been carried out in these areas. Current work is progressing in North Norfolk and has begun in South Norfolk where a lower flood risk was reported. There are no current plans to initiate SWMPs in the areas of lowest risk such as Broadland and Breckland, although flood risk mapping can be made available to other authorities for use in their own studies.

The operations team have received no reports of flooding to properties in Hainford. However, they are aware, from the recent events in other parts of Norfolk, that there are surface water connections to foul systems and these that can cause issues and pressures on drainage systems. As a result we are in discussion with Anglian Water, district councils and other Risk Management Authorities to look at ways of resolving these issues.

We would be happy to provide feedback on these discussions in due course.

If there are any reports of flooding to properties, please feel free to submit a flood report to the team. Where we receive a report of internal flooding to properties or critical infrastructure or risk to life we would publish a full flood investigation. For a more detailed description of the Flood and Water Management teams response to flood events, as Lead local Flood Authority, please view the [Flood Investigation Protocol](http://www.norfolk.gov.uk/view/NCC156013) at <http://www.norfolk.gov.uk/view/NCC156013> and the [Ordinary Watercourse Enforcement Protocol](http://www.norfolk.gov.uk/view/NCC156004) at <http://www.norfolk.gov.uk/view/NCC156004>.

The Parish Council would encourage residents to continue to report issues as stated previously (full details are available on the website under the heading of notice boards).

5. MATTERS FOR DISCUSSION AND ACTION

a. Play Equipment in Village

i) Inspection reports

Cllrs Crisp and Howes reported all is in order however users should be aware that the equipment is quite damp and slippery at this time of year. Cllr Howes will replace the odd nut caps which are damaged / missing with spares that he has and advised he has topped up several areas with more bark. The Council thanked Cllr Howes for all his work on the area. It was noted that the School used the play area during September and all agreed they are permitted to do so but at their own risk and liability.

ii) Weekly inspections

Following the last meeting the Clerk checked with Insurers who have confirmed the play area needs to have a 'walk by' inspection carried out on a weekly basis, with records of the inspections retained, to comply with Policy Conditions. Failure to do so could result in the Council losing their right to indemnity under the Policy. The Clerk has been completing the inspections since this was discovered but a more permanent solution needs to be put in place. Following discussions it was agreed 3 members of the Hainford Community Partnership will carry out the necessary weekly inspections, on a temporary basis, until more volunteers can be found and Councillors will continue to do a more in depth inspection during the last week of each month. All agreed if more volunteers are not prepared to commit to carrying out what is only a 5 minute weekly inspection the park will have to close again as the Council cannot risk Insurers refusing indemnity should a claim arise. It was noted that School Holidays will also need to be covered.

County Cllr D Roper left the meeting at 20:08

iii) Lease

The Chairman advised a draft lease has now been received however at present the Diocese are insisting on having a 'break clause' within the lease which states: *If, at any time, the property known as Hainford Voluntary Controlled School, being the property adjoining the Land to the South, ceases to be used as a Church of England Voluntary Controlled School, then the Landlord may end this Lease by serving written notice specifying the break date on the Tenant not less than six months before the break date.* In real terms this means that the lease is really only guaranteed for 6 months, with a maximum term of up to 25 years. The lease will also be excluded from the relevant provisions of Sections 24-28 of the Landlord and Tenants Act 1954 which means that at the end of 25 years the Parish Council will have no automatic right to a new lease. The Chairman is concerned that the 'break clause' may not give sufficient security of tenure to be able to obtain funding and it was noted that the lease on the car park does not have such a clause. It was agreed that the Council would want to see the 'break clause' removed before they could agree to sign the document.

b. Proposed development on the Chequers Field

The Chairman advised a draft Section 106 agreement has now been sent to the Parish Council and the Chairman's proposed comments have been circulated to Councillors and copied to Mr. Whitelock of Saffron Housing. All agreed the comments should be formerly submitted to Saffron Housing with a request that the Section 106 agreement is amended accordingly.

The Chairman advised the land is currently being used by dog walkers, who do not all remove any waste deposited and the Parish Council will need to decide at a later date as a management issue whether they want to allow dog walkers to continue to use the site and if so consider the provision of dog bins, which will attract an emptying fee. Dog walkers will still have the Woodland Burial Park as a walking area.

The Chairman advised he feels it would be beneficial, once a Section 106 agreement has been produced which the Parish Council are comfortable with, to employ a solicitor to review it prior to signing and all agreed. District Cllr Carrick confirmed nothing can be done on site until the Section 106 agreement has been signed by all parties as Planning Permission is subject to this. Cllr Carrick also suggested the Parish Council encourage residents to put their names on the Housing Register, if they are in need of an affordable home, sooner rather than later. The Clerk will put a note in the magazine and on the notice boards.

c. Parish Partnership Scheme

Following discussions all agreed there was nothing the Council wished to submit a bid for this year.

d. Speed Watch / Traffic Calming

No updates to report. The Clerk advised whilst she had noted on the agenda 'to consider an initiative by Stratton Strawless', this is no longer necessary as Highways will not allow them to use the stickers they wanted to. Cllr Fuller asked if it is actually worth continuing with the Speed Watch Team as it hasn't really taken off. The Clerk will speak to Jackie Matthews to see what she thinks and report back.

The real concern is reducing the speed of vehicles travelling along Newton Road by the School but the Parish Council has done all it can and feels it is down to the Diocese, School and Parents to drive this forward with NCC. Mr. Walters agreed to take this back to the Governors to discuss and the Chairman reiterated that the Parish Council would support the School in having a 20mph limit. Again, nothing more has been heard regarding the Schools signs.

e. Planning applications

20141821 – Woodstock, Newton Road – No objections.

20121315 – Pinewood, Grange Road

The Chairman raised the fact that this property is nearing completion and he was aware that various conditions were attached to the planning permission. The Chairman proposed the Parish Council ask District Cllr Carrick to find out what steps have been taken by BDC to date to ensure the conditions specified in the permission have been met, especially that relating to the property being built to complex Code 5 standards. The Chairman would also like to see the Code 5 inspection reports, presuming these would be in the public domain. Also when the Chairman attended a meeting with BDC's Chief Executive Mr P Kirby some commitments were made by Mr Kirby and the Chairman would like to know what steps Mr Kirby has taken to meet those commitments. The Chairman feels that where planning applications are approved subject to certain conditions, especially ones outside the development boundary, the Parish Council has a duty to enquire if conditions set have been met and if not, why not and what is being done to rectify the situation. All agreed. District Cllr Carrick will speak to BDC and report back.

f. Buses through the village

Cllr Howes advised he is still awaiting contact from Sanders however he has a telephone number for the owner of the property whose trees he believes are the issue and will try to contact them when he is able.

g. Remembrance Wreath

The Chairman advised he laid a wreath on behalf of the Parish Council on the 9th November although is aware this was not agreed. The Council has given to the RBL for several years now and so the Chairman proposed the Parish Council agree the sum of £35.00 as a donation for this year and include the sum of £50.00 in the budget for next year. All agreed. The Clerk will ensure this is a standing item on every October agenda in the future.

h. Finance

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

Mrs. K Medler (Expenses)	£30.34
PCC (Grass cutting)	£50.00
Mr. B A Cooper (Internal audit)	£22.50
Cllr A Cowles (Printer ink)	£33.70
Cllr S Howes (Car park gates and play area items)	£600.00

The Clerks standing order was paid on the 5th November 2014.

ii) Financial statement for November 2014. The balance carried forward is £22,625.53.

Cllr Fuller proposed the Council accept the statement and this was seconded by Cllr Crisp.

iii) The Income and Expenditure Report for the 6 months to 30th September 2014 was noted.

iv) The 6 monthly Internal Audit has now been completed and all is in order.

6. MATTERS TO REPORT

a. Correspondence

Government is asking all Local Authorities to provide an accurate estimate of rough sleepers in their district. Is anyone aware of any rough sleepers on the evening of the 12/13th November 2014? No.

BDC are putting together a list of land owned by Parish Councils – all agreed only the Pond and Village Green are actually owned by the Parish Council.

b. NACC Representatives report

The airports operating framework has now been approved. If anyone has any complaints regarding helicopters etc. they should either telephone the airport on 01603 428716 or email them at

customer.services@norwichinternational.com.

Members of the NACC have met with members of the Passenger Action Group to see how their work can complement the work of the NACC.

c. Cllr S Fullers report on the Recycling Meeting at BDC

The meeting was very useful and the Clerk has put copies of all the information handed out into the correspondence folder for all to read. The Village Hall will have to agree a contract with a service provider before the end of March 2015 if they want to take over the running of the bottle banks. Cllr Fuller asked if the Parish Council wanted to take over the running of the bottle banks and all agreed as the Village Hall receive the recycling credits, they are happy for them to enter into the contract and receive the revenue.

d. Clerks Report

The Clerk asked if the Council wanted her to get the trees in the village checked again this year and all agreed.

f. District Councillors Report

BDC will be looking at their budget again soon but are not planning to increase Council Tax. If the Parish Council keep the Precept at its current level, resident's bills are likely to increase because the transitional grant is decreasing.

7. RESIDENTS QUESTIONS

An article was published in the Parish News stating how many homes got which broadband speed but it didn't say which roads they related to. Is this information available? The Chairman advised it is unclear where the article came from however the Better Broadband (www.betterbroadbandnorfolk.co.uk) and Open Reach (www.superfast-openreach.co.uk/where-and-when) sites give some information or you can refer to County Cllr Roper or your Internet Service Provider.

8. MATTERS RAISED FOR FUTURE DISCUSSION

Play equipment in the village, proposed development on the Chequers field, Speed Watch, Car Park gates and Precept/Budget.

9. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 14th January 2015 at 7:30 pm in the Village Hall.

The meeting closed at 21:45