

**Minutes of the Weeting with Broomhill Parish Council Meeting
Held at Weeting Village Hall, Weeting
on Thursday 17th March 2016**

PRESENT:

Councillors M. Nairn Chairman, M. Lister Vice Chairman, C. Drewry, M. Buxton, S Warlmsley, J. Prosser County Cllr I Monson, District Cllr S. Chapman-Allen and P. Angus Interim Clerk to the Council

There were two members of the public

1. THE CHAIRMAN'S OPENING REMARKS

The Chair told the meeting the Mr G Stevens is still unable to breath on his own and on Saturday he suffered a lung collapse, he is likely to stay in Papworth hospital until they can get him breathing again on his own.

2. APOLOGIES OF ABSENCE

Cllrs Childerhouse, Smith and Burlingham

3. ACCEPT AND SIGN THE MINUTES – To accept and sign the minutes as a true record of the meeting held on 21st January 2016

The minutes of the Parish Council meeting held on Thursday 21st January 2016 having been previously circulated were approved. Proposed Cllr Buxton Seconded by Cllr Warlmsley and all agreed.

4. TO RECEIVE DECLARATIONS OF INTEREST

None

5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

A resident asked if it was possible to have a road sign for Park View on the grass opposite number 1a Hockwold Road, the Chair suggested that he has a word with District Cllr Chapman when he joins the meeting

6. MATTERS ARISING

6.1 Outstanding Highway Matters

Land in front of the shop – following a discussion it was agreed that the Clerk will write to the owners of the shop regarding the uneven surface and that it is health and safety issue that needs to be addressed, Cllr Lister will find out who owner is and will let the Clerk know who to address the letter to. Trod from the lorry park to the School crossing – a discussion took place and it was agreed that Cllr Lister would obtain a price for a concrete and slab surface. 55 Castle Close - a discussion took place regarding the overhanging trees and bushes and it was agreed that the Chair would take some photos of the problem and pass them to the Clerk and the Clerk would write to the resident regarding this problem. Alleyway between Shadwell and Rectory – following a discussion it was agreed that this matter needs to be brought up with Highways. Post on Corner of Saxon Place – The Clerk reported this to Highways today and sent a photo, the Clerk also said that she had received an e-mail from David Jackson from the Highways department saying that he would like to meet with her and walk around the village to discuss the various problems with the roads etc. It was agreed that the Clerk meet with Cllr Lister next week to familiarise herself with all of the above items.

6.2 Street Lighting – To receive the Street Lighting Officers report

No problems

6.3 Playing Field/Open Spaces

Cllr Lister said that she had spoken to a local groundsman regarding the Village Hall drive that need attention and had received a quote for £500.00 it was agreed that this quote is accepted this was proposed by Cllr Drewry, seconded by Cllr Prosser and all agreed. A discussion took place regarding trees that may need to be trimmed back around the village. Parrotts Piece - following a discussion regarding cars that are driving over the edge of Parrots Piece and churning up the surface it was agreed that Cllr Drewry investigate the possibility of erecting a fence as a deterrent.

Minutes of the Weeting with Broomhill Parish Council Meeting Held at Weeting Village Hall, Weeting on Thursday 17th March 2016

6.4 Weeting Village Fayre (apart from item 8.2 finance)

Cllr Drewry said that there are a few stalls booked that are free. She has nothing else to report at the moment.

6.5 Memorial Garden

The memorial garden is progressing slowly

6.6 Local Plan Consultation

See District Cllr Chapman-Allens report

7. REPORTS

7.1 Chairman's Report

The Chair said that for the foreseeable future the Parish Council would need to employ Pauline Angus as the Interim Clerk and he then asked the Clerk to give the Cllrs a progress report.

7.2 Clerks Report

The Clerk explained that all the parish files are now in her office at her home, all documents from Mr Stevens computer have been transferred onto Weetings new laptop, Weeting now own a mobile phone which will also be used to record the meetings to ensure that the minutes are accurate. There is now a new accounting system in place that will accurately record incoming and outgoing transactions giving the Cllrs a report on exactly where the figures are year to date, the cost of this new accounting system and the transferral of all the past years receipts and invoices on to the new system was £400.00 however the Council will no longer have to pay an outside accountant the cost of £350 a year to prepare the figures for the external auditors as the Clerk would be doing this from now on. Two memory sticks have been purchased one to be kept by the Chair and the other by the Clerk, the Clerk will back up everything from the laptop on to this and at each meeting the Chair will exchange his with the Clerk so that the Parish Council will always have an up to date record of everything including PAYE in their possession. There is in excess of £3,000 in VAT to be claimed and HMRC may also need to refund some money to the Council. A discussion took place regarding the payment for rental of the office at the Clerks house and it was agreed that a sum of £25.00 a month would be paid.

7.3 Village Handyman

Mr Reay read out the following report for work carried out from 22nd January to 17th March, he cut back the branches that were overhanging where the dog walkers go, a lot of work is being carried out on the orange netting on the football field, fitted a glass panel in the phone box and did some work on the door so that it shuts, put chipping in the play area gateway where there was a puddle, fitted new F/E board by the picnic bench and cut down some small dead trees in this area, fitted new post in the Village Hall approach and also at Parrotts Piece, cut back branches by the new light at Parrotts Piece, untwisted chains on the senior swing, reported the clothing bank that is jammed to Mr Wilder at Breckland Council, reported to the police that there was a young man sleeping rough in the village, he has since moved on and Mr Reay said that he would clear up after him. He said that the Interim Clerk has been very helpful and he thanked her for her help.

7.4 Bowls Club Report

Cllr Lister reported that the membership numbers are down, there is a table top sale on Saturday, followed by a Cheese and Port night and there is also a karaoke night planned.

7.5 Village Hall Report

No one present to give a report.

7.6 District Councillors Report

Cllr Chapman-Allen reported that during the Local Plan Consultation there were over 2,600 comments, further to this the Planning Officers will compile the feedback from this consultation and when this is available this will be forwarded to Parish Councils. He also gave some details on

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funding that may be available for various projects that may going on the village, he also went over some details regarding devolution.

7.7 County Councillors Report

Cllr Monson reported that the budget has been fixed with a 3.99% increase. The recycling centres that had been put on a shorter week will now be back to normal 7 days a week closing at 5.00pm. He said that as soon as the weather warms up part of the road in Hockwold Road will be resurfaced.

8. CORRESPONDENCE

9. FINANCE

9.1 To Agree and Sign the Payments for January, February and March 2016 invoices

The payments for February and March 2016 were agreed, this was proposed by Cllr Lister and seconded by Cllr Drewry and all agreed.

Weeting Payments for January/ February 2016 Invoices

The following payments were authorised on Thursday the 17th March 2016. The cheques were signed by Cllr M Burlingham and Cllr T Childerhouse

| | |
|-----------------------------|-------------------|
| Balance for Jan 2016 | £32,179.37 |
|-----------------------------|-------------------|

Minus the following direct debits

| | |
|----------------------------------|---------|
| E-On Street Lights January 2016 | £384.91 |
| E-On Street Lights February 2016 | £384.91 |
| Viridor Waste Jan 2016 | £65.72 |
| Viridor Waste Feb 2016 | £85.32 |
| E-On Parrots Piece Jan 2016 | £11.08 |
| E-On Parrots Piece Feb 2016 | £11.62 |
| Mr J Reay Salary Paid by DD | £200.00 |

| | |
|----------------------------|------------------|
| Total Direct Debits | £1,143.56 |
|----------------------------|------------------|

Plus the following receipts

| | |
|----------------|--------|
| Brandon Market | £75.00 |
| Serenity | £20.00 |
| Weeting Bowls | £18.75 |

| | |
|---------------------|----------------|
| Total Income | £113.75 |
|---------------------|----------------|

| | |
|---|-------------------|
| Total after Direct Debits and Income | £31,149.56 |
|---|-------------------|

| Cheques | Description | Total |
|---------|---|---------|
| 103122 | Weeting Village Hall | £26.25 |
| 103123 | E-On For Football Club | £7.09 |
| 103124 | Viking Stationary - | £167.23 |
| 103125 | Mr J Reay Handyman Salary 53 hours | £197.11 |
| 103126 | Mr J Reay out of pocket expenses | £86.41 |
| 103127 | Mr G N Stevens Clerk Salary * | £488.80 |
| 103128 | Mr G N Stevens Office Equipment / Broadband * | £25.00 |
| 103129 | Westcotec Street Light Maintenance | £194.08 |

* These two cheques were amended to be paid to Mrs W Stevens due to Mr Stevens in hospital and Mrs Stevens unable to access his bank account.

| | |
|---|-------------------|
| Total Cheques paid | £1,191.97 |
| Balance in Community Account February 2016 | £29,957.59 |
| Balance in Savings Account | £21,729.51 |

**Minutes of the Weeting with Broomhill Parish Council Meeting
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Weeting Payments for February/ March 2016 Invoices

The following payments were authorised on Thursday the 17th March 2016. The cheques were signed by Cllr M Burlingham and Cllr T Childerhouse

| | |
|---|-------------------|
| Balance for Feb 2016 | £29,957.59 |
| Minus the following direct debits | |
| E-On Street Lights | £11.77 |
| E-On Street Lights Parrots Piece | £360.08 |
| Viridor Waste Collection | £93.60 |
| Viridor Waste 2016 Duty of Care | £47.52 |
| Mr J Reay Salary Paid by DD | £200.00 |
| Total Direct Debits | £712.97 |
| Plus the following receipts | |
| Weeting Village Life | £20.00 |
| Total Income | £20.00 |
| Total after Direct Debits and Income | £29,264.62 |

| Cheques | Description | Total |
|---|---|-------------------|
| 103130 | E-On Football Club | £7.96 |
| 103131 | Mr J Reay Delivery of Village Life | £92.73 |
| 103132 | Anglian Computers | £546.97 |
| 103133 | Void Cheque VAT incorrect see cheque103146 | £0.00 |
| 103134 | Mrs W Stevens - Mr GN Stevens Sick Pay * | £604.80 |
| 103135 | Mrs Serena Barnes – Accountant | £400.00 |
| 103136 | Postoffice (HMRC) | £170.20 |
| 103137 | Westcotec - Street Light Maintenance | £194.08 |
| 103138 | Void Cheque | £0.00 |
| 103139 | Westcotec - New Street Lighting School Approach | £3,971.56 |
| 103140 | Birchall Limited T/A Postprint Weeting Village Life | £737.00 |
| 103141 | Mrs P Angus - Interim Clerks Salary | £423.20 |
| 103142 | Mrs P Angus - Out of Pocket Remuneration | £139.01 |
| 103143 | Mrs P Angus - Telephone/ Broadband/Office Equ | £25.00 |
| 103144 | Mr J Reay Salary (£200 paid by DD - see above) | £129.22 |
| 103145 | Mr J Reay Out of Pocket Remuneration | £50.45 |
| 103146 | Treelink Landcare - 8 trees and 60 mixed shrubs | £700.80 |
| 103147 | Village Hall | £33.75 |
| Total Cheques paid | | £8,226.73 |
| Balance in Community Account February 2016 | | £21,037.89 |
| Balance in Savings Account | | £21,729.51 |

* Clerks sick pay for Mr G N Stevens cheque made to Mrs W Stevens as due to separate accounts Mrs Stevens unable to access Mr Stevens Bank account

9.2 Weeting Village Fayre

The Chair said a budget of £1,000 had been set to cover the cost of hiring various items for the Village Fayre, this was proposed by Cllr Warlmsley seconded by Cllr Lister and all agreed.

9.3 Mr Gordon Stevens – Sick Pay – to confirm and record Mr Stevens sick pay entitlement

Cllr Prosser proposed that for this item and item 9.4 of the meeting the public should leave the room the Clerk will also be asked to leave the room for item 9.4, this was seconded by Cllr Lister and all agreed. The Clerk informed the meeting that as Mr Stevens is in his fourth year as Parish

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Clerk he will be entitled to 5 months full pay and 5 months half pay and a letter confirming this will be sent to Mrs Stevens.

9.4 Interim Clerk

The Clerk left the room whilst the Councillors discussed her rate of pay while she is covering for sickness leave for Mr Stevens. Upon her return she was informed that she will be paid the same hourly rate as Mr Stevens which is £13.22 an hour along with £25.00 a month for the monthly rental of her office at home, she will also receive an allowance for petrol when she needs to come to Weeting for various duties, this allowance will not apply when attending the Parish Council monthly meetings.

10. PLANNING APPLICATIONS

3PL/2016/0288 4 Saxon Place IP26 0QP

Replace existing attached flat roofed garage with pitched roof garage and dining room dated 9th March 2016 – No objections

3PL/2015/0285 42 Angerstein Close IP27 0RL

First floor extension & alterations dated 9th March 2016 – No objections

11. MEMBERS' MATTERS - items for next Agenda (for information, not discussion)

None

With nothing more to discuss the meeting closed at 8.08pm

Chairman: _____ Date: _____