

Minutes of the Meeting of Gayton Parish Council held on Wednesday 2 May 2018 at 7.30pm at the Jubilee Hall, Gayton.

Present	Cllr B Anota	Cllr C Romney	Cllr P Savage	Cllr S Verber
	Cllr P Grant	Cllr P Gidney	Cllr S Taylor	Cllr A Beales
	Cllr A Dewing			

Also present: The Clerk & 4 Members of the Public.

**187 To receive and consider apologies for absence:
It was resolved to accept apologies from Cllr J Currey**

188 To receive Declarations of Interest
Cllr Romney & Cllr Beales declared a Prejudicial Interest in agenda Item 8 Planning Applications item 18/00660F.

It was resolved to open the meeting.

189 Adjournment of Meeting to allow for public questions

Traffic Lights

A Parishioner asked about the traffic lights outside the hall outside the Freebridge Development. They have been there for a long time and no work seems to be getting completed. Cllr Beales advised that they had to have in place for Health and Safety reasons.

VAS Sign

A Parishioner asked when the VAS sign was going to be moved especially as it is not working properly. Cllr Anota advised that he had not been able to get the sign moved because of work commitments and because it cannot stay in one position for more then six weeks it has been turned off. Cllr Dewing agreed to help Cllr Anota with the movement of the signs in future.

Village Green/Verges

Cllr Dewing asked who was responsible for the grass cutting on Hawthorn Road. Cllr Beales advised that it was the Borough Council but he needed to check the map. Cllr Beales asked if Cllr Dewing could put it in an email to him and he would check and advise.

Playing Field Grass Cutting

The Clerk advised that she was just waiting to get the contracts signed.

It was resolved to return to closed session.

190 To receive a Report from The Borough Councillor.

Cllr Beales advised that the Borough Council are currently working on the New Development Frame Work regarding planning as the main document was unclear and the Borough Council are working on making it deliverable as the Government are asking for more flexibility regarding the Planning System. They are pushing Neighbourhood Plans and it is felt that more settlements will be allowed outside of villages in future.

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191 To received a Report from the Cty Cllr Middleton.

Cllr Middleton was not present and no report was received.

Cllr Grant advised that he was not good enough for the County Councillor never to turn up to a meeting when there were situations happening that the Parish needed the information from the County on. The Clerk advised that when she had asked for a report if Cllr Middleton was unable to attend and her email was not even acknowledged. **It was resolved for the Clerk to write formally to Cllr Middleton formally inviting him to attend the next meeting.**

192 Neighbourhood Plan – Update

It was resolved to open the meeting to allow Mrs Renwick to give her report.

Mrs Renwick advised that the group are now working on drop-in forums. These will work on the main points brought up from the village survey. They will be informative process and there will be long and short workshops. The workshops will take place on Wednesday 30 May at the Jubilee Hall between 5.00pm to 9.00pm, Saturday 9 June at the Jubilee Hall between 1.00pm and 5.00pm and finally Saturday 30 June at Gayton Thorpe Church between 1.00pm to 5.00pm.

It was resolved for the meeting to return to closed session and Cllr Anota thanked Mrs Renwick for her report.

193 Minutes of Gayton Parish Council Meeting held on 3 April 2018.

It was resolved to approve the minutes and for the Chair to sign as a true record.

194 Planning Applications and Determinations:

Applications:

18/00660/F Client of Holt Architectural Ltd. Application for Variation of condition 2 of planning permission 16/00947/FM at 3 Church View Lane. **It was resolved to recommend refusal on the grounds of not in keeping.**

18/00748/F Mr Ruddell, Application for removal of existing conservatory and construction of new single storey extension at The Beeches, Rosemary Lane, Gayton **It was resolved to recommend approval**

18/00767/F Mr & Mrs Reeve, Application for first floor side extension and detached double length garage at 56 St Nicholas Close, Gayton **It was resolved to recommend approval**

Determinations:

18/00125/F Mr & Mrs A Beales, Application for conversion and extension of workshop outbuilding to dwelling house addition of workshop/plant room and associated works at Manor Road, Back Street, Gayton. **Granted**

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- 18/00352/F Mr J Plowright, Application for single storey rear porch and first floor bedroom extensions at 2 Grimston Road, Gayton –**Granted**
- 18/00361/F Freebridge Application for proposed temporary car park at Gayton Site adjacent former Rampant Horse PH, Lynn Road Gayton – **Granted**
- 18/00283/F Mr M Graham Application for construction of detached double garage and entrance porch to house. Conversion of existing integral garage to provide wet room/sitting area. at Laurel House, Lynn Road, Gayton. **Granted**

195 New Playground Plan – Wren Application

The Clerk advised that she had re-submitted the application with the information that was needed and the bank account and account details requested. The Clerk advised that they still needed insurance details and she was still waiting quotes for insurance.

196. Playground – Signage/Gates

The Clerk advised that she had asked the question re signage but had not received a reply. **It was resolved for the Clerk to chase.**

197. Annual Playground Inspection

The Clerk advised that she had sent round an email regarding RoSPA undertaking the annual playground inspection. The Clerk advised that it was cheaper if achieved in June/July when they were in the area. **It was resolved not to use RoSPA as previously the inspection was felt not consistent. It was resolved to stay with the current contractor.** The Clerk advised that she was concerned that the Council were undertaking an annual inspection and monthly in house inspection and another inspection from the Risk Assessment contractor. **It was resolved for the Clerk to ascertain what the Risk Assessment Inspection entailed.**

198 Highways

- Ranger Works

Flooding On Back Street

Cllr Beales advised that the flooding along Back Street had been on going for a number of years and an agreed route was agreed with the Highway Engineer a long time ago and still has not been achieved. Cllr Beales also advised about the area around Hall Farm and the need to dig a soak away this has been waiting to be achieved by Highways for at least five years. **It was resolved for the Clerk to write to the Highway Engineer copying in the County Councillor asking when these works would be completed.**

Cllr Beales said that the flooding at Bawsey was being pursued and the plan was to put a culvert under the road, the area was well maintained by Silbilo but the water table has increased and now action was needed.

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Cllr Dewing advised that there was a pot hole around 20 yards towards Lynn on the Winch Road. It was discussed and was not big enough to be reported yet but Cllr Dewing asked to keep an eye on it and report direct on the NCC Highways website when it is larger.

Cllr Savage reported that there was a drain cover that was loose and was making a noise every time it was stepped on in Back Street.

Cllr Grant asked if there was any update regarding the proposed new school site. Cllr Beales advised that work was necessary on the ditch near Cllr Grant's house to clear the route so the water could flow. **It was resolved for the Clerk to ask Cllr Middleton for an update.**

199 The Battles Over

The Clerk advised that she was waiting for prices for a trumpeter before she could fill in the grant form. **It was resolved for the Clerk to put in a nominal amount, get the form filled in, and apply for the grant.**

200 Broadband

The Clerk advised that the deal that was available at the last meeting was no longer available but had recently sign up for a 24 month contract for £20.50 with no set up free other than postage for the router. The Clerk advised that it could be cancelled at this present time if a 24-month contract was too long. **It was resolved that the 24-month contract was fine and should not be cancelled.**

201 Data Protection Officer/I.C.O.

The Clerk advised that the UK Bill currently going through had been altered in the third reading to say that though it is good practice Parish Councils do not now have to have a DPO.

202 Social Club – Car Park

The Clerk advised that she had received one quote for the work but was due to receive another quote. Cllr Anota still needs to get in contact with the person who undertook last time. **It was resolved for Cllr Anota to contact and obtain a quote and the Clerk to chase her other quote.**

203 Vicarage Lane

Cllr Gidney explained the current situation with the piece of land on the southern side of the lane. Cllr Gidney advised the Council regarding the HDLA that NCC hold on the site. Cllr Gidney explained about the children that use the area to walk to school and how it would be nice to plant up as a public space. Cllr Gidney advised that it would be good if NCC would withdraw this area from the HDLA. The Clerk advised that the Council could ask NCC Council for a Cultivation Licence for this area. **It was resolved for Cllr Gidney to get a map showing the area to the Clerk and for the Clerk to ask for a Cultivation Licence.**

204 Anglian Water Public Meeting

Cllr Beales advised that had a meeting with John Greenhalgh from the Borough Council Environmental Health Department and two representatives from Anglian Water. Cllr Beales advised that the representatives were in the end very open

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and honest and had agreed to come to a public meeting and discuss Parishioners issues and concerns. Cllr Beales advised that he was just waiting for some dates to be put forward.

205. Consultation re New Road Name

The Clerk advised that she had sent round an email regarding a new name of Edward Ward Court for the development East of Church View Lane. **It was resolved that this was a good name and approve of the name.**

206. Support Subscriptions

It was resolved for the Clerk to sign up to NALC for 18/19.

207. Policies

The Clerk advised that policies need to be on the website and also certain policies are needed for GDPR. **It was resolved for the Clerk to look at these and if necessary put them out for review or the Clerk to draft if no policy currently in place.**

208. Bus Shelter Light

The Clerk advised that she had asked TT Jones if they were about to repair the light in the bus shelter. They had advised that they were unable to undertake the repair and they did not know where to get replacement batteries and also felt that the wiring needed checking. **It was resolved for the Clerk to get an Electrician to undertake a repair.**

209 Risk Assessments

The Clerk advised that she had received a bill for the risk assessments but had never received any risk assessments. The Company had sent some through but the Clerk was unable to establish what and when the assessments should be achieved. The Clerk advised that the company said that they would have the final reports to her but these have not yet been received. **It was resolved for the Clerk to ask the contractor for details of what is involved.**

210 Audit

The Clerk advised that she had been able to get hold of Mr Reeks and he had agreed to undertake for this year. **It was resolved for the Clerk to get the necessary paperwork to Chris Reeks for him to undertake the audit.**

211. Accounts – 31.03.18.

The Clerk had handed round the Cashflow, Bank Recs and Budget Sheets for the year-end. The Clerk asked that Councillors look over the accounts and come back to her with any queries prior to the next meeting when the Internal Control and Annual Governance Statements can be agreed.

212 Clerks Contract

The Clerk advised that she had not received a contract as yet and believes that she has gone by her probationary period. **It was resolved for Cllr Anota to work with Cllr Currey on the Clerk's contract.**

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213 Clerk’s Salary

The Clerk advised that the Government had agreed a general cost of living rise and also the Clerk advised that she was due an increase after completing her probationary period. **It was resolved for Cllr Anota to work with Cllr Currey on the Clerk’s salary at the same time as the contract.**

214 Working procedure of Gayton PC

Cllr Beales explained that he wondered if the Clerk could filter emails that were sent round to Councillors with email for information etc that did not need a decision be put in a drop box etc then Councillors can make sure they deal with the emails that needed attention and get round to information ones as and when they have time. **It was resolved for Cllr Anota to set up a drop box for this purpose.**

215 Correspondence:

- a) Email re New Trees from Primary School. The Clerk said about school giving a couple of trees to be planned in the village to replace the Oak Tree that had to be taken down from the school site. The area of Vicarage Lane previous discussed could be used for these trees.
- b) Email/Letter re High Court Planning – windfall site
- c) Email/Letter re proposed 20mph speed limit
- d) Letter re final recommendations for ward

216 Accounts for payment

Jubilee Hall –Room Hire – (April)	D/P	21.00
S Bristow – Wages – Part Payment – Burrell’s	D/P	559.00
CES Risk Assessments	D/P	738.00
I.C.O – Data Protection Registration	D/P	£35.00

It was resolved for these payments to be made.

217 items For Next Agenda

Current agenda plus
Insurance tender.
Parish Councillor Resignation
Defibrillator

218. Date, & Place of next meeting.

The Annual Parish Council Meeting & Annual Parish Meeting to take place on Wednesday 6 June 2018 at The Jubilee Hall, starting at 7.00pm.

With no further business the meeting closed at 8.50pm.

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