

NORTON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 7TH OCTOBER 2019

IN THE CHAIR: Mr. D. Etchells-Butler

PRESENT: Mr. A. Aket, , Mr. C. Fakes, Mr. R. Lenko, Mrs. T. Long,
Ms. L. Paris, Mr. S. Sadler, Mr. M. Thorpe, Mrs. J. Rowland (Clerk)

LGA 1972 s12 para 40

Mr. H. Richardson – District Councillor
Mrs. W. Turner – District Councillor
Mrs. J. Storey – County Councillor
3 members of the public.

APOLOGIES:

Mr. R. Belham

The Council consented to accept the apology and reason received, which will be recorded in the attendance register.

PUBLIC FORUM

Mr. Walton stated the village hall needed new committee members, the AGM will be held in November. If there is no committee the management will revert to the Parish Council. The Chairman thanked the current committee for the many improvements to the Hall.

REPORT FROM DISTRICT COUNCILLORS – Appendix A and B

Mrs. Turner stated that the vote on planting more trees had been rejected as the Council requested more details on the project. Mr. Richardson confirmed that the motion had been to purchase farm land to plant trees, but there had not been a projection of number of trees, costs etc. so more details requested before this could be revisited.

Mr. Aket asked about the loss on the Council’s investments. Mrs. Turner stated the investment in CIFCO was currently at a loss but hopes are to recoup this over time.

REPORT FROM COUNTY COUNCILLOR - Appendix C

Mrs. Storey stated The Hold is sited between the University of Suffolk and Suffolk College, and she has put a link in her report. She commented that the Footpath Officer had attended Badwell Ash Council and felt Norton could consider inviting her.

Mr. Aket asked about CareUK and whether it was an off shoot of SCC. Mrs. Storey said they are contracted by SCC to provide care.

DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST – None

1.	MINUTES	
	1. The minutes of the meeting held on 2 nd September 2019 were presented as a true and accurate record, and the minutes signed as such by the Chairman.	
2.	MATTERS ARISING	

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	<p>1. Norton Little Green signs Mr. Lenko reported he had met with Matt from Highways and had agreed the sites for the signs. He presented one of the signs to the Council and stated he is organizing the fixing.</p>	<p>Mr. Lenko to arrange fixing</p>																						
	<p>2. Meeting with Jo Churchill. 3 Councillors met with the MP and outlined the traffic concerns and road safety. The Clerk had follow up with a letter as requested by Mrs. Churchill so she could forward this to SCC Highways for comments.</p>																							
<p>3.</p>	<p>PLANNING</p>																							
	<p>3.1 Planning application approved: Lilac Villa, Ixworth Road, Norton, DC/19/03501 Erection of a single storey rear extension (following demolition of existing porch).</p>																							
	<p>3.2 Planning appeal Land West of Ixworth Road, Norton for Outline Planning Application (Access to be considered) - Erection of 4no. dwellings. Appeal by: Mr R Catchpole. Appeal Reference: APP/W3520/W/19/3236154. Appeal Start Date: 25/09/2019</p>																							
	<p>3.3 Planning Committee Review Hawes Lane application, 16th October. The Chairman offered to attend the review and present the village comments.</p>	<p>Chairman to attend</p>																						
<p>4.</p>	<p>FINANCE</p>																							
	<p>1. The following accounts were approved for payments:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Street Cleaner, £166.40 cheque no 022184</td> <td style="text-align: right;">LGA1972 s112</td> </tr> <tr> <td>Clerk, £140.10, cheque no 022185</td> <td style="text-align: right;">LGA1972 s112</td> </tr> <tr> <td>HMRC, £75.60, cheque no 022186</td> <td style="text-align: right;">LGA1972 s112</td> </tr> <tr> <td>Tenhats, £235.00, cheque no 022187</td> <td style="text-align: right;">LGA1972 s112</td> </tr> <tr> <td>SALC, courses, £258.00, cheque no 022188</td> <td style="text-align: right;">LGA1972 s112</td> </tr> <tr> <td>SPS, course, £30.00, cheque no 022189</td> <td style="text-align: right;">LGA1972 s112</td> </tr> <tr> <td>PKF Littlejohn, external audit, £240.00, cheque no 022190</td> <td style="text-align: right;">LGA1972 s112</td> </tr> <tr> <td>Parish Noticeboard Company, £1041.00 cheque no 022191</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">LGA(miscellaneous Provisions)1976 s19</td> </tr> <tr> <td>Parish Noticeboard Company, £1041.00 cheque no 022192</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">LGA(miscellaneous Provisions)1976 s19</td> </tr> </table>	Street Cleaner, £166.40 cheque no 022184	LGA1972 s112	Clerk, £140.10, cheque no 022185	LGA1972 s112	HMRC, £75.60, cheque no 022186	LGA1972 s112	Tenhats, £235.00, cheque no 022187	LGA1972 s112	SALC, courses, £258.00, cheque no 022188	LGA1972 s112	SPS, course, £30.00, cheque no 022189	LGA1972 s112	PKF Littlejohn, external audit, £240.00, cheque no 022190	LGA1972 s112	Parish Noticeboard Company, £1041.00 cheque no 022191			LGA(miscellaneous Provisions)1976 s19	Parish Noticeboard Company, £1041.00 cheque no 022192			LGA(miscellaneous Provisions)1976 s19	
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<p>s112</p>	<p>2. To receive completion of AGAR statement from PKF Littlejohn. The Clerk confirmed the AGAR statement had been received, completion notices put up on noticeboards, and submitted to web site master.</p> <p style="text-align: right;">LGA1972</p>																							

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	<p>3. Budget statement The Clerk presented the budget statement and bank account statement showing a balance of £22,038.25 as at 10th September 2019.</p>	
	<p>4. To confirm receipt of MSDC Precept payment and recycling credit. The Clerk confirmed receipt of 2nd instalment of Precept of £10,000 and Recycling Credit of £466.98</p>	
	<p>5. Internal control report. The Clerk has liaised and forwarded paperwork to Mr. Fakes. The report will be completed and lodged with the Clerk.</p>	
	<p>4.6 MSDC dog and litter bin emptying. Mid Suffolk informed that due to a clerical error an incorrect invoice had been issued and the increase in cost had not been taken into consideration. A new invoice would be issued for the difference of £50.00. Litter Act 1983 ss5,6</p>	
5.	PLAY AREA	
	<p>1. Monthly inspection report. Mr. Lenko stated one of the swing seats needs replacing, and recommended the other gates are replaced to self-close. He felt equipment for disabled children should be considered.</p>	Mr. Lenko to investigate additional equipment.
	<p>2. Goal Posts. The Clerk confirmed she had taken delivery and would be meeting with Vertas this week for fixing in place and removing the old posts.</p>	Clerk to arrange.
	<p>3. The Clerk will speak to Vertas about providing bark for the play area and Prospect Road.</p>	Clerk to enquire.
	<p>4. Cricket pitch Mr. Sadler felt this area was underused and it could be that the equipment is not readily available. Mr. Aket stated he still holds the bag which is large and heavy and is mainly suitable for teenagers. Mr. Etchells-Butler felt equipment for smaller children may encourage more use. Mr. Aket said the area had been used when first put in and the equipment needs to be stored in a secure place. The Clerk was requested to prepare risk assessments for the play area and cricket pitch.</p>	Clerk to prepare risk assessments and circulate.
6.	STANDING ORDERS/POLICIES	

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	<p>6.1 Review and adoption of Social media protocol for members The Clerk forwarded a draft copy of the all Councillors. Mr. Lenko proposed adoption, Mr. Aket seconded with all Councillors in agreement.</p>	
7.	<p>4-YEAR ACTION PLAN</p>	
	<p>1. Model Railway Mr. Sadler had met with Mr. Honeywood but decided the area would not be suitable. It would also require a legal agreement to be drawn up costing around £800. Mr. Etchells-Butler stated the drawings for the playing field will be drawn up at a nominal cost by a local architect and this cost will be covered by a private donation. There will need to be a planning application for change of use and this will cost around £231. Mr. Sadler stated the train is now running and he has received a donation of wood for the track from Clarkes, and for screws and washers from D.J.Evans. Mr. Lenko enquired about the trees, but was informed it should only be the lower branches that need to be trimmed. Mr. Walton reminded that the tree officer may need to be involved and specification may need to be shown on the plans. The public liability could be high, so Mr. Sadler agreed to check and get advice. Mr. Aket felt that there was still no clear budget figure and felt the Council should be in receipt of a full costing for the project, as currently it is open-ended. Mr. Etchells-Butler agreed to look at this for the next meeting.</p>	<p>Mr. Etchells-Butler to draw up projected budget for the project. Mr. Sadler to check public liability cost.</p>
	<p>4. Noticeboards. The Clerk confirmed these had been ordered but would require fixing in place. Mr. Walton agreed to quote and the Clerk will forward details to him.</p>	<p>Clerk to contact Mr. Walton.</p>
8.	<p>CORRESPONDENCE</p>	
	<p>1. Vandalism on playing field Mr. Sadler commented on the signs being ripped off, the repair to the path being broken up and rubbish being tipped. He agreed to redo the repair on the path. People will be reminded that the CCTV covers this area so the Police will not be involved at this time. The Clerk was asked to request fly tip criteria from Environmental Health.</p>	<p>Clerk to contact Environmental Health.</p>
	<p>2. Speeding in the village Mrs. Long asked about the speedwatch and use of the speed gun. Mr. Etchells-Butler stated training from the Police is still awaited, plus more volunteers are required. He will put a notice in the Messenger.</p>	<p>Mr. Etchells-Butler to place notice in Messenger.</p>
	<p>3. Publication of Mid Suffolk Five Year Housing Land Supply Position Statement and Joint Annual Monitoring Report – emailed to Councillors. Details available on line.</p>	

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	4. Suffolk's Police and Crime Commissioner, Tim Passmore information to parishes of upcoming public meetings - noted	
	5. SPS Landscape training 15 October Haughley Park Barn - noted. Mr. Lenko expressed an interest in attending.	
	6. Climate Change Preparations – email circulated to Councillors. The Chairman suggested the Council could perhaps consider tree planting in the village.	Item to go on the Action Plan.
	7. 10-week public consultation on proposals for new council divisions and division boundaries for Suffolk County Council - noted. Consultation ends on 2 nd December 2019, with draft recommendations expected in March 2020.	
	8. Adoption of the Forest Heath area Single Issue Review of Core Strategy Policy CS7 and Site Allocations Local Plan document – noted. Details on the web site.	
	9. PCC Drop-in session in the Stowmarket area informal drop-in session between 4.30 and 7pm on Tuesday 8 th October at the Cedars Hotel, Needham Rd, Stowmarket - noted	
	8.10 Historic England are assessing the Norton War Memorial for listing.	
	8.11 Clerks & Council's Direct – noted.	
	9. QUESTIONS AND COMMENTS FROM MEMBERS AND SUGGESTIONS FOR NEXT MEETING	
	9.1 The Chairman stated he was drafting a job description for the Clerk which he would send to Ms. Paris for opinion before circulating to all Councillors for comment at next meeting.	Chairman to circulate.
	9.2 The Chairman stated that last year the Council had financed the Wifi at the village hall. As it is now up for renewal he enquired whether the Council would agree to pay for this again for the forthcoming year. Ms. Paris proposed the Council should as it served the whole playing field, Mr. Lenko seconded with all in agreement.	

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	<p>9.3 Mrs. Taylor had commented to the Chairman that the area outside the Garage was messy and asked whether it could be cleared up and enhanced by planters. The street cleaner has swept the path and the Council agreed in principle to look at the possibility of planters.</p>	<p>Chairman to investigate planters.</p>
<p>10.</p>	<p>DATE OF NEXT MEETING 10.1 4th November 2019, 7pm, Baptist Church.</p>	

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