

**GAYTON PARISH COUNCIL****MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT GAYTON JUBILEE VILLAGE HALL  
ON MONDAY 18<sup>th</sup> July 2016**

**Present:** Mr R King (Chair), Mr B Anota, Mr P Grant, Mr S Verber, Mr P Gidney, Mr J Currey and Mr P Savage. Mr A Dewing arrived at 7.40pm.

**1. Apologies for absence.**

Apologies were received and accepted from Lady Romney, Mr S Taylor and Mr A Beales. Cnty Cllr Coke did not attend the meeting or provide a report.

**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 on 13<sup>th</sup> June 2016 for approval.**

Mr King thanked Mr Anota for chairing the meeting in his absence in June. A minor typo was identified and amended and Mr Anota pointed out that Mr Gidney was not present at the last meeting and that he did not propose a resolution. The minutes were amended and noted accordingly. Mr Grant proposed that the minutes be approved as a true record of the previous meeting and Mr Currey seconded this. All agreed.

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

There were no reports from either the County Councillor or Borough Councillor. Mr Gidney advised that the Heacham appeal had been dismissed by the Planning Inspector confirming that the Borough Council now has a 5 year land supply. Planning applications received by Borough will now be considered under the Local Development Plan and previous planning boundaries.

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

It was pointed out by a parishioner that the result of the school planning application hearing held by the Borough Council Planning Committee had shown that only 3 comments had been registered on the Borough Council site – only those who registered a comment were invited to speak. However, another 44 people placed comments on the NCC website so were not invited to speak at the Borough hearing. These people will have the opportunity to speak when NCC hears the case. The Borough objected to the planning application and it was confirmed that there had been no response from NCC to the Parish Council's comments on the application.

**6. Green Space at Manor Farm application – the Council will consider Gayton Estate’s proposal to transfer funding and the responsibility for green space to the Parish Council at Manor Farm.**

The Clerk reported that Mr Beales had indicated that the green space set aside at the Manor Farm development site could either be transferred to the Parish Council or Borough Council to maintain, or be retained by Gayton Estate. No decision on this has been made by the developers yet. The Council noted that the maintenance of additional green space would obviously present a cost to the Council, however, it was unclear where the funding, if any, would come from to cover this. The Council also believed that what is included in the Section 106 agreements for the Manor Farm site should also be considered in this matter which led to a wider agreement to investigate the detail of the Section 106 agreements at the Allens Garage and Rampant Horse sites, also. It was agreed to defer this item for further consideration at the next meeting once information on the Section 106 agreements is gathered and Mr Beales is also in attendance to provide further information.

**7. New Play Equipment for Toddlers – the Council will consider installing new play equipment specifically for toddlers at Gayton playing field.**

The Clerk explained that to obtain funding for this equipment it would be necessary to proceed with a new public consultation specific to this request. Organising and compiling the data from the consultation would require a large commitment which could be more easily managed if several members of the parish council could invest in the task. If that can be arranged the Clerk advised that the consultation process could be started regardless of the fact that the location of the school had not yet been finalised, which the Council agreed would have an impact on the final location of any further play equipment installed. It was noted that the final siting of the equipment would not be stop the consultation process from beginning. It was agreed that a copy of the previous consultation documents will be emailed to councillors to show what is included in the process and then agenda this item for further discussion at the next meeting and make a decision on whether to proceed with a new public consultation.

**8. Annual risk assessment – the Council will consider the revised risk assessments.**

Although it was recognised that some of the identified risks and levels of risk were not totally relevant it was agreed and accepted that the Council had a suite of risk assessments for each of its assets and is fulfilling its responsibilities in this area. Mr Verber suggested that the risk management contractor be approached and asked to clarify and quantify the levels of ‘likelihood’ and ‘severity’.

**9. School Place Consultation – the Council will ratify its comments made in relation to this consultation.**

A response was required in between meetings in regard to a change in the number of school placements available at Gayton Primary School. The comments submitted are shown below and Mr Anotá proposed that the Council approve and ratify these. Mr Grant seconded the proposal and all agreed.

Gayton Parish Council acknowledges the need to increase the capacity of the School, which currently provides 125 school spaces.

The Council acknowledges that a standard formula is used to calculate the number of School spaces that a catchment area requires. However, the Council has concerns that the proposed 210 spaces may prove inadequate if all of the dwellings which have been proposed for Gayton are erected and new families have moved in. These dwellings might potentially include: those where planning permissions was granted some years ago; those where planning permission has been recently granted; those where planning permission has been sought but is still under consideration; and those which have been proposed informally, but where planning permission has not yet been sought.

The Council would like the following assurances:

- That if, for whatever reason, the proposed 210 spaces do not prove adequate that the County Council will not deal with the additional spaces required by installing mobile classrooms at the site and will extend the School buildings to achieve this instead.
- That the County Council has properly considered within the design of the proposed new school enough flexibility to cope with increased numbers of pupils across the entire age range of the school, rather than a simplistic contingency plan to add an additional classroom for each increment of 30 extra children.

**10. New Electricity Cable laying in Lynn Road, Orchard Road and Lime Kiln /road – Mr Anota and Mr Grant will report back on the meeting held with the contractor.**

Mr Anota and Mr Grant met with the contractor to find out what work was planned. A resident had requested that a pole be removed from his garden and the company had subsequently decided that the best option is to remove the telegraph poles along the stretch by the playing field and replace with underground cabling. The work is scheduled to begin on 21/07/16 and work will take place on the playing field on 12<sup>th</sup> and 13<sup>th</sup> of September. Power will be switched off in relevant sections of the village on 15<sup>th</sup> August. The aim is to have the majority of the work completed before the children return to school. It was noted that underground cables would be of benefit to the Parish.

**10a. Planning**

*a) Applications to consider*

Demolition of conservatory and construction of new two storey extension at Nurses House, Lynn Road, Gayton

No objections

*b) Decisions received from BCKLWN / NCC*

*c) Any applications received after 13<sup>th</sup> July 2016*

**11. Gayton Playing Fields – the Council will discuss any playing field issues including the cost of building and erecting the bench, further to the agreement at the May meeting, as well as the siting of the new bench.**

A quotation to install the new bench has been received, the cost of which is £300.00. However, this cost together with the cost of the bench itself would exceed the total amount of spending previously agreed (maximum of £500.00). Mr King proposed that the total amount of spending should be increased from £500.00 to £600.00 but that Mr Dewing would also find out if a lower quotation for the installation work could be obtained. A time limit of 7 days was given for this after which the Clerk would ask the original contractor to consider reducing their quotation by £40 which would then bring the cost within the new budget agreed.

It was noted that the manufacturers of the skatepark had been to the playing field and drilled several holes into the surface of the ramps in an attempt to stop water from lying on the surface. It was agreed that this had been relatively successful.

Mr Savage reported that one of the seats had been broken off the existing bench on the playing field and this is presenting a hazard. It was agreed to contact Nigel Drew and ask him to deal with this as a matter of emergency.

**12. Centenary Fields – The Council will consider whether it should register the playing field as a Centenary Field.**

The Clerk explained that one possible benefit of this would be to add another layer of protection against possible development for a cost of £50.00 per annum. However, it was noted that the land could still come under development through Compulsory Purchase although this was considered to

be a very unlikely scenario. It was agreed that the Centenary registration would not be likely to provide more protection and should not be pursued.

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

Mr Currey reported that the drain cover in Back Street is rattling and seems loose and the area is still flooded.

Mr Gidney left the meeting at this point – 8.35pm

Mr Grant suggested that the Parish Council should consider providing 30mph stickers for residents to stick on wheelie bins. This tactic has proved effective in other villages although it was recognised that in many cases the signs would only be on display for a short period of time. Mr Grant agreed to investigate the costs of these stickers and report back to the next meeting.

**14. Parish Partnership Scheme – the Council will consider applying to the Parish Partnership Scheme in the financial year 2016-17.**

The Clerk advised that the Parish Partnership Scheme is available in the 2017/18 financial year for various highway projects should the Parish Council decide to take up the option. Mr Anota reported that he had noted some VAS signs which displayed car registrations and agreed to research the price and availability of this type of sign.

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

CPRE – notice of membership renewal – Noted.

EON Energy – notification of increase in rates – the Clerk reported that she had investigated whether a fixed contract would be financially beneficial and advised that it would cost more money than remaining on the variable rate, despite the recent tariff increase.

**16. Employment matters – the Council will review the policies and procedures it has in place and consider whether any updates or additions are required.**

The Clerk advised that it is good practise to review the policies and procedures so that in the event of any query or should there be a change of clerk, the Council has all relevant documents and procedures to hand. Mr Currey offered to assist the Clerk with this review.

**17. 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	£	450.32
KJN Landscapes	Litter picking & bus shelter cleaning	101554	£	630.00
NBB Recycled Furniture	Bench	101555	£	408.00
Gayton Jubilee Hall	Hire of hall	101556	£	21.00
TT Jones Electrical	Street light maintenance	101557	£	43.40
CGM	Playing field maintenance	101558	£	47.65
HMRC	Paye	101559	£	9.40
Wybone	Dog waste bin	101160	£	154.19
PB & J Jones Ltd	Churchyard strimmed	101161	£	216
			<b>TOTAL</b>	<b>£ 1979.96</b>

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

**18. Items for report or Future Agenda.**

Green space at Manor Farm development site

Toddler play equipment

30 mph speed stickers

It was reported that on Springvale/Vicarage Lane some shrubs are overhanging the footpath.

**19. Date of next meeting is planned to be 12<sup>th</sup> September 2016**

There being no further business the meeting closed at 8.50pm

Signed by Chairman..... 12<sup>th</sup> September 2016