

**NORTON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 2ND JULY 2019**

Cont.

PRESENT: Mr. D. Etchells-Butler, Mr. B. Aket, Mr. R. Belham, Mr. C. Fakes, Mr. R. Lenko, Ms. L. Paris, Mr. S. Sadler, Mr. M. Thorpe, Mrs. T. Long, Mrs. J. Rowland (Clerk)
Mrs. W. Turner – District Councillor
Mrs. J. Storey – County Councillor
1 member of public.

PUBLIC FORUM - no comments.

REPORT FROM DISTRICT COUNCILLORS – Appendix A and B

Mrs. Turner reported

- a preliminary copy of the draft Joint Local Plan was published on 27th June which will be out for a 10 week public consultation in July.
- Councillor Locality Budgets have been launched with a closing date for application of 31st January.
- Bin collection day change.
- Housing delivery test action plan introduced.
- Stowupland Neighbourhood Plan adopted.
- New directors for CIFCO.

Mr. Aket enquired about stalled sites where permission is granted but no developer to build. Mr. Belham stated the cost of workers, fees etc. and market profit would all be an issue.

Mr. Etchells-Butler commented on Mr. Richardson’s report on the Local Plan showed the Hawes Lane application being outside the settlement boundary.

REPORT FROM COUNTY COUNCILLOR – Appendix C

- Mrs. Storey stated that some of her locality budget has been allocated to the Village Hall.
- Bus funding is a challenge of trying to find savings
- The pot hole repair scheme is going ahead and expanding
- Foster carers in the area are urgently needed.

When asked for the cost per year of a child in foster care, Mrs Storey stated it would be dependent on the needs of the child.

DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST – None declared.

APOLOGIES: Mr. H. Richardson

1.	MINUTES	ACTION
	1. The minutes of the meetings held on 3 rd and 18 th June 2019 were approved and signed.	
2.	MATTERS ARISING	
	1. Litter Pick. The Clerk confirmed that this had been advertised and the equipment picked up from Woolpit. <small>Litter Act 1983 ss5,6</small>	Mr. Sadler to Organise.

Signed

5th August 2019

NORTON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 2ND JULY 2019

Cont.

	<p>2. Model Railway. The Chairman stated FIT had agreed in principle and SALC are seeking NALC legal advice. Mr. Aket questioned the authority to contact FIT as the Council had not authorized this decision. The Chairman stated this was proactive to seek advice only. Mr. Aket felt that if this was a formal request then it required PC approval to approach FIT. Mr. Aket commented that all decisions must be minuted to ensure the Council is following the required protocol. All Councillors noted this requirement.</p> <p style="text-align: right;"><small>LGA(miscellaneous Provisions)1976 s19</small></p>	<p>Chairman and Mr. Sadler</p>
	<p>3. Web Site update – Ms. Paris has arranged to meet with the current web site manager to receive training and take over. He will ensure the site is up to date prior to passing over the responsibility to Ms Paris.</p> <p style="text-align: right;"><small>LGA1972 s142</small></p>	<p>Ms. Paris to meet for training.</p>
	<p>4. VE Day – May 2020. The Clerk confirmed she had spoken with the Salvation Army Captain who will take this to his colleagues to consider an event.</p> <p style="text-align: right;"><small>Local Government Act 1972 s1388</small></p>	
	<p>5. CCTV update – Mr. Belham asked if there was a need for CCTV or whether a softer approach could be available. Mr. Fakes stated anti-social problems had arisen which were not one-offs. The Chairman stated this matter had been fully discussed by the previous Council. Anglian Security had answered a few queries that had arisen. Mr. Etchells-Butler proposed that the Council should go ahead with ordering, Mr. Lenko seconded with all in agreement. The Clerk will place the order.</p> <p style="text-align: right;"><small>Local Government and Rating Act 1997, s31</small></p>	<p>Clerk to order</p>
	<p>6. Highways reply – Highways replied that they would monitor the state of the Thurston Road, but would currently not be undertaking any repairs.</p>	
	<p>7. Update on possible sign for “Norton Little Green”. Mr. Lenko stated 1m square signs would cost around £1200. He is looking to obtain 3 quotes and obtain landowner permission for siting. Mr. Aket suggesting finding the supplier of the signs at Grimstone End in Pakenham. The Clerk will ask Highways if they can fund and supply signs. Mr. Aket proposed that the research continues, Mr. Etchells-Butler seconded, with all Councillors in agreement.</p> <p style="text-align: right;"><small>Highways self-help scheme</small></p>	<p>Mr. Lenko to investigate.</p>

Signed

5th August 2019

**NORTON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 2ND JULY 2019**

Cont.

	<p>8. Request for a visit from MP. The Council had asked Mrs. Churchill to visit during school times drop off and pick up to see the problems and congestion with cars in The Street. Letter received offering dates in August when she would be available to do a site visit. As August would be school holidays a visit would not show the congestion problem so the dates were rejected and Mrs Churchill will be asked to visit again during school term times.</p>	<p>Clerk to contact</p>
<p>3.</p>	<p>PLANNING</p>	
	<p>3.1 The following planning applications were approved:</p>	
	<p>3.1.1 Little Haugh Hall, Ixworth Road, Norton for Change of Use of land for stationing 10 holiday lodges (re-submission of withdrawn application DC/18/01667). 3.1.2 The Cottage, Ixworth Road, Norton for erection of rear and side extensions and erection of a two bay cartlodge and garden store. DC/19/01977 3.1.3 Halls Farm, Halls Lane, Norton, for extension of existing grain store for storage of forage. DC/19/02168 3.1.4 Little Owl Lodge, Ashfield Road, Norton, Discharge of Conditions Application for DC/19/01416 (LBC) – Condition 3 (Fenestration) 3.1.5 Listed Building Consent - George Farm House, The Street, Norton DC/19/00960 and DC/19/00961 for Works to facilitate the conversion of existing attic spaces to habitable rooms 3.1.6 2 Little Haugh Cottages, Ixworth Road, Norton, for Creation of dropped curb. DC/19/02569</p>	
	<p>3.2 The following planning application was rejected 3.2.1 Land at Little Haugh Hall, Ixworth Road, Norton, for Submission of Details under Outline Planning Permission DC/18/01673 - Access, Appearance, Landscaping, Layout and Scale for the erection of 2 No. detached dwellings. Ref DC/19/02355</p>	
<p>4.</p>	<p>FINANCE</p>	

NORTON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 2ND JULY 2019

Cont.

	<p>1. To receive request for financial assistance towards Air Source Heating from Village Hall. The Committee has been fundraising and the Chair requested help from the Council to enable the work to commence. Mr. Etchells-Butler stated the Council had allocated £1500.00 in the budget, and proposed topping up to £5000.00 with a virement of £3500.00 from the contingency budget. Ms. Paris seconded with all agreement.</p> <p style="text-align: right;">LGA 1972 s.133</p>	
	<p>2. The following accounts were approved for payments:</p> <p>Anglian Security, £1200.00, cheque no 022157 <small>Local Government and Rating Act 1997, s31</small></p> <p>Street Cleaner, £166.40, cheque no 022158 <small>LGA1972 s112</small></p> <p>Clerk, £140.10, cheque no 022159 <small>LGA1972 s112</small></p> <p>HMRC, £76.60 cheque no 022060 <small>LGA1972 s112</small></p> <p>DS Mead, £360.00 cheque no 022161 <small>Local Government and Rating Act 1997, s31</small></p> <p>Village Hall, £5000.00 cheque no 022162 <small>LGA 1972 s.133</small></p> <p>SALC, £27.60 cheque no 022163 <small>LGA1972 s112</small></p>	
	<p>3. To receive budget statement. The Clerk presented an up to date budget report showing payments made and received against each budget heading.</p>	
	<p>4. To receive statement on outstanding S106 money. MSDC confirmed that there is some unclaimed money (£1237.49) for goal posts and benches at the recreation ground. When copy invoices for these items are forwarded arrangements will be made to release the funds.</p>	
	<p>5. Santander Bank confirmed that the request to amend details has now been actioned.</p>	
<p>5.</p>	<p>PLAY AREA</p>	
	<p>1. Monthly inspection report. Mr. Lenko reported the playing field site as being OK. Mrs. Long stated a company would visit Prospect Road to inspect the site for a slide. It was suggested that advice is sought from Eastern Play Service concerning a bench and slide. The Council agreed to order a yellow rubbish bin for the Prospect Road play area.</p> <p style="text-align: right;"><small>Litter Act 1983 ss5.6</small></p>	<p>Mrs. Long to action</p> <p>Clerk to order</p>

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5th August 2019

NORTON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 2ND JULY 2019

Cont.

	<p>2. Play area equipment repairs – update for Prospect Road, and Village Hall play area. Eastern Play Services confirmed that in Prospect Road the goals have been painted, grass mats and bark installed. New seats are awaited and would then be replaced. In the main play area, the outstanding work is painting the metal swing, seats and chains to be replaced, the wooden gates needing springs, signs for the gates and bins installing.</p>	
	<p>3. Goal Posts – allocated s106 money. Mid Suffolk confirmed unclaimed money of £1237.49 allocated for goal posts and benches at recreation ground. The Clerk will place an order for the posts.</p> <p style="text-align: right;"><small>Local Government (Miscellaneous Provisions) Act 1976 s19</small></p>	Clerk to order
6.	STANDING ORDERS/POLICIES	
	<p>1. To receive updated draft CCTV Policy. The Clerk stated she had amended the draft Policy and would circulate to Mr. Belham, Mr. Fakes and the Chairman for review prior to circulating to the whole Council.</p>	Clerk to circulate
7.	4-YEAR ACTION PLAN	
	<p>7.1 To review draft/amend and adopt. Mr. Belham stated he felt the Council should investigate an area that could be fenced off particularly for dog exercising. There could be a fee charged to use and/or subscription. Land would require identifying with the landowner's support. This will be added to the Action Plan which circulated.</p>	Clerk to circulate
8.	CORRESPONDENCE	
	<p>1. Email from Chair of Village Hall Committee. The Chair of the VHC stated the Trust Document requires updating as it states there should be representatives of village organisations, some of which no longer exist. He felt the PC should be represented on the VHC. Mr. Etchells-Butler stated it would be prudent for Councillors to be on VHC to have an insight into the requirements of the Hall. Mr. Lenko and Mr. Etchells-Butler offered to act as PC representatives and Mr. Lenko will attend the next meeting of the Committee. Councillors agreed to this action.</p>	

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5th August 2019

**NORTON PARISH COUNCIL
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Cont.

	2. Notification from Historic England considering adding Norton War Memorial to the list of buildings of special architectural or Historic Interest. Noted. All Councillors were in agreement with this happening.	
	3. MSDC Bin Collection day change - noted. A leaflet will be sent to all householders informing them of the change of day.	
	4. SALC – Suffolk Community Awards- Information noted.	
	5. Open Air Services by Salvation Army in Aug/Sept 2019 using Green in Prospect Road. The Captain requested permission to hold an Open Air Meeting on the Green in Prospect Road on one occasion this summer. Councillors agreed they had no objection.	Clerk to contact
	6. Possible cutting of grass verges for safety reasons. The Clerk produced a print out from the SCC web site showing grass cutting programme 2019 with cut target dates for C and U roads. For Norton the date is shown as week commencing 15 th July 2019.	
	7. Structure of minutes and dispatch time. The Chairman proposed the minutes are restructured with an action column. He further requested the minutes are circulated 2 weeks after the meeting. Mr. Lenko seconded, with all Councillors supporting this request.	Clerk to circulate.
	8. The appraisal of the Parish Council Clerk. The Chairman stated the Council need to provide an appraisal for the Clerk and questioned whether it should be a committee or Chair. Mr. Aket proposed that two Councillors are involved – Ms. Paris and the Chairman. Mr. Etchells-Butler proposed acceptance and Mr. Lenko seconded, with all in agreement. Mr. Belham suggested a form is sent to each Councillor to put forward views.	Chair to action.
9.	QUESTIONS AND COMMENTS FROM MEMBERS AND SUGGESTIONS FOR NEXT MEETING	
	None	

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5th August 2019

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Cont.

10	DATE OF NEXT MEETING	
	10.1 5 th August 2019, 7pm	

Signed

5th August 2019