

GAYTON PARISH COUNCIL**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT GAYTON JUBILEE VILLAGE HALL
ON MONDAY 14th March 2016**

Present: Mr R King (Chair), Mr B Anota, Mr P Savage, Mr A Beales, Mr A Dewing, Mr S Verber, Mr P Grant and Mr J Currey.

1. Apologies for absence.

Apologies were received and accepted from Mr P Gidney, Mr S Taylor. Lady Romney did not attend the meeting.

2. Declaration of Interest – The Councillors will declare any personal or prejudicial interest in any item on the agenda.

There were no declarations of interest.

3. Minutes of the Parish Council Meeting held 8th February for approval.

Mr Beales noted that Watergate House referenced in item 18 of the minutes should have read Bywater House. Mr Grant then proposed that the minutes be approved as a true record of the previous meeting and Mr Verber seconded this. All Agreed.

4. Report from County Councillor and Borough Councillor.

County Cllr Coke did not attend the meeting or provide a report. Mr Beales reported that the Borough Council's budget had been approved. He also noted that the devolution of services from Central Government is still being considered and further information would be available after he attended a briefing on Thursday 17th March. It currently appears that there is not enough money being offered by Central Government for Councils to take on certain services themselves.

5. 10 Minutes Open Forum for Parishioners and report from County Councillor

A parishioner asked the Council whether it had a mission statement in place. The Council confirmed that it does not, however, agreed to discuss the merits of putting one in place at the next meeting. Concerns were also raised regarding safety along the footpath between Springvale and St Nicholas Close and whether additional streetlighting could be installed to improve visibility. The Chairman confirmed the Council's dark sky policy however said that additional streetlighting would be considered if there is an evident need to improve safety. Further streetlighting was also requested on Grimston Road. The Council will discuss these issues at the next meeting.

The Council was also asked for an update on planning in the village. The Chairman advised that the Council had no further update to provide other than to confirm that the three largest applications (Manor Farm, rear of Rampant Horse and Allen's Garage site) would all be heard at the Borough Council Planning Committee Meeting on 4th April, at which the public can attend. Mr Anota will be representing Gayton at the meeting.

6. Streetlights – the Council will consider a quotation and further information from its streetlight maintenance firm to convert its streetlights to LED's.

The Clerk provided two further quotations for two different types of LED lanterns. One quote was for the same lantern quoted for previously and the other was for a newer type, which is slightly cheaper. It was also noted that the quote for the original lantern was cheaper and the streetlight maintenance firm had confirmed that this is because the cost of the lanterns changes regularly due to demand and they pass these savings on to their customers.

The Clerk also reported that the streetlight maintenance firm had confirmed that none of the existing streetlights are in imminent danger of failing and are all of a fair standard for their age. Therefore, the maintenance firm could not suggest which lanterns to convert to LEDs first if not all would be converted at once. The Council considered all of the information available, including the fact that it would take approximately 10 years for the Council to recoup the initial cost of conversion by way of savings on electricity and maintenance costs. Since none of the existing streetlights are likely to expire in a short space of time, the Council agreed that it is unnecessary to spend money converting the lanterns at this time. This issue will be revisited in December.

7. Smaller Authorities Audit Appointment – the Council will decide whether to opt out of this scheme and find its own external auditor independently

The Clerk explained that the Audit Commission had closed and because of this, Town and Parish Councils have the option to be included in the new scheme offered or choose an annual external auditor themselves. It was noted that it is unlikely the Council will require an external audit if it's annual income remains under £25,000, however, it was also noted that the fee scales offered by the new Audit company for an external audit are very reasonable and that the time required to obtain three quotations for an external auditor would be onerous. Therefore, Mr Verber proposed that the Council remains in the new scheme and Mr Dewing seconded this. All agreed.

8. Risk Management – the Council will consider a renewal quotation for a further three years of risk management of the Council's assets

The risk management company used by the Council for the past three years provided another quotation for a further three years at a fixed cost of £615 + VAT per year. This is a slight increase from the £562.50 + VAT paid for the previous three years. Since the Council is generally happy with the service provided and the contractor has gained knowledge of Gayton during his time working for the Council, the Chairman proposed that the quotation be accepted and Mr Grant seconded this. All agreed.

9. Jubilee Hall – the Council will hear an update from the Trustees

The Chairman noted that the Parish Council would provide this opportunity for the Jubilee Hall Trustees to discuss the future of the Hall with residents, however, pointed out that the Parish Council acts as Custodian Trustee to the legal deed for the Hall. It is not responsible for ensuring that the Jubilee Hall remains open. Mr Anota, Mr Verber and Mr Savage reported that another Trustee had stepped down and they are currently the only Trustees. They reported that the Hall would have to be closed if no other volunteers stepped forward to join the Committee and take on some of the work necessary to ensure that the Hall stays open. It was also noted that each user group of the Hall should provide a representative to attend Committee meetings. The AGM for the Hall will be held on 13th April at which it is hoped that more volunteers will step forward to join the Committee and keep the Hall open.

10. Celebrating the Queen's 90th Birthday – the Council will consider how to participate in this

Mr Beales reported that it was not an option to light a beacon any longer as certain materials that would have been burnt have been removed. It was noted that other Parish Councils held litter collecting days in honour of the Queen's birthday. Since the Council has already organised a litter collection for the Parish, it was agreed that this could be considered a method to celebrate the Queen's Birthday.

11. Annual litter pick – the Council will agree who will coordinate the event

Mr King confirmed that he would organise the start of the event at 10am but would have to leave early. Mr Dewing agreed to take over the coordination after this event and the grounds keeper for Gayton Estate had kindly agreed to collect all of the rubbish and litter picking equipment at the end of the day.

12. Planning*a) Applications to consider*

There were no applications to consider.

b) Decisions received from BCKLWN / NCC

It was noted that the application for 10 further dwellings at the old Mill site had been withdrawn

*c) Any applications received after 9th March 2016**d) NCC – Local List for Validation of Planning Applications Consultation Draft – for consideration of any comments*

The Clerk advised that the County Council must review its Local List for Validation of Planning Applications periodically and any changes it wishes to make must be consulted on. Having read the list, the changes appeared to focus on efficiency in the planning application submission stage. It was agreed that the Councillors would review the changes and make any comments necessary at the next meeting.

13. Gayton Playing Fields – the Council will discuss any playing field issues.

There were no issues to raise from the weekly checks. It was noted that the skatepark is getting a lot of use which is pleasing to the Council. It was also noted that grass cutting should begin again in March and a record of the dates each cut takes place should be kept.

14. Highways – the Council will discuss any Highway issues

Mr Beales has raised the issue of flooding on Back Street with NCC Highways again and noted, with disappointment, that improvements to this issue outside Harpindene didn't make it into Highways scheme for 2016/17. It was agreed that this issue needs to be dealt with and that the Parish Council should write formally to NCC Highways to raise its concerns about the damage further flooding could cause to the road.

It was also noted that some of the drain covers on Lynn Road are sinking. A meeting with NCC Highways Engineer, Andy Wallace, will be arranged to raise this points.

15. Correspondence received since last meeting (see attached schedule).

It was noted, with thanks, a report from Sharon Ludford, Officer at the Borough Council, reporting on ongoing efforts to educate people in Gayton about the dangers of dog fouling. She confirmed that a lot of work had been undertaken with the School and the children would be creating posters, some of which will be printed and displayed in the Parish. The Council is very grateful for her and the team's efforts.

16. Finance

The current financial standing of the Parish Council will be reported and the following payments will be presented for approval: -

Mrs K Senter	1 month's clerks salary & expenses –	BACS	£	435.62
Norfolk Parishes Training Partnership	Training course – John Currey	101524	£	45.00
CGM	Maintenance	101525	£	47.65
TT Jones Electrical	Electrical maintenance	101526	£	281.66
Gayton Jubilee Hall	Hire – February	101527	£	21.00
BCKLWN	Dog waste collection	101528	£	£724.46
HMRC	PAYE	101529	£	6.60
TOTAL			£	1561.99

Mr Verber proposed that the above payments be made. Mr Grant seconded this and all agreed.

17. Items for report or Future Agenda

It was agreed to discuss the following at the next meeting:

- Highways issues
- Speedwatch
- The possibility of creating a Mission Statement
- Further streetlighting
- Purchasing a computer and projector to view planning apps at meetings
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18. Date of next meeting is planned to be 11th April 2016.

Signed by Chairman..... 11th April 2016