

Minutes of the Meeting of Gayton Parish Council held on Wednesday 4 July 2018 at 7.30pm at the Jubilee Hall, Gayton.

Present	Cllr J Currey	Cllr P Savage	Cllr P Grant
	Cllr P Gidney	Cllr S Taylor	Cllr A Beales
	Cllr A Dewing		

Also present: The Clerk & 6 Members of the Public.

**257 To receive and consider apologies for absence:**  
**It was resolved to accept apologies from Cllr Anota, Cllr Romney & Cllr Verber.**

**258 To receive Declarations of Interest**  
None Received

**It was resolved to open the meeting.**

**259 Adjournment of Meeting to allow for public questions**

Gayton Thorpe - Traffic

A Parishioner said that there was an issue with heavy traffic using the roads in Gayton Thorpe. The Parishioner had been in contact with Highways and they advised her that it would need to be addressed as a safety issue as the Parishioner advised that it is not safe for anyone to walk, ride a bike on the road of fear of being hit. The Parishioner wanted to come up with a solution to the problem and make NCC undertake. Cllr Beales advised that the Parishioner should get in contact with Cllr Middleton as he could take forward for her. **It was resolved for the item to be placed on the next agenda.**

Vegetation

A Parishioner advised that the hedge needed to be cut back from around the 20mph sign near the school. **It was resolved for the Clerk to report to NCC and if necessary for Health and Safety reasons to get our contractor to cut back.**

**It was resolved to return to closed session.**

**260 To receive a Report from The Borough Councillor.**  
Cllr Beales advised that he had nothing specific to report at this present time.

**261 To received a Report from the Cty Cllr Middleton.**  
Cllr Middleton was not present and no report was received.

**262 Neighbourhood Plan – Update**  
**It was resolved to open the meeting to allow Mrs Renwick to give her report.**  
Mrs Renwick advised that the drop-in forums had all been completed which means the end of this round of public consultation. The group are now focusing on collating all the information received and start work on the draft plan and draft policies, which will then be passed on to our consultant to advise further.

Signed:..... Chair Date: .....

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

**263 Annual Minutes of Gayton Parish Council Meeting held on 6 June 2018. It was resolved to approve the minutes and for the Chair to sign as a true record.**

**Cllr Gidney arrived at the meeting.**

**264 Planning Applications and Determinations:**

Applications:

18/01024/F Change of use from Piggery to Dwelling at Roys Farm Winch Road Gayton King's Lynn Norfolk. After discussion **It was resolved for the Clerk to ask the Borough Council for more details regarding this application especially around highways access.**

18/01127/LB Listed building application for construction of new front entrance porch and replacement of existing smoking shelter with new covered pergola. Internally relocate bar servery on ground floor and reconfigure bedrooms and bathrooms to first floor. Removal of paint from clunch to front elevation at The Crown, Lynn Road, Gayton **It was resolved to recommend refusal on the grounds of not in keeping with the old building. The Council are concerned that the internal character will be lost and some historical aspects will be removed and lost forever.**

18/01126/F Application for construction of new front entrance porch and replacement of existing smoking shelter with new covered pergola. Internally relocate bar servery on ground floor and reconfigure bedrooms and bathrooms to first floor. Removal of paint from clunch to front elevation at The Crown, Lynn Road, Gayton

Determinations:

18/00748/F Application for removal of existing conservatory and construction of new single-storey extension at The Beeches, Rosemary Lane Gayton. **Granted**

18/00767/F Application for first floor side extension and detached double length garage at 56 St Nicholas Close, Gayton—**Granted**

16/02160/NMA\_1 Application for Non-Material Amendment to planning permission 16/02160/F Removal or variation of conditions 5,6 and 7 of permission 15/01468/O (Outside application, proposed residential development) Side Adjacent Former Rampant Horse Cottage, Lynn Road, Gayton. **Granted.**

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**265 New Playground Plan – Wren Application**

Cllr Currey advised that he had met with the contractor's representative this morning and agreed for the work to start on the 30 July and would be finished on the 10 August. Cllr Currey said that it would have been nice to have completed prior to the school holidays but it was not possible. Cllr Currey has arranged with the Contractor and Grasscutting Contractor to remove a bollard to allow for machinery to gain access easier. The bollard will be changed into lockable gates when the project is complete. **It was resolved for the bollard to be removed.** Cllr Currey advised that a no parking in front of this gate sign would be needed. **It was resolved for the Clerk to purchase.**

**266. 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 try elsewhere.**

**267 Highways**

**- Ranger Works**

**Flooding On Back Street**

Cllr Beales advised that he needed to be copied in on all correspondence as he has all the necessary history etc. The Clerk advised that she was trying to gain some advice.

**268 The Battles Over**

With Cllr Romney not present there was no update. Cllr Beales advised that all work on the Estate regarding beacon/bonfire etc was in place.

**269 Parish Council Car Park by the Social Club**

The Clerk advised that she had now received three quotes. A copy of the quotes were handed round to all Councillors.

**270. Bank Accounts**

The Clerk advised that with Cllr King's Resignation it was necessary to appoint more cheque signatories. **It was resolved for Cllr Currey, Cllr Dewing and Cllr Beales are added to the account as signatories and for the Clerk to obtain the necessary forms.**

**271. Internal Audit Report**

The Clerk handed round a copy of the Internal Auditors page of the Annual Report. There was no separate report. **It was resolved for the internal Auditor's bill to be paid.**

**272. Internal Audit Controller**

The Clerk said that it was necessary for at least one Councillor to undertake a check of the internal controls by undertaking an audit trail quarterly of the accounts. Cllr Grant agreed to undertake this role.

**273. Accounts – 30.06.18**

The Clerk advised that she had been unable to complete the accounts but would undertake and email round.

**274. Financial Regulations**

Signed:..... Chair Date: .....

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The Clerk advised that she had sent a draft round prior to the meeting and asked for the Council to read through and check and for the regulations to be accepted at the end meeting.

**275. Standing Orders**

The Clerk advised that she had sent a draft round prior to the meeting and asked for the Council to read through and check and for the regulations to be accepted at the end meeting.

**276. Streetlight Maintenance**

The Clerk advised that the current contract is up for renewal on the 13 July. The Clerk handed round three of the quotes she had requested. The Clerk also advised that the SOX bulbs were not know readily available and recommended that the Council change all their SOX lights to LED's. This would give a considerable saving on maintenance and energy costs. **It was resolved to change all of the SOX lights over to LED Bulbs and to sign a three-year contract with K & M Streetlighting.** The Clerk advised that she would ask that the bulbs are changed so the maintenance charge is reduced straight away. The Clerk would also get an updated un-metered supply certificate to reduce the energy costs.

**277 Streetlights – SOX**

Covered in Minute no 276.

**278 Co-Option of New Councillor**

The Clerk advised that there were two candidates. Cllr Currey invited them to stand and give a summary of why they wanted to come on the Parish Council. The Candidates volunteered to leave the room. The Councillors proposed both candidates and were only sorry that they only had one vacancy at this current time, as both candidates would make good Councillors. After voting **It was resolved for Ms S Renwick become a Parish Council. It was resolved for the Clerk to get the necessary paperwork to Ms Renwick.**

**It was resolved for the next two agenda items to be taken excluding Press and Public.**

**Clerk's Contract/Clerk's Salary**

**279. Acceptance of Burrell's GDPR Paperwork**

The Clerk advised the Burrell's had sent through all the necessary paperwork regarding GDPR for the information they hold regarding the Clerk. Cllr Currey asked the Clerk if she was happy regarding them holding her information. The Clerk was fine with the information that they currently hold. **It was resolved for the Clerk to sign the forms and return to Burrells.**

**280 Correspondence:**

- a) Clerks & Councils Direct
- b) Defibrillator info.

**281 Accounts for payment**

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Jubilee Hall –Room Hire – (June)	D/P	21.00
TT Jones – Streetlight Maintenance – (June)	D/P	46.96
S Bristow – Wages – Part Payment – Burrell’s (July)	D/P	556.00
S Bristow – Wages — Burrell’s (Aug)	D/P	417.76
HMRC PAYE	D/P	408.00
NALC – Subs	D/P	270.38
K J N Landscapes	D/P	875.00
PJ & B Jones Ltd – Grasscutting	D/P	289.80
Barkers Internet – Website	D/P	310.00
Mr C Reeks – Internal Audit	D/P	85.00

**It was resolved for these payments to be made.**

**282 items For Next Agenda**

- Current agenda plus
- Parish Councillor Resignation
- Defibrillator
- NCC Highways – Gayton Thorpe
- Standing Orders
- Financial Regulations/ Volunteered Meetings
- GDPR
- Clerks Contract.

**283. Date, & Place of next meeting.**

Extra Ordinary Parish Council Meeting Wednesday 11 July 2018 at the Jubilee Hall, prior to the Public Meeting with Anglian Water which starts at 7.30pm.

Parish Council Meeting Wednesday 5 September 2018 at The Jubilee Hall, starting at 7.30pm.

**EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the following resolution:

**“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A to the Act.”**

**284. Clerk’s Contract**

The Clerk advised that the start date and hours were not correct. **It was resolved for Cllr Anota and Cllr Verber to change these items on the contract and bring back to the next meeting.**

**285. Clerk’s Salary**

The Clerk advised that she was happy with the Salary Scale offered. **It was resolved for the Clerk to be appointed on Salary Scale 27.**

With no further business the meeting closed at 9.15pm.

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