

GAYTON PARISH COUNCIL**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT GAYTON JUBILEE VILLAGE HALL
ON MONDAY 15th May 2017**

Present: Mr R King, Mr B Anota, Mr S Verber, Lady Romney, Mr A Beales, Mr A Dewing, Mr P Gidney, Mr J Currey, Mr P Grant and Mr P Savage.

1. Election of chairman.

Mr King indicated that he did not wish to stand for Chairman for another year. His length of service and commitment to the role was noted with thanks by the Council. Mr Gidney proposed that Bal Anota be the new Chairman and Mr Grant seconded this. All agreed.

2. Election of Vice-Chairman.

Mr Currey indicated his willingness to take on the role of Vice Chair. Mr Grant proposed that Mr Currey take on this role and Mr Beales seconded this. All agreed.

3. Election of Representative to Jubilee Hall Management Committee.

Mr Dewing indicated his willingness to take on this role. Lady Romney proposed Mr Dewing for the role and Mr Savage seconded this. All agreed.

4. Election of Parish Magazine Liaison Officer.

It was agreed that this duty should remain within the remit of the Parish Clerk.

5. Election of Footpaths/Tree Warden.

Mr Beales indicated his willingness to undertake this role. Mr Savage proposed Mr Beales for the role and Lady Romney seconded this. All agreed.

6. Apologies for absence.

The Council received and accepted apologies from Mr Taylor.

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

Lady Romney and Mr Beales declared non pecuniary interests in the planning application appeal notice in item 19.

8. Minutes of the Parish Council Meeting held on 10th April 2017 for approval.

Mr Verber proposed that the minutes be accepted as a true record of the previous meeting and Mr Grant seconded this. All agreed.

9. Report from County Councillor and Borough Councillor.

The Council noted the report that Mr Beales had given in the Annual Parish Meeting which was held just before this meeting. The Council has yet to meet the new County Councillor.

10. 10 Minutes Open Forum for Parishioners.

There were no comments from members of the public in attendance.

11. Standing Orders – the Council will review the existing standing orders of the Council.

After a brief discussion, Mr Dewing proposed that the Standing Orders need no amendment and should stay unchanged. Mr Savage seconded this and all agreed.

12. Insurance Renewal – the Council will note the insurance renewal which is within a three year long term agreement.

The Council noted that the 2017/18 insurance renewal with AON Insurance for £993.09 was the last year of the three year long term agreement. At least three quotations will be gathered when the Council considers the 2018/19 insurance renewal.

13. Review of Asset Register.

The Council considered the Asset Register and noted the addition of one more streetlight in Back Street with a value of £1500 to cover the cost of replacement, should this be necessary. In addition, the new dog waste bin installed in Gayton Thorpe has been added.

14. Review of arrangements with other local authorities and review of contributions made to expenditure incurred by other authorities.

There are no current arrangements with other local authorities or contributions made to other authorities.

15. Review of representation on or work with external bodies and arrangements for reporting back.

The Council noted its representation on the Gayton Jubilee Hall Committee and agreed that an item will be added to the Parish Council meeting agenda following a Gayton Jubilee Hall Committee meeting so that the Council can be apprised of any relevant news or requests.

16. Confirmation of date and location of Council meetings up to and including the Annual Parish Meeting in May 2018.

The Council noted and acknowledged the dates of planned meetings up to and including the May 2018 meeting.

17. Playing Field Project – the Council will hear an update on progress with the project to install new equipment for younger children at the playing field.

Mr Currey reported that the consultation had received 112 responses which was considered very positive. He noted that all of the responses were in favour of installing new equipment for younger children and some of the responses, particularly those made online, were quite detailed. He noted that one response from a resident who, whilst in support of new equipment, had concerns that the main grassed space, which can be used for games of football and rounders for instance, would not be encroached upon. The Council generally agreed that the large grassed space should not be taken up by equipment and agreed to delegate the responsibility to determine the reasonable space available to install new equipment without encroaching on the main grassed area to Mr Currey. On this basis, Mr Beales proposed that the Playing Field Working Party should designate the relevant area available for new equipment and write to suppliers for quotations. Lady Romney seconded this and all agreed.

18. Footpaths in Gayton – the council will consider a request from a parishioner to improve access and visibility of footpaths in Gayton.

The Council noted the comments of a parishioner who felt that more could be done to maintain and promote the public footpaths within Gayton. The parishioner noted that other neighbouring villages appeared to have invested in better signage and notice boards containing maps detailing the footpaths available. The Council considered these comments and agreed that the parishioner should be asked to clarify which public footpaths he felt were not maintained or signposted adequately and to enquire from Norfolk County Council what its statutory obligation to maintain and signpost footpaths is. Once this information is gathered, the Council will consider this again.

19. Planning

a) *Applications to consider*

Single storey rear extension and alterations to dwelling at Grafton, Winch Road, Gayton, Kings Lynn
The Council agreed that it had no objections to this application.

b) *Decisions received from BCKLWN / NCC*

APPEAL NOTICE – the following regused application has been appealed: - Land to the North of St. Nicholas Close, Gayton – Outline application for 50 dwellings.

The Council noted that its original objection to this application would be considered by the Inspector dealing with this appeal.

c) *Any applications received after 10th May 2017*

There were no further applications to consider.

20. Gayton Playing Fields – the Council will discuss

- **any general playing field issues and consider a quotation for an annual inspection.**

There were no general playing field issues and the Clerk noted that the annual inspection would take place later in the year so the quotation for the cost would be carried over to the following month.

- **A further quotation from Sovereign for the replacement of another damaged wooden beam at the Gayton Thorpe playing field.**

The Clerk reported that Sovereign had written to the Council to point out a further defect found on the wooden trail at the Gayton Thorpe playground. The Clerk showed the Council a photograph which Sovereign had supplied. The Council agreed to monitor the issue and ask the Council's risk assessment contractor why this was not noted in the risk assessments.

- **Consider the cost of a sign to indicate that litter should be put into the bins required to be attached to the skatepark.**

The Clerk reported that a sign which could be fitted to the skatepark indicating that users should use the litter bins provided for their litter would cost £15 + VAT. Mr Savage proposed that two signs be purchased to go at either end of the skatepark and Mr Verber seconded this. All agreed.

21. Annual Risk Assessments – the council will discuss any action required after consideration of the risk assessments produced for the new financial year.

The Council noted that Mr Taylor had kindly reviewed and reported on the risk assessments last year and agreed to adjourn this item until the next meeting when Mr Taylor would be present.

22. Annual Litter Pick – the Council will consider the organisation of this event.

The Council agreed that it is too late in the season to organise a litter collection and that this activity should be discussed at the January 2018 meeting.

23. Highways – the Council will discuss any Highway issues and any Speedwatch issues.

The Clerk reported that she had instructed Nigel Drew to repair the Speedgate on Grimston Road at a cost of £70 in error having only realised after instructing the work that the Council had agreed to find out of the cost of repair at the previous meeting, only. The Council retrospectively approved the expenditure.

24. Notice board in St. Nicholas Close – the Council will consider repairing or replacing the notice board given its current state.

The Council considered that the notice board in St Nicholas Close has not been used by the Council for several years and agreed that it is not necessary. Mr King proposed that the Council pay no more than £50 for its removal. Mr Beales seconded this and all agreed.

25. Lych Gate – the Council will consider whether any repairs are necessary.

The Council noted that part of the base post appears to be crumbling and there may be death watch beetle activity in the wood. It was agreed to investigate who undertook the repairs last time this was required given their knowledge of the gate. The Council also discussed whether a grant could be obtained from the War Memorial Trust. It was agreed to investigate this further and report back at the next meeting.

26. Phone box in Gayton Thorpe – the Council will consider agreeing the contract with BT to take on ownership of the phone box.

The Council noted that there was an option to retain the electricity supply in the phone box to power the light inside, however, it was noted that this would incur an additional annual cost to the Council and there is no real benefit to maintaining the light. Alternative solar powered options could be considered if a light is agreed to be necessary. Mr Savage proposed that the contract be signed and the electricity supply terminated and Mr Verber seconded this. All agreed.

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

There was no correspondence

28. Finance – the current financial standing of the Parish Council will be reported and the following payments will be presented for payment: -

Mrs K Senter	1 month's clerks salary & expenses	BACS	£	368.72
HMRC	PAYE	BACS	£	91.00
TT Jones Electrical	Streetlight maintenance	BACS	£	125.18
KVT BusinessCare	Half phone bill etc	BACS	£	38.85
PJ & B Jones	Churchyard Strimming	BACS	£	72.00
Gayton Jubilee Village Hall	Hire of hall	BACS	£	42.00
Nigel Drew	Speedgate repair	101604	£	70.00
AON Insurance	Renewal	101605	£	993.09
Gayton PPC	Donation	101606	£	200.00
			TOTAL	£ 2,000.84

Lady Romney proposed that the Council make the payments listed above and Mr Beales seconded this. All agreed.

29. Items for Report or Future Agenda.

Mr Verber requested that the replacement of the notice board outside the Hall be discussed at the next meeting along with a request from the Hall for the Council to contribute to repair and refurbishment costs at the Hall.

Mr Beales requested that the Gayton Mill site be discussed at the next meeting so that he can provide an update.

30. Resolve to exclude the press and the public in light of the following item of a sensitive nature.

Lady Romney proposed that the press and the public be excluded and Mr Beales seconded this. All agreed.

31. Recruitment of new Parish Clerk

The Clerk reported that there had been one applicant so far who is already a Parish Clerk, however, could not attend Monday night meetings. It was agreed to send round a schedule of the days per week to see which alternative day most Councillors could meet on. In addition, Mr Beales confirmed he would directly contact the local Parish Clerks that he deals with in his capacity as Borough Councillor to see if they may be interested in the position at Gayton and contact the Borough Council Democracy Services to see if they could offer any suitable candidates.

32. Date of next meeting is planned to be 12th June 2017.

Signed by Chairman..... 12th June 2017