

**GAYTON PARISH COUNCIL****MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT GAYTON JUBILEE VILLAGE HALL  
ON MONDAY 12<sup>th</sup> June 2017**

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

**1. Apologies for absence.**

Apologies were received and accepted from Lady Romney and Mr Verber.

**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 15<sup>th</sup> May 2017 for approval.**

Mr Currey proposed that the minutes be agreed and accepted as a true record. This was seconded by Mr Grant and agreed by all.

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

There was no report from the new County Councillor, Graham Middleton. Bor. Cllr. Mr Beales advised that he had nothing to report at this time.

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

A parishioner addressed the Council and asked for its help to improve the current bus service. He described several of the services that run during the day as overcrowded and uncomfortable but felt that the biggest inconvenience for people living in Gayton is the lack of evening services and services on Sundays or on Bank Holidays. The Council noted, with sympathy, the parishioners concerns and recalled when the services were cut back several years previously due to lack of use. Another parishioner commented that the permitted development in Gayton, which will see a significant number of new housing, would probably mean that an improved bus service would become available once development is underway. The issue would be discussed again as a full agenda item at the next meeting.

Another parishioner raised concerns about the safety of pedestrians and road users outside The Rampant Horse as development work has meant that vehicles have blocked the footpath causing pedestrians to walk in the road. Mr Gidney noted that the development work had already been approved irrespective of the concerns raised about road safety at the location and it is unlikely that Norfolk County Council will revisit the plans unless there is an accident.

There was a request for an update on the new School application and a query as to whether a response had been received by the Parish Council to the questions it raised when the planning application was under consultation. Mr Beales reported that it appeared that the planned development area has now been re-designated as flood zone 1 rather than 3 which means that risk of flooding at the site is now considered the same as any other part of Gayton. He also mentioned that questions and comments raised by parishioners and other Authorities during the planning consultation stage are not responded to but are treated as material considerations when the application is considered for approval.

**6. Neighbourhood Plan – the Working Group will provide an update on progress of creation of a Neighbourhood Plan.**

The group reported that there have been four meetings held so far and a new member has joined representing Gayton Thorpe making 8 members in total of the Working Group. It was also reported that the Grant application is crucial as without the grant, the Plan cannot be created. The Grant must be submitted by the Parish Council and once submitted, will be determined within 10 days. It was noted that an expression of interest must be made first and the grant application submitted within 30 days of this. It was noted that the grant application should be ready for approval at the July Parish Council meeting as the Council does not meet in August.

**7. Annual Audit – the council will consider approving the Annual Audit document for submission to the External Auditors.**

Mr Dewing proposed that the completed Annual Audit document, which has been internally audited, should be submitted to the External Auditors. Mr Currey seconded this and all agreed.

**8. 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 group has analysed the results of the consultation and is now at a stage where it can make requests for quotations for equipment from suppliers. He noted that a grant from WREN requires a Third Party Funding fee of 11.5% of the grant to be paid back to WREN. The payment of this fee would have to come from the Council's reserves, therefore, the grant requested would need to be limited to ensure that the reserves can adequately cover the Third Party Funding fee. Therefore, Mr Currey proposed that a maximum budget of £30,000 be put in place and Mr Grant seconded this. All agreed.

**9. Notice Board – the Council will consider a report from the Hall Management Committee in relation to the Council's notice board and agree appropriate action.**

The Chairman of the Jubilee Hall, Kay Shambrook, informed the Council that the original notice board had been broken irreparably and since the Jubilee Hall Committee did not know that it belonged to the Parish Council, removed it and replaced it with a new one. Mrs Shambrook acknowledged that the previous notice board belonged to the Hall and asked the Council if it would consider contributing to the cost of the new notice board and the key safe purchased for the key to the board. Mr King proposed that the Council pay £105 to the Hall which represents 50% of the cost of the notice board and key safe so that the Council can use the board on the proviso that the notice board is clearly marked to show an area for Parish Council notices. Mr Dewing seconded this. Mr Anota volunteered to remove the old notice board.

**10. Request for funding from Jubilee Hall – the Council will consider a request for funding from the Jubilee Hall Management Committee.**

The Chairman of the Management Committee addressed the Council once again and reported that the Committee had spent some time considering the longevity of the Hall, taking into account the possibility that a new and better facility may become available as and when the new School is built and that there is now no parking facility for users of the Hall since the car park to the Rampant Horse has been closed off. The Committee had also spent time considering all of the repair work necessary at the Hall to either make it a building which could be used for several years to come or whether to undertake only those repairs necessary as and when required. Mrs Shambrook reported that the Hall Committee would like to ask the Parish Council for its views on whether the Hall is going to be a viable Community facility indefinitely and the Committee should therefore apply for a WREN grant of between £25,000 and £30,000 to significantly improve the Hall or whether it feels that the Hall should just be repaired as and when required to the minimum standard required to maintain it until

it is no longer a viable Community asset. Mrs Shambrook added that if the Council supports the view that the Hall will remain a viable asset in the long term, the Committee would like to ask the Council to cover all or some of the cost of the Third Party Funding fee of approx. £4,000 that would be payable should the Hall apply for a WREN grant. Mr Beales proposed that the Council should see a formal request for funding from the Hall which includes a full breakdown of the quotation for the work required before the Council could consider both of the requests made. Mr Taylor seconded this and all agreed.

**11. Gayton Mill – the Council will consider an update on the state of this site from Mr Beales.**

Mr Beales reported that the Gayton Mill site still represents a Health and Safety issue due to the asbestos onsite and the missing manhole covers etc. He confirmed that the owner has been served with a notice to provide an asbestos survey. Mr Beales also reported that efforts to improve the safety of the site could result in the land being compulsorily purchased, cleared and sold with the proceeds given to the owner. Mr Beales confirmed that he would continue to push for a suitable outcome to the matter.

**12. Planning**

a) *Applications to consider*

Single storey extension and cart shed extension to double garage at Orchard Farm, Lynn Road, Gayton

There were no objections to this application.

b) *Decisions received from BCKLWN / NCC*

None

c) *Any applications received after 7<sup>th</sup> June 2017*

Mr Currey noted that there is a live application for change of use at Roys Farm, East Winch Road and the Clerk confirmed that no request for comment on this application had been received to date from the Borough Council

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

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

It was noted that it did not look like the Gayton playing field had been cut in some time and it was agreed to ask the contractor for a schedule of cuts for the year. The Clerk confirmed that the notice boards to erect on the skatepark telling users to use the litterbins provided would be ready for collection in the coming week. During the month, a Councillor had reported damage to the picnic bench on the Gayton playing field and the Clerk had used emergency powers to instruct Nigel Drew to make repairs at a cost of £20. This was retrospectively approved by the Council. The Clerk confirmed that The Play Inspection Company would undertake the annual inspections required on the play areas for £202.50 + Vat. Mr Taylor proposed that the quote be accepted and Mr Beales seconded this. All agreed.

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

Mr Taylor confirmed that he had reviewed the risk assessments and there was nothing urgent that required attention. It was noted that there is ivy growing in the bus shelter opposite The Crown and that some roof repairs are required although these are minor. It was noted that the metal boxing housing the solar powered electricity unit in the bus shelter on Lynn Road is rusting and this could be replaced with plastic housing. It was noted that the fence at Gayton Thorpe playing field needs to be repaired and M Taylor confirmed that he would talk to Mrs Kirkham about this.

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

It was reported that the gully which was replaced in Vicarage Lane is cracked. There are two streetlights out on Vicarage Lane and both have been reported to the streetlight maintenance team. It was noted that dog fouling is still an ongoing issue. There are potholes outside Old Post Office House. It was noted that the hedge outside White Heart Cottages is obstructing the footpath and this issue has been passed to NCC Highways. The broken sign in Wells Wondy Lane still has not been replaced. The hedge near the new School site is obstructing visibility. All relevant issues will be reported to NCC Highways.

**16. Lych gate repairs – the Council will hear an update on this matter.**

The Clerk confirmed that historical Council minutes showed that an Authority has the power to maintain a war memorial but this is not a duty. The last significant repairs undertaken to the Lych Gate were paid for by the Church, therefore, the Council agreed that any further repairs or replacements should be dealt with in the same way.

**17. Streetlights – the Council will consider a report from the streetlight maintenance team in relation to repairs required to a streetlight.**

The Clerk reported that the streetlight maintenance contractors had reported that the main bracket of streetlight 9024 in Vicarage Lane is broken beyond repair. The contractor recommended that the lamp should be refitted with a new bracket and a new LED lamp, since it is the Council's intention to replace all lamps with LEDs eventually. The cost of this work is £550 + VAT. The Clerk asked the contractors how much it would cost to replace the bracket but fit a standard lamp rather than a LED lamp and this would cost £285 + VAT. Having considered the two costs and the Council's long-term plan to convert the lamps to LEDs, Mr Beales proposed that the quotation of £550 + VAT be accepted and Mr King seconded this. All agreed.

**18. Footpaths – the Council will consider whether any action needs to be taken to improve the accessibility of the public footpaths in Gayton.**

Mr Currey reported that he had attempted to find and walk along some of the footpaths shown on the definitive map and noted that whilst some were not particularly well signposted they were all accessible. John Boon, a long-term resident of Gayton, has been consulted on his views about the footpaths available in the Parish and his response is still awaited. It was agreed to discuss this matter again at the next meeting once Mr Boon's comments had been received.

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

There was no correspondence

**20. 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 clerk's salary & expenses	BACS	£	368.72
HMRC	PAYE	BACS	£	91.00
TT Jones Electrical Ltd	Street light maintenance	BACS	£	45.76
Gayton Jubilee Hall	Hall hire	BACS	£	21.00
C J Reeks	Internal auditor	101607	£	85.00
Nigel Drew	Repairs to skate ramp etc	101608	£	70.00
			<b>TOTAL</b>	<b>£ 681.48</b>

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

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

It was agreed to discuss the Bee Orchid at Chalk Meadow at the next meeting.

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

Mr Beales proposed that the press and the public be excluded from the meeting and Mr Savage seconded this. All agreed.

Mr Taylor also left the meeting at this point for personal reasons.

**23. Recruitment of new Parish Clerk**

The Council acknowledged that there are now two applicants. Mr Anota, Mr Currey and Mr King have been working with the Clerk to arrange a date suitable for the candidates to attend an interview. The date for one candidate had been confirmed and the date for the second candidate still needs to be confirmed.

**24. Date of next meeting is planned to be 10<sup>th</sup> July 2017.**

Signed by Chairman..... 10<sup>th</sup> July 2017