

**Minutes of a meeting of Scarning Parish Council
held in the Village Hall on 20 March 2017.**

Present Cllrs W Brown (Chair), C Farmham, S Faulkner, C Hewson, P Page, M Steward.
Mrs L Turner (Breckland Councillor) Mr W Richmond (Norfolk County Councillor)
In attendance Mr N Hartley (Parish Clerk) and three members of the public.

1. Welcome and Apologies for Absence

Apologies were received from Cllrs Dickerson and Magrath, who were unwell, and Cllr Bradford, who was working.

2. Declarations of Personal or Business Interest

None.

3. Minutes

The minutes of the meeting held on 20 February 2017 were approved and signed as a true and accurate record.

4. Matters Arising

The clerk was asked to contact Norfolk County Council about flooding on Dereham Road near the allotments.

With regard to adopting the phone box, the clerk noted that he had contacted BT with the papers the Village Hall Trust supplied him over ownership of the land and was waiting to hear back from BT.

It was noted that the clerk had received expressions of interest in the former Broadway Allotments from one resident of Scarning and one non-resident. There had also been two other enquiries made. The deadline for applications is 31 March.

5. Finance

a. Current balances

Barclays £15,922.23 Scottish Widows £4,870.59

b. Payments made and approved in accordance with the budget

Cq 101827 Scarning Pre School, grant towards new Pre School building, £5,000 (Section 137)
101828 Commonwealth War Graves Commission, proceeds of sale of war memorial book, £36

101829 Westcotec, purchase and installation of solar lamp near Scarning church, £1,920

101830 A Newton, level and tidy wooded area at Dereham Road lay-by, £774

101831 A Newton, clear and seed area at Dereham Road opposite Chestnut Road, £576

101832 A Newton, grass maintenance contract for roadside verges and Water Meadows, £1,224

101833 R Allsop, purchase of gates at former Broadway Allotment, £250

101834 Surelock Security, padlock to secure former Broadway Allotment site, £58.34

101835 Glasdon UK Ltd, purchase of bins for Ted Ellis Way, £459.73

101836 Community Action Norfolk, annual subscription, £50

101837 Scarning Village Hall, hire of the Village Hall for meetings for 2016/2017, £110

101838 NGF Play Ltd, maintenance of Outdoor Fitness equipment, £162

101839 Thinking Rural, payroll services, £12

101840 N Hartley, reimbursement of expenses, £260.84

101841 L F Everett & Son, printing March newsletter, £206

101842 S Bradford, newsletter deliveries for the year, £60

101843 J Hamling, newsletter deliveries for the year, £60

101844 M Hammond, newsletter deliveries for the year, £60

101845 N Hartley, newsletter deliveries for the year, £360

101846 J Roberts, newsletter deliveries for November, January and March, £30

101847 A Protheroe, newsletter delivery March 2017, £10

101848 N Protheroe, newsletter delivery March 2017, £10

101849 R Tudge, newsletter deliveries for the year, £60

101850 W Brown, Chairman's allowance, £67.77

101851 Scarning Fuel Allotment Charity, grant for repairs to track at Scarning Fen, £350

c. Payments received

Scarning PCC, newsletter advertisement, £15

Scarning Playing Field Committee, annual rent, £0.05

N Eagle, rent of former Highway Surveyors land at Chapel Lane, £10

E Bush, rent of former Highway Surveyors land at Daffy Green, £5

6. Public Participation

The meeting was adjourned for Public Participation. A resident noted that the path at the Washbridge adjacent to Ted Ellis Walk needs to be repaired and cleared. The clerk will contact Norfolk County Council.

7. Planning

a. Breckland Council decisions

NR20 Developments Ltd, Plot at the Woodlands, Rushmeadow Road 3PL/2016/0975/VAR
New dwelling/garage (revised scheme/removal of condition 4 - boundary treatment) Approved

Mr A Riley, Annexe to Grange Cottage, Dereham Road 3PL/2017/0026/HOU
Conversion & extension of existing garage to form annex accommodation Approved

Mr & Mrs D Baker, adjacent the Homestead, Dereham Road New dwelling and garage (resubmission)	3PL/2017/0053/O Refused
Mr & Mrs S Walpole, Willow Croft, Rushmeadow Road Conversion of garage to ancillary accommodation	3PL/2017/0049/HOU Approved
Mr G Hearn, Clear View, Church Farm Lane Demolish conservatory and erect extension	3PL/2017/0072/HOU Approved

8. Public Participation procedure

It was unanimously resolved to adopt a new Public Participation procedure.

9. Press/media policy

It was unanimously resolved to adopt a new Press/media policy.

10. Data Protection policy

It was unanimously resolved to adopt a new Data Protection policy

11. Standing Orders

It was unanimously resolved to adopt new Standing Orders

12. Financial Regulations

It was unanimously resolved that there were no necessary changes to the Council's Financial Regulations.

13. Risk Management policy

It was unanimously resolved to adopt a new Risk Management policy

14. Grant application from Scarning Bowls Club

The Council considered its finances for the next financial year, starting 1 April. It was noted that the Council's anticipated bank balance at 31 March is £8,792.82. The Council anticipates a VAT refund of £5,000, leaving a balance of funds of £13,792.82. The Council's two Parish Partnership schemes have both been approved by Norfolk County Council. The Parish Council budgeted £3,740 toward both schemes. The cost to the Parish Council to move the bus shelter on Dereham Road is £8,000 and to complete the TROD from Chestnut Road to Brooks Drive is £5,500. It was unanimously resolved to proceed with the project to move the bus shelter on Dereham Road. The Council must therefore budget a further £4,260 towards this project and still leave sufficient funds in its accounts. In view of this, the Council unanimously resolved that it cannot award a grant to the Bowls Club.

15. Advertising costs

It was unanimously not to increase the cost of advertising in the village newsletter.

16. Membership of the Society for Local Council Clerks

It was resolved to share the cost of membership with Carbrooke Parish Council.

17. Membership of the Norfolk Parish Training Partnership

It was resolved to join the Norfolk Parish Training Partnership for the forthcoming year and to retain membership of NALC.

18. Three year Management Plan for the maintenance of the Water Meadows

It was resolved to prepare a three year Management Plan for the maintenance of the Water Meadows and the play areas.

19. Correspondence

A letter was read from the Campaign to Protect Rural England asking the Council to support its campaign to ensure that no new sites are allocated for house building in revised local plans to 2036 until all existing allocation in current core strategies have been developed. The Council unanimously agreed not to support the proposal.

20. Next meeting

It was noted that the next meeting will be the Annual Parish Meeting Monday 24 April 2017 at 7pm, followed by the parish meeting at 7.30pm.

21. Clerk's appraisal and salary review

It was resolved to close the meeting to consider the clerk's appraisal and salary review. Cllr Page agreed to conduct the clerk's appraisal next year with the Chairman. It was unanimously resolved to move the clerk to Salary Band 27.

There being no further business, the meeting was closed at 8.20pm.