

GAYTON PARISH COUNCIL

MINUTES OF THE MEETING OF THE ANNUAL PARISH COUNCIL HELD AT GAYTON JUBILEE VILLAGE HALL ON MONDAY 9th May 2016

Present: Mr R King (Chair), Mr B Anot, Mr A Beales, Mr A Dewing, Mr S Verber, Mr P Grant, Mr P Gidney, Mr S Taylor, Lady Romney, Mr J Currey Mr P Savage.

1. Election of Chairman

Mr Beales proposed that Mr King continue in the role of Chairman and Mr Grant seconded this. All agreed and Mr King confirmed his agreement to remain Chairman and signed the Declaration of Acceptance of Office.

2. Election of Vice Chairman

Mr King proposed that Mr Anot continue in the role of Vice Chairman and Mr Taylor seconded this. All agreed and Mr Anot confirmed his willingness to remain in the role.

3. Election of Representation to Jubilee Hall Management Committee

It was noted that the representative from the Parish Council should not also be an existing Jubilee Hall Committee member, therefore after Mr King volunteered to take on the role, Mr Grant proposed that he take up the position of representative and Mr Beales seconded this. All agreed.

4. Election of Parish Magazine Liaison Office

There were no volunteers for this position so the Clerk will continue to provide the monthly report to the Editor of the Voice of the Village.

5. Election of Footpaths / Tree Warden

Mr King proposed that Mr Grant take this role, following his indication of willingness to do so, and Mr Dewing seconded this. All agreed.

6. Apologies for absence.

There were no apologies and Cnty Cllr Coke did not attend the meeting.

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 pecuniary interests in the planning applications at Manor Farm and for 50 dwellings in St Nicholas Close.

8. Minutes of the Parish Council Meeting held 11th April for approval.

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

9. Report from County Councillor and Borough Councillor.

There was no report from the County Councillor. Mr Beales confirmed that most items had been covered in his report made at the Annual Parish Meeting, which preceded this meeting. He did confirm that the Borough Council has confirmed that it now has a five year land supply so all current and new planning applications will be considered under the Local Plan again. However, the calculation for the five year land supply could be challenged by an inspector on any application that goes to appeal.

10. 10 Minutes Open Forum for Parishioners.

It was noted that many of the verges in the Parish have not been cut back for some time and look very untidy. The Clerk confirmed that this is the responsibility of NCC Highways who had reduced the amount of cuts to verges due to budget cuts. Mr King confirmed to all that an extraordinary meeting would take place on Monday 23rd May to discuss the application for the new School and no discussion would take place on the application at this meeting. He also confirmed that he and Mr Anota would be attending a meeting with Henry Bellingham MP and Anglian Water to discuss the implications of all of the planned development in Gayton on the existing water and sewerage system.

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

Mr King proposed that no changes were necessary to the standing orders and Mr Anota seconded this. All agreed.

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

The Council noted the insurance renewal amount which had risen slightly with inflation and also with the addition of the 20mph flashing signs purchased in the previous financial year.

13. Review of Asset Register

The Council noted the asset register and had no queries or felt any amendment was necessary.

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 expenditure of other authorities.

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

It was noted that Mr King will now be representing the Parish Council at the Jubilee Hall Committee meetings and an agenda item will be included at the next Parish Council meeting for a report on the Hall's meeting to be made.

16. Confirmation of date and location of Council meetings up to and including the Annual Parish meeting in May 2017

It was noted that all proposed dates are on the second Monday of each month, apart from August where there is no planned meeting.

17. Jubilee Hall – the Council will hear an update on the management of the Hall following the AGM.

Mr Verber, Mr Savage and Mr Anota were all pleased to announce that the Jubilee Hall now has seven Trustees who would soon be registered on the Charity Commissions website. This was very pleasing news to the Council.

18. Planning

a) *Applications to consider*

New timber superstructure garage to erect to the North East of the site, with an altered vehicular access and new fence to the front boundary at Chalk Barn, Winch Road, Gayton

The Council considered the plans provided by the Borough Council and noted that plans showing the alterations to the vehicular access were not included. Therefore, no decision on the application could be made until the appropriate plans were provided. It was agreed to contact the Borough Council to request the additional plan and look at this application again at the extraordinary meeting on 23rd May.

Lady Romney and Mr Beales left the meeting before discussion began on this item.

Up to 50 dwellings at Land to The North of St Nicholas Close, Gayton

The remaining Councillors agreed that the application should be objected to on the basis that it is outside the development boundary. It was agreed to make the following comments:

Gayton Parish Council objects to this application on the basis that

- it is outside of the development boundary
- it represents overdevelopment in the Parish
- the existing water and sewerage network does not have capacity to deal with these extra dwellings

b) *Decisions received from BCKLWN / NCC*

There were no decisions received.

c) *Revision of comments on application below following communications from the Borough Council regarding the 5 year land supply*

Residential development comprising 40 dwellings to include 8 self build custom built dwellings and access at Land at Manor Farm, Back Street, Gayton

The Council agreed to revise its original comments and object to the application on the basis that it is outside the development boundary.

d) *Any application received after 4th May 2016.*

It was noted that the application for the new School would be discussed on 23rd May.

Mr Beales and Lady Romney rejoined the meeting.

e) *Proposed Main Modifications to the Site Allocations and Development Management Policies Document (SADMP) Consultation – the Council will consider its response.*

The Council noted that the main amendment to the document was to refer to the expression of housing numbers on allocations to 'at least' 23 (for Gayton) rather than just 23. There was much discussion on this item with Councillors feeling that this change means that any amount of development in Gayton could take place. Mr Verber proposed that the Council request that the original wording remains the same and Mr Grant seconded this. Further discussion ensued and Mr Gidney then proposed that the Borough's proposed new wording should be followed by '(subject to consultation)'. Mr King seconded this proposal which was then voted on with 7 votes in favour, 3 against and 1 abstention.

- f) *Community infrastructure Levy – the Council will consider any further comments on the proposal.*

The Council noted that developers would have to pay £60 per square metre for large scale development in Gayton under the new CIL scheme and that Gayton Parish Council would receive 15% of this. However, the CIL would not apply to the recent planning permissions given to development at Manor Farm, Allens Garage and land to Rear of the Rampant Horse. These would be dealt with under the existing section 106 scheme.

- g) *Cessation of paper planning applications – the Council will consider how it can deal with planning applications in the future when the Borough Council begins charging a fee to send out paper plans to Parish Councils.*

The Council discussed at length the implications of not receiving paper planning applications any more. It noted that there would not be large scale drawings to look at and that the Council would have to make do with these printed on A4 paper for the meetings. The Council also discussed the possibility of installing a projector at the Jubilee Hall (possibly as part of a joint venture with the Jubilee Hall Management Committee) so that planning application documents could be viewed at the meetings. However, it was noted that the Jubilee Hall does not currently have an internet connection and that it would be considerably time consuming for the Clerk to download all items relating to a planning application before each meeting onto a computer. Mr Verber also noted that the Borough Council's planning portal is not user friendly for Parish Councils and it would be easier if the Borough Council emailed a zipped file containing all of the documents necessary to the Parish Clerk. It was noted that it might be possible that the Hall would have a broadband connection by the Autumn at which time discussions could take place on whether a static projector could be installed. In the meantime, it was noted that the Council would have to print planning application documents on A4 or request large scale copies, at a cost, when necessary until this point.

- h) *Revenue to the Parish from development in Gayton – the Council will consider what it is likely to receive from the section 106 monies and how this money should be spent.*

As already noted by Mr Beales, the Council is still operating under Section 106 rules which deal with the provision of open spaces and there would, therefore, be no financial input to the Parish Council under this scheme. This will change once the new CIL is adopted but this won't apply for some time.

19. Gayton Playing Fields – the Council will discuss: -

- Any playing field issues and consider a quotation for an annual inspection
Mr Taylor confirmed that he would move the broken goal post from the Gayton Thorpe playing field. Mr Dewing reported that there are no issues on the Gayton playing field. Mr Savage reported that a broken child's tractor is being repeatedly used on the skatepark. Mr Beales agreed to collect and remove it. It was noted that water lays in one part of the skatepark but not on the others. This will be raised with the manufacturers again.
The Clerk confirmed that the price for annual inspections on the two playing fields and skatepark would be £202.50 + VAT, provided by The Playing Field Inspection Company who undertook the inspections last year. Mr Beales proposed that the quotation be accepted and Mr Gidney seconded this. All agreed.
- Installation of further picnic benches on the playing field
Before the Council considered this item, the Clerk reported that she had received emails from members of the public requesting toddler play equipment on the Gayton playing field, stating that they feel that the toddler age group is not adequately catered for. This will be discussed in more detail at the next meeting, however, may be a factor to be considered in

the Council's decision to install a new bench. It was agreed that a bench is required regardless of whether a new project is undertaken to put new equipment on the playing field, so, following examination of some types and costs of benches, Mr Beales proposed that the Council spend no more than £550 on the bench and its installation and Mr Dewing seconded this. All agreed.

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

On reviewing the risk assessments, it was noted that those relating to the solar powered lighting units in the bus shelters and with the abandoned phone box in Gayton Thorpe are unacceptable and do not realistically deal with risks associated with these items. It was agreed that the Clerk will revert back to the risk management contractor to discuss and request revised risk assessments for these items. It was also agreed to remove all reference to the Parish Council regularly checking assets, other than the playing field equipment.

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

Lady Romney asked that more notice is given of the next litter pick to various village organisations and volunteers who may wish to be involved and it was agreed to try to do this.

22. Highways – the Council will discuss any Highway issues and consider any action necessary to deal with fly-tipping of garden waste on verges.

Mr Gidney reported a broken drain cover in Vicarage Lane which he has already reported to NCC Highways. Mr Grant reported that there was an absence of fly tipping of garden waste at present. Mr Beales confirmed that he had met with Andy Wallace, NCC Highways Engineer, and he had confirmed that there is no weight restriction on Winch Road. A program to repair and resurface Winch Road is planned to take place in 2017.

23. Churchyard Maintenance at Gayton Thorpe – the Council will consider a formal request for a donation towards this.

The Clerk confirmed that no formal request had been received so this item was not discussed.

24. Speedwatch – the Council will consider a request to cover the cost of Hall hire for a meeting of the Speedwatch team.

Mr Beales proposed that the Council cover the cost of a meeting of up to two hours (£21) for the speedwatch team to hold a meeting and Lady Romney seconded this. All agreed.

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

The Council noted a response from NPS regarding the land work in Vicarage Lane that took place on behalf of NCC and would have involved the felling of some trees had the Parish Council not become involved. The Council was generally disappointed with the content and tone of the letter and Mr Gidney agreed to draft a response.

The Council acknowledged that it had received comments from three residents in favour or additional streetlighting in Grimston Road and on the footpath between Vicarage Lane and Springvale. It was agreed to raise the issue again in the next addition of the Voice of the Village to encourage any further comments from parishioners on the matter before a decision on whether to pursue the installation of additional streetlighting is made.

The Council acknowledged two objections from parishioners to the planning application to build 50 new dwellings on land off St Nicholas Close.

The Council noted correspondence from Anglian Water relating to their new Pollution Watch Scheme.

The Council considered details of the special expenses that are charged to each parishioner of Gayton by the Borough Council through their Council tax bills for work undertaken by the Borough Council in the parish. The total cost of the recharge, spread between all tax paying residents, is £224 in the year and this covers the cost of grounds maintenance on land near Hawthorn Road and the entrance to Springvale.

26. Finance – the current financial standing of the Parish Council will be reported and the following payments will be presented.

Mrs K Senter	1 month's clerks salary & expenses –	BACS	£	436.42
HMRC	PAYE	101538	£	5.80
KJN Landscapes	Litter collection, shelter cleaning etc	101539	£	630.00
TT Jones Electrical	Street light maintenance	101540	£	43.40
Construction & Electrical Safety	Annual H&S Risk Assessment	101541	£	738.00
Gayton Jubilee Hall	Hall hire	101542	£	21.00
AON Insurance	Insurance renewal	101543	£	977.16
CGM	Grounds maintenance	101544	£	47.65
TOTAL			£	2899.43

Mr Beales proposed that the above payments be made. Mr Currey seconded this and all agreed.

27. Items for report or Future Agenda.

It was agreed that the following items would be discussed at the next meeting:

- Additional streetlighting
- Toddler play equipment on the playing field
- Donation towards the maintenance of Gayton Thorpe Churchyard if a formal request has been received.

28. Date of next meeting is planned to be 13th June 2016

Signed by Chairman..... 13th June 2016