

**Minutes of the Weeting with Broomhill Parish Council Meeting  
Held at Weeting Village Hall, Weeting  
on Thursday 16<sup>th</sup> March 2017**

**PRESENT:**

Councillors M Lister Vice Chairman, S Walmsley, P Smith, T Childerhouse, M Burlingham and Mrs P. Angus Clerk to the Council.

There was 3 members of the public and Mr J. Reay Handyman

**1. THE CHAIRMAN'S OPENING REMARKS**

The Chair welcomed everyone to the meeting

**2. APOLOGIES OF ABSENCE**

Cllrs Buxton, Prosser, Drewry, Nairn, Chapman Allen and Monson

**3. ACCEPT AND SIGN THE MINUTES**

The minutes of the Parish Council meeting held on Thursday 16<sup>th</sup> February 2017 having been previously circulated were agreed and approved as being a true record of that meeting. The Chair signed the minutes.

**4. TO RECEIVE DECLARATIONS OF INTEREST**

None received

**5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION**

A member of the public expressed concern regarding the vehicles that are parked in Hereward Way that are being repaired/maintained by the garage and also the speeding of the vehicles as they come in and out of the garage, also their own drive is being obstructed with some of the vehicles, following a discussion it was agreed that the Clerk should write to the garage and copy Cllr Sam Chapman- Allen and the police in on the letter. Another member of the public said that many drivers ignored the one-way system going into Brandon last week, however they were filmed by cameras. The same member of the public mentioned the debris on the side of the Road on the A1065, it was pointed out that Norfolk County Council, Breckland Council and Social Services are dealing with this.

**6. MATTERS ARISING**

**6.1 Outstanding Highway Matters – to discuss any outstanding issues**

Sam 2 Signs – it was agreed that in light of the launch of the speed watch scheme this will be put on hold. Herewood Way parking – this was discussed on item 5.

**6.2 Street Lighting –Street Lighting Officers report**

Three lights have been reported not working, all have been repaired. Cllr Smith mentioned the lights in All Saints that will need a deflector, the Clerk asked if he could provide her with the numbers on the lights.

**6.3 Playing Field/Open Spaces**

Flowerbeds – following a discussion it was agreed to grass the flowerbeds over. Christmas Lights – it was agreed to bring this up in September. Tree to be moved on Parrotts Piece – it was agreed to bring this up in September. Inspection for the outdoor fitness equipment – it was agreed that Wicksteed can carry out the inspection unaccompanied the price of this is £45.00 plus £15.00 for a separate detailed risk assessment report. This was proposed by Cllr Smith seconded by Cllr Walmsley and all agreed.

**6.4 Speed Watch Scheme – update on progress**

There is a training session next week for the speed watch scheme in the village hall – there are 8 volunteers and the police have met with the co-ordinator to identify the sites.

**7. REPORTS**

**7.1 Chairman's Report**

Not at meeting

**7.2 Clerks Report**

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- Took some dog waste posters around to Mr Muir in Castle Close who offered to put these up for us. (Cllr Burlingham suggested that we send a thankyou letter to Mr Muir the Clerk will arrange this)
- Met with the Chair and Highways regarding parking opposite the garage in Herewood Way
- Took account closure form for the savings account to Barclays
- Ordered yellow paint for handyman
- Reported a light out in Cromwell Road – number 41
- Arranged new cheques from the co-op to replace void cheques from Barclays (see payments)
- Went back to Barclays as problem with form – obtained cheque for the total in the savings £21,740.35 and paid this into the co-op bank – this had to go into the current to be transferred over to the savings account at a later date
- Started to sort through more files that were given to us by Mr Stevens wife some of these will need to go to Norwich archives which I intend to do in the summer
- Sorted paper work for Cllr Walmsley to be added as a signatory and also for Cllr Childerhouse to be able to look at bank figures on line.
- Put claim in for VAT from Nov to March £5080
- obtained prices for inspection of the adult equipment
- Started work on the end of year figures and next year's spread sheets
- Updated the Asset register
- Contacted Zurich for an alternative quote for the Parish Insurance

### **7.3 Village Handyman Report**

Cleaned the teen shelter, cleaned the graffiti from the fence, sorted out some storage for the Keep Fit lady that holds classes on the playing field, (Cllr Smith thanked Mr Reay for his prompt help with the Keep Fit storage), opened and closed the barriers for Wickstead when they came to install the new play equipment, cut back fallen tree on dog walk, cut back shrub on the main road path, phoned a company regarding some notice boards that were left in hedge. Spoken to line manager regarding some maintenance that needs carrying out on some fencing that is rotting.

### **7.4 Bowls Club Report**

Nothing to report

### **7.5 Village Hall Report**

New tables and water heater have been purchased and Cllr Burlingham said she is resigning as the village hall representative.

### **7.6 District Councillors Report**

Not at meeting

### **7.7 County Councillors Report**

Not at meeting

### **8. CORRESPONDENCE – To report on any outstanding correspondence received by the Council**

None

## **9. FINANCE**

### **9.1 To Agree and Sign the Payments for February/March Invoices**

The following payments were authorised on Thursday the 16th March 2017 The cheques were signed by Cllr M Burlingham and Cllr T Childerhouse

<b>Balance for February 2017</b>	<b>£24,090.91</b>
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#### **Minus the following direct debits and Standing order**

E-On Street Lights	£391.16
E-On Street Lights Parrots Piece	£14.46

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Viridor Waste Collection	£47.52
Mr J Reay Salary Paid by SO	£200.00
<b>Total Direct Debits/standing orders</b>	<b>£653.14</b>
<b>Plus the following receipts</b>	
Weeting Bowls	£18.75
Weeting Village Life	£90.00
TRANSFER FROM BARCLAYS SAVINGS TO THE NEW CO-OP CURRENT ACCOUNT	£21,740.35
Total Income	£21,849.10
<b>Total after Direct Debits and Income</b>	<b>£45,286.87</b>

Cheques	Description	Total
400015	Mrs P Angus - Salary - Phone- Office rent and paint for Handy Man	£563.23
400016	Mr J Reay - Salary - Delivery of WV L and Mileage	£319.84
400017	E-On Football Club	£20.12
400018	Wickstead Playgrounds Castle Unit	£13,435.92
400019	Westcotec - Street Light Maintenance	£194.08
400020	Westcotec - Street Light Replacement (hit and run)	£1,674.00
400021	Westcotec - New Street Lights Park View and All Saints Phase 2	£9,945.72
400022	Viking Stationers - Printer Inks - Bags for dog bins – Paper for printer	£98.68
400023	Postprint - printing Weeting Village Life	£759.00
400024	Weeting Village Life	£18.75
<b>Total Cheques paid</b>		<b>£27,029.34</b>
<b>Balance in Community Account for March 2017</b>		<b>£18,257.53</b>
<b>Balance in Savings Account</b>		<b>£0.00</b>
<b>(£2,000 ringfenced for play area maintenance)</b>		

**9.2 To Agree and sign the list of replacement co-op cheques raised for Barclays Void Cheques**

VOID CHEQUES FROM JANUARY PAYMENTS FROM BARCLAYS CLOSED ACCOUNT  
The following recipients did not cash their Barclays cheques before the old Barclays account closed - we therefore had to raise new co-op cheques to replace them  
Due to the long-time gap between the January and the next meeting in March these cheques were signed on the 21st February by Mrs P Angus and Cllr M Nairn  
The Parish accounts spread sheet has been updated and reconciled with statements

Original date	Recipient	Void Cheque	Replacement Cheque	Value
19/01/2017	Mr Terry Hawkins	103280/81	400011	£60.00
19/01/2017	Serena Barnes - JR Tax	103282	400012	£150.00
19/01/2017	CPRE	103283	400013	£36.00
19/01/2017	SLCC Membership	103285	400014	£38.00
				TOTAL £284.00

**9.3 To Agree that Cllr Walmsley is to be added as a signatory to the Parish Bank Account**

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All agreed

## 9.4 Change of Bank – further updates from the Clerk

All the money in the old savings account has now been transferred over to the new co-op current account and it was agreed that the amount to put into the savings account would be discussed at the meeting in April 2017.

## 9.5 Internal Audit – to agree that Serena Barnes carries out the internal audit on the Parish Accounts in preparation for the external audit.

All agreed

## 9.6 The Pensions Regulator

The Clerk explained how the Council could be affected by the new pension laws that now apply to all employers as follows:-

The Parish Council must enrol any of their staff who meets all of the following criteria:

- You earn over £192 per week (or £833 per month)
- You are aged 22 or over
- You are under state pension age

Currently no employees meet these criteria, so they will not become a member of the scheme automatically, however, they can ask to join it if they want to. If they do join, each month they will put money into the pension directly from their pay and the government will also contribute through tax relief. If they earn over £112 a week (or £486 a month), the minimum amount they will put into the scheme each pay period will be 1% of your earnings.

If they earn over £112 when they ask to join, the Parish Council will also contribute to the pension scheme on their behalf. If they earn less than £112 a week we are not obliged to contribute to the scheme as well. If they want to join the pension scheme, they must tell us in writing by sending a letter which has to be signed by them. If the employee in the future starts to earn more than £192 per week (or £833 per month) or turn 22, and they have not joined the scheme, the Parish Council will automatically enrol them and tell them they have done this.

A letter has been sent to Mr Reay explaining this new rule.

## 9.7 End of Service Gratuities for Parish Council Employees

*(The Handy man and public were asked to leave the meeting at this point)* . Mr Reay had said that in the past a possible gratuity payment had been agreed, however, no details of this payment have been minuted and all Cllrs who were at that meeting do not remember a figure being agreed- The following extracts from those minutes in which pensions were mentioned by the Clerk in his report.

**Minutes dated 19<sup>th</sup> February 2015 extract from item 5.2 Clerks Report** “*The Clerk has just received notification from the Pensions Regulator regarding further changes to the law regarding pension provision for employees and will brief Councillors at the next meeting, in particular, detail of end of service gratuity payment for Village Handyman*”

**Minutes dated 19<sup>th</sup> March 2015 extract from item 5.2 Clerks Report** “*Clerk has just received notification from the Pensions Regulator of a new change to pension law that will impact on pension provision for both the Clerk and Handyman, more information to follow*”. Since this date no further mention of gratuity payment or pension has been minuted and following a discussion it was agreed that the Clerk would investigate if any such payment can be made and is legal, this will then be discussed at the next meeting in April.

## 10. PLANNING APPLICATIONS

### **3PL/2016/0730/F Fengate Farm IP27 0QF**

Proposed storage lagoon for liquid organic waste dated 10<sup>th</sup> June 2016

**No objections Still outstanding**

### **3PL/2016/1412/D Land East of the Beeches**

Lynn Road IP27 0QS dated 22<sup>nd</sup> November 2016

24 residential dwellings - reverted back to the original plan

**Still outstanding**

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**3PL/2017/0101/HOU 3 All Saints IP27 0QH**

Demolition of rear single storey outhouse and construction of a two-storey rear extension dated 27<sup>th</sup> January 2017

**No objections from the Cllrs**

It was agreed to take the details of each planning application off the agenda and the clerk would inform the Cllrs by email of any new planning applications

**11. MEMBERS' MATTERS - items for next Agenda**

Cllr Smith mentioned the old equipment that is left outside the store (the Clerk sent a letter in January regarding this problem). The Clerk said that the Football Club Electricity bills that she has sent so far have not been paid, Cllr Smith said he would look into this. Cllr Burlingham said that she has received two complaints regarding a work van that is parking on the footpath in All Saints, Cllr Smith said he will speak to the resident involved.

With nothing more to discuss the meeting closed at 7.59 pm

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_