

# **Minutes of the Weeting with Broomhill Parish Council Meeting Held at Weeting Village Hall, Weeting on Thursday 19<sup>th</sup> January 2017**

## **PRESENT:**

Councillors M. Nairn Chairman, M Lister Vice Chairman, M Buxton, J Prosser, S Warmsley, P Smith, C Drewry, T Childerhouse and Mrs P. Angus Clerk to the Council.

There was 1 member of the public and Mr J. Reay Handyman

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

The chair welcomed everyone and said that at the end of the meeting after item 11 the Clerk and the Handyman and any members of the public will be asked to leave the room whilst pay increases are discussed for the Clerk and Handyman.

## **2. APOLOGIES OF ABSENCE**

Cllr M Burlingham, District Cllr Ian Monson and County Cllr Sam Chapman-Allen

## **3. ACCEPT AND SIGN THE MINUTES OF THE MEETING HELD ON THE 15<sup>TH</sup> DECEMBER 2016**

The minutes of the Parish Council meeting held on Thursday 15<sup>th</sup> December 2016 having been previously circulated were agreed and approved by all as being a true record of that meeting. The Chair signed the minutes.

## **4. TO RECEIVE DECLARATIONS OF INTEREST**

None.

## **5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION (15 minutes)**

A member of the public said that a car has been put up for sale at the edge of the bowls club and Cllr Lister said that she will put a notice on the car.

## **6. MATTERS ARISING**

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

The Chair said that he had not heard from David Jacklin at the Highways department regarding the Sam 2 Speed Signs and the Trod.

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

Cllr Lister said that 5 lights had been reported as out. Cllr Lister has received a complaint from residents in Pilgrims way regarding the poor lighting in the road, the Chair said that if a new light is needed this will have to be reviewed in the new financial year.

### **6.3 Playing Field/Open Spaces**

New dog bin for the playing field at the Village Hall end of the dog walk – following a discussion it was agreed that a new dog bin is purchased for this area. The Chair congratulated the lady that runs the keep fit class on the playing field, Cllr Drewry said that the classes are absolutely fantastic and following a discussion it was agreed that Cllr Drewry speaks to the Village Hall regarding using the toilet facilities in the hall during the class. Cllr Lister suggested that the Village Hall light is turned on during the classes.

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

The documentation has been done and they are waiting for a training course

### **6.5 Village Risk Assessment**

The Clerk and Cllr Lister carried out a Risk Assessment on the 18<sup>th</sup> December and the documents had been circulated to the Cllrs prior to the meeting. Following a discussion, the Risk Assessment documents were signed off as correct and the new Health and Safety policy that the Clerk had drawn up was adopted by the Council and signed by the Chair this was proposed by Cllr Buxton seconded by Cllr Lister and all agreed.

# **Minutes of the Weeting with Broomhill Parish Council Meeting Held at Weeting Village Hall, Weeting on Thursday 19<sup>th</sup> January 2017**

## **7. REPORTS**

### **7.1 Chairman's Report**

The chair said that there was some vandalism on the Christmas lights on the Gazebo over New Year's Eve. The Chair thanked all that helped put up and then take down the tree.

### **7.2 Clerks Report**

The Clerk read out the following report

- Met with Wickstead regarding the new play area and they should be coming back to me very soon regarding when the new equipment will be installed
- Completed the insurance claim for the hit and run street light and the money minus the first £250 is in the bank and the lighting contractors have been instructed to go ahead
- Carried out the village Risk Assessment with Cllr Lister
- Updated the Risk Assessment to coincide with what Weeting owns and circulated this to the Cllrs
- Prepared a Health and Safety policy to for Weeting Parish Council
- Completed a detailed report for the budget and circulated this to the Cllrs
- Investigated some HMRC tax problems for Mr Reay and carried out a more detailed investigation with the accountant and from this we compiled a report that has been given to Mr Reay regarding his tax codes etc.
- Liaised with the new bank regarding online banking and switching the accounts and delivered online details that I have received so far to the Cllrs concerned
- Filled out the relevant switch forms to the Bank and by the next meeting we should be able to use the new account

### **7.3 Village Handyman Report**

The handyman said that there seems to be less bottles being put in the bottle bank, he removed a metal bed frame that had been dumped by the bottle bank and he took it to Home Farm and put it in there skip and he thanked David Childerhouse for allowing him to do this, he cut down the Christmas tree and thanked Cllr Childerhouse for taking it away, he is still unblocking the clothes bank, he spoke with a man that has been putting nappies in the bin by the shop and after the conversation he took the nappies away.

### **7.4 Bowls Club Report**

Cllr Prosser said that the new constitution is now out for consultation and it will be discussed and accepted at the annual general meeting in October this year. They have applied for a grant from Breckland for some money towards new toilets.

### **7.5 Village Hall Report**

No Report

### **7.6 District Councillors Report**

The District Cllr is away. The Chair informed the Cllrs on his behalf that the local development plan draft is due out any day now. Any large development is on the back burner. The Sports and Play fund is still open. Breckland may be putting up their Precept by 2.5% or £5.00 on Band D but this is yet to be agreed.

### **7.7 County Councillors Report**

Not at the meeting. The Chair said the Norfolk County Council budget they are looking at putting their precept up by 4.8% which includes the increase needed for social care.

## **8. CORRESPONDENCE**

Nothing outstanding.

**Minutes of the Weeting with Broomhill Parish Council Meeting  
Held at Weeting Village Hall, Weeting  
on Thursday 19<sup>th</sup> January 2017**

**9. FINANCE**

**9.1 To Agree and Sign the Payments for December/January Invoices**

The payments for December/January invoices were agreed, this was proposed by Cllr Lister, seconded by Cllr Prosser and all agreed.

The following payments were authorised on Thursday the 19<sup>th</sup> January 2017. The cheques were signed by Cllr T Childerhouse and Cllr J Prosser and all agreed.

|  |                   |
|--|-------------------|
| <b>Balance for December 2016</b>                     | <b>£26,016.69</b> |
| Minus the following direct debits and Standing order |                   |
| E-On Street Lights                                   | £433.07           |
| E-On Street Lights Parrots Piece                     | £17.56            |
| Viridor Waste Collection                             | £68.52            |
| Mr J Reay Salary Paid by SO                          | £200.00           |
| <b>Total Direct Debits/standing orders</b>           | <b>£719.15</b>    |
| Plus the following receipts                          |                   |
| Weeting Bowls  | £18.75            |
| Vat Refund   | £3,017.55         |
| Insurance claim for street light                     | £713.00           |
| <b>Total Income</b>                                  | <b>£3,749.30</b>  |
| <b>Total after Direct Debits and Income</b>          | <b>£29,046.84</b> |

| <b>Cheques</b>                                       | <b>Description</b>   | <b>Total</b>      |
|--|--|-------------------|
| 103274   | Mrs P Angus salary - Office Allowance and Phone                            | £500.23           |
| 103275   | Mr J Reay salary - Mileage   | £120.57           |
| 103276   | Void Cheque  | £0.00             |
| 103277   | Post Office - HMRC   | £633.37           |
| 103278   | FLP Play Solutions - Repair to play equipment                              | £597.55           |
| 103279   | Westcotec - street light maintenance                                       | £194.08           |
| 103280   | Terry Hawkins - December Web Maintenance                                   | £30.00            |
| 103281   | Terry Hawkins - January Web Maintenance                                    | £30.00            |
| 103282   | Serena Barnes - Accountant fee for checking out Mr J Reay HMRC tax enquiry | £150.00           |
| 103283   | Campaign to Protect Rural England subscription                             | £36.00            |
| 103284   | E-ON - Electricity for football club                                       | £17.64            |
| 103285   | Society of Local Clerks - subscription payment                             | £38.00            |
| 103286   | Village Hall - Hall Hire   | £18.75            |
| <b>Total Cheques paid</b>                            |  | <b>£2,366.19</b>  |
| <b>Balance in Community Account for January 2017</b> |  | <b>£26,680.65</b> |
| <b>Balance in Savings Account</b>                    |  | <b>£21,740.35</b> |

# **Minutes of the Weeting with Broomhill Parish Council Meeting Held at Weeting Village Hall, Weeting on Thursday 19<sup>th</sup> January 2017**

## **9.2 Budget 2017/2018 – to agree the budget for next year**

The figures have been circulated to the Cllrs prior to the meeting. Following a discussion it was agreed that a reserve of £2,000 be ring fenced for the maintenance of the Play Area, this will be added to next year's budget, Cllr Warmasley asked why there wasn't a figure on the budget for any grants and the Clerk explained that no specific amount has been designated and any grants that are applied for would need to be discussed as and when any applications come into the Council and she pointed out that there is over £21,000 in the savings account to cover such things as grants. Following a discussion regarding 2017/2018 precept it was agreed that this remains at £36,500 this was proposed by Cllr Drewry seconded by Cllr Buxton and all agreed. Cllr Prosser complimented the Clerk for her work on the detailed figures that she prepared for this budget.

The Clerks and Handyman's Salary were discussed (see note under item 11) and it was agreed that from 1<sup>st</sup> April 2017 the Clerks salary would remain at Scale Point LC2 29 but would increase in line with NALC and SLCC recommended salary scales – the Clerks hourly rate would increase from £13.354 to £13.488. The Handyman's salary would increase from LC1 14 to LC1 16 new pay from 1<sup>st</sup> April will be £9.054 and hour.

## **9.3 Change of Bank – update from the Clerk**

The Clerk said that everything is now ready to go and the money from the current account should be in the new bank by the 9<sup>th</sup> February. All payments (in and out) will be moved to our new account, any remaining credit balance will be transferred to our new account and the old account will automatically close, if any payments are accidentally made to the old account after the switch date they will be automatically redirected or forwarded to the new account, the switch process will be managed entirely by the Co-op and will be backed by the current account switch guarantee. The savings account will have to be closed and transferred by the Parish Council. The Chair said that the Parish Council will need to review and update their financial regulations to co-inside with the new banking details.

## **10. PLANNING APPLICATIONS**

### **3PL/2016/07 30 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

This had reverted back to the original plan

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

Cllr Buxton said that someone had been cutting down foliage on the footpath between Shadwell and nearby areas and leaving on the path. Cllr Lister said that there was also a lot of litter and dog waste in this same area, Cllr Drewry said that the bin men tend to leave a lot of litter when emptying the bins particularly on windy days. Cllr Buxton said that the School are in the process of moving the old bus shelter to their premises. There was a discussion regarding obtaining another bottle bank for the village, the Chair said that he will look into this but does not think it will be possible.

*The meeting was suspended at this point and the Clerk and Handyman and any members of public were asked to leave the room as the Council needed to discuss the Clerks and Handyman's Salary, the outcome of this is detailed under budgets item 9.2 of these minutes*

With nothing more to discuss the meeting closed at 8.16

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