

**GAYTON PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT GAYTON JUBILEE VILLAGE HALL  
ON MONDAY 10<sup>th</sup> April 2017**

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

**1. Apologies for absence.**

Apologies were received and accepted from Mr S Taylor and Mr A Beales. Cnty Cllr Coke did not provide apologies or attend the meeting.

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

Lady Romney declared a non-pecuniary interest in item 9 on the agenda.

**3. Minutes of the Parish Council Meeting held on 13<sup>th</sup> March 2017 for approval.**

Lady Romney proposed that the minutes be accepted as a true record of the previous meeting. Mr Currey seconded this. All agreed.

**4. Report from County Councillor and Borough Councillor.**

Mr King reported that Mr Beales had confirmed that he had met with Andy Wallace (NCC Highways) to discuss a number of issues. Since these were all Highway related issues, they will be noted in item 15.

**5. 10 Minutes Open Forum for Parishioners.**

A parishioner reported that there is a rotten post on the lych gate. This has not been officially reported to the Parish Council by the Parochial Church Council so the Clerk will contact the Council for more information.

The Council was grateful to the parishioner who confirmed that he had been spraying and highlighting dog waste which has been left and not picked up by dog owners in the Parish.

**6. Neighbourhood Plan – the Council will decide whether it should create a Neighbourhood Plan for Gayton following a proposal on how much this could cost and what time and effort is required.**

The Chairman suspended standing orders and invited Sarah Renwick to address the Council. Ms Renwick ran through the benefits to the Parish of having a Neighbourhood Plan including the increased revenue from the CIL (Community Infrastructure Levy) imposed on new developments by the Borough Council and that the Parish will be able to help shape future development in a way that is sympathetic to the existing area and the existing residents' requirements. Ms Renwick also confirmed that all of the work would be undertaken by the Steering Group, made up of a group of Gayton residents, and that a grant is available which should cover the entire cost of the project. The Parish Council thanked Ms Renwick for her time and the Chairman reinstated standing orders. The Council noted that the Plan would be the responsibility of the Parish Council so the progress of development of the Plan should be monitored at every meeting with a report from the Steering Group if the Council agreed for a Plan to be created. After some further discussion, Mr Gidney proposed that a Plan should be produced as long as a grant can be achieved which will cover 100% of the cost. Mr Dewing seconded this. There were 8 votes in favour and 1 abstention so the motion was passed.

- 7. Local Plan and Future Development in Gayton – the Council will consider inviting local landowners who wish to put forward land for future development and agree appropriate action.**  
The Councillors considered whether to invite the land owners who have put land forward for development between 2026 and 2036 to the meeting, however, it was agreed that the development is so far in the future that it would not be productive to discuss any plans at present. The Council agreed to monitor the sites put forward.
- 8. Community Defibrillator – the council will consider whether to install a Defibrillator in the Parish and agree any questions to ask about this.**  
The Council discussed the need for a Community Defibrillator. One Councillor felt it may be redundant given the proximity of Gayton to the Hospital. The maintenance and training required to own one was also considered. Mr Verber proposed that the Council should purchase a defibrillator Mr Grant seconded this. There were two votes in favour, three against and four abstentions so the motion was not passed.
- 9. Lighting at Development at Church View Lane – the council will consider correspondence from NCC in relation to lighting at this development and agree appropriate action.**  
The Council unanimously agreed that, in conjunction with its dark skies policy, it does not support street lighting at the new development.
- 10. Parish Website – the Council will note the current Website Administrator’s notice to cease managing the website and decide how to manage the Website moving forward.**  
The Clerk reported that the current Website Coordinator had given notice of his decision to withdraw from administering the website on behalf of the Parish. It was agreed to advertise for someone else to take on this position in the Voice of the Village and it was hoped that somebody local would be able to take this on.
- 11. Annual review of Financial Regulations and Financial Risk Assessment – the Council will consider approving the amended document.**  
The Clerk confirmed that the reference to the three year forecast of revenue capital and receipts had been removed as it is not relevant and that the contact details for the Parish Council had been updated and corrected. Mr Currey proposed that the amended document be approved and Mr Dewing seconded this. All agreed.
- 12. Internal Auditor – the Council will formally approve the Internal Auditor for the 2016/17 financial year’s accounts.**  
The Clerk confirmed that Mr Chris Reeks had confirmed his willingness to undertake the Internal Audit for the 2016/17 financial year. Lady Romney proposed that his offer be accepted and Mr Savage seconded this. All agreed.
- 13. Planning**
- a) *Applications to consider*  
Single storey extension and cart shed extension to double garage at Orchard Farm, Lynn Road, Gayton  
The Council agreed the following response to this application:  
The Council objects to this application on the basis that the proposed materials are out of keeping with those used on existing surrounding properties and the appearance of the new addition to the building will not complement the existing look of the building. As this is a listed building it is even more important that the correct and most sympathetic design and materials are used.

- b) *Decisions received from BCKLWN / NCC*  
There were no decisions received.
- c) *Any applications received after 5<sup>th</sup> April 2017*  
There were no further applications to consider.

**14. Gayton Playing Fields – the Council will discuss**

- **any general playing field issues**

The Council noted the increase in rubbish on the playing field again and acknowledged that this is a consistent problem yearly during the Spring and Summer months regardless of the fact that there are three bins on the field. It was noted that a lot of rubbish is left near the skatepark so it was agreed to procure a quotation for a sign to erect on the skatepark asking users to put their rubbish in the litter bins provided.

It was noted that a blossom tree on Gayton Thorpe playing field is dying and probably needs removing. It was agreed that this should be reported to West Acre Estate.

- **Consider purchasing equipment for the skatepark for users to use to remove water laying on the ramps.**

The Council agreed to spend no more than £50 attaching a pipe to the side of the skatepark in which brooms to sweep the water off the ramps could be stored.

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

The Council noted Mr Beales report which covered the following items.

- Low set manholes on Lynn Road – NCC Highways will be surveying the condition of Lynn Road shortly and will look at the condition of the manholes.
- 30 mph signs at and adjacent to junction of Lynn Road and Grimston Road – NCC Highways will look at prescribed spacing of signs and agree any action necessary.
- Broken Give Way sign at Wells Wondy – replacement in progress
- Speed gate on Grimston Road – this has been inspected and it appears that the posts have not rotted but been deliberately broken.

The Council agreed to obtain a quotation from Nigel Drew to repair the speedgates.

It was noted that the footpath off Vicarage Lane is actually a byway allowing access to all traffic which does include motor vehicles.

Mr Gidney reported that there may be some land at the back of Hills Crescent which has been identified as County Council land but which he believes is owned by the Borough Council and he will investigate this.

Mr Grant reported that the police are issuing new speed guns to Speedwatch Teams which photograph the speeding vehicle. There are only 140 guns available and Gayton will have to wait sometime before being issued with a new one.

**16. VAS sign – the Council will discuss the VAS sign maintenance, including the retrospective approval of an emergency repair, and discuss creating a rota to regularly move the sign around the Parish.**

The Council noted that the VAS sign needed emergency repairs between meetings and Mr King retrospectively proposed that the Council spend £44 + VAT on new plugs for the repair. Mr Grant seconded this and all agreed.

Mr Verber and Mr Grant agreed to help Mr Anota move the VAS sign every four weeks to a new location and a rota will be drawn up to manage this.

**17. Correspondence received since last meeting (see attached schedule).**

The Council noted a copy of Countryside Voice Magazine.

**18. Electronic payments – the Council will consider making all future payments electronically rather than via cheque.**

Mr Verber proposed that, where possible, all payments of invoices and expenses of the Council should be paid electronically by BACS rather than cheque. A document will be drawn up so that two signatures of the Council's bank account can sign it confirming the payment of invoices and receipts at each meeting and then the Clerk will action the payments. Mr Gidney seconded this and all agreed.

**19. 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
Sovereign	Replacement wooden planks at Gayton Thorpe	BACS	£	224.46
BCKLWN	Dog waste collection for the year	BACS	£	742.56
CES	Annual Risk Assessments	BACS	£	738.00
Westcotec	Repair faulty plug	BACS	£	59.40
KJN Landscapes	Litter collection	101602	£	630.00
TT Jones Electrical	10 new LED lamps	101603	£	3,206.40
			<b>TOTAL</b>	<b>£ 6,060.54</b>

Mr Verber proposed that the Council make the payments listed above and Mr Currey seconded this. All agreed.

**20. Items for Report or Future Agenda.**

The Clerk advised the Council of her notice to terminate her employment as Parish Clerk owing to the pressures of her other work commitments. A new Clerk will be required from the 1<sup>st</sup> August 2017. It was agreed to advertise the vacancy via Norfolk ALC and in the Voice of the Village.

The Clerk reminded the Council that the Annual Parish Meeting will be held before the Annual Parish Council meeting in May and that it would start at 7pm, with the permission of the Hall Committee.

The Chairman advised that he does not intend to stand for Chair again when this is decided at the Annual Parish Council meeting.

**21. Date of next meeting is planned to be 15<sup>th</sup> May 2017.**

Signed by Chairman..... 15<sup>th</sup> May 2017