

**NORTON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 6th JULY 2020**

MINUTES of the MEETING held on Monday 6th July 2020 at 8.00pm by VIDEO CONFERENCE.

PRESENT (by video)

In the chair: Mr. D. Etchells-Butler,

Mr. B. Aket, Mr. R. Belham, Mr. C. Fakes, Mr. R. Lenko, Mrs. T. Long, Mr. S. Sadler.

Mrs. J. Rowland (Clerk)

District Councillor Wendy Turner

District Councillor H. Richardson

Three members of the public.

LGA 1972 s12 para 40

APOLOGIES: County Councillor Jane Storey

1.	<p>OPENING The Chairman opened the meeting advising all of the Video Protocol for Councillors to raise a hand if they wished to speak.</p>	
2.	<p>Declarations of pecuniary and local non-pecuniary interests 2.1 To receive declarations of pecuniary, local non-pecuniary interest(s) and personal interests in items on the agenda and their nature inc. gifts of hospitality exceeding £25 – none declared. 2.2 To receive declarations of lobbying for planning matters on the agenda – none declared 2.3 To receive requests for dispensations – none received.</p>	
3.	<p>PUBLIC FORUM–to receive reports for information</p> <ul style="list-style-type: none"> • The Chairman raised concerns to the Clerk and the Council about the minutes being made public prior to approval and publication by the Council. The Chairman pointed out that he had sent a courtesy text to Mr Walton on 2nd June to update him on the points he had raised with the Council. However, Mr. Walton had sent an email to all Councillors on 30th June in which he clearly stated that, “I have only just got to see the minutes of last zoom meeting and one particular item disturbs me”. The Chairman took this as clear evidence that Mr. Walton had indeed been given a copy of the minutes by a Councillor before approval and publication. Indeed, he confirmed that the draft minutes were circulated to Councillors on 19th June and the final copy of the minutes were sent to councillors on 2nd July. The Chairman stated that, Mr. Walton’s assertion that he had gained his information from the Chairman’s text, sent 28 days before, was simply not compatible with the evidence. As far as the Chairman was concerned, there had been a serious breach of confidentiality by a member of the Council. • Members of the public – to receive comments submitted via email. – none 	

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4.	<p>REPORTS FOR INFORMATION –to receive written reports for information only</p> <ul style="list-style-type: none"> •Report from County Councillor Jane Storey Briefing on COVID in Care Homes – noted by Councillors •Report from District Councillors Harry Richardson and Wendy Turner – noted by Councillors. Mr. Aket enquired about the Council’s investments and whether public money was being lost as a result of MSDC investments. Councillor Richardson replied there had been a £3m loss of value of the overall portfolio but at a recent meeting there had been a review of CIFCO’s performance in the last financial year. There had been an income of £604,000 from CIFCO which was down £67,000 from the expected budget which is a slight loss of expected income but a fairly marginal loss. So in the first quarter of the year the CIFCO income and the financial reserves put the Council in a strong financial position. The Council is not looking to cut spending or increase income to cover finances. Councillor Turner stated the Green Party had not supported CIFCO as they believed money should be spend in Suffolk. 	
5.	<p>MINUTES</p> <p>5.1 To note the minutes of the following meeting: (as previously circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting</p> <ul style="list-style-type: none"> •Virtual Parish Council AGM & Monthly Meeting 1st June 2020 <p>Following amendment requested by Mr. Etchells-Butler on item 5.2 that he had been available and offered his help to move the panels. It was agreed as a true and accurate record, and as such to be signed by the Chair of the meeting outside of the meeting.</p>	

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6.	<p>PLANNING</p> <p>To consider matters relating to Planning for Norton:</p> <p>6.1 To consider the following planning applications: full details of the applications listed below are available to view online by visiting: http://www.midsuffolk.gov.uk/planning/development-management/application-search-and-comment/search-for-applications</p> <ul style="list-style-type: none"> • planning application - DC/20/02632 - 6 Jubilee Close, Norton, Application for consent to carry out works to tree(s) protected by a Tree Preservation Order. Application for works to trees subject to a Tree Preservation Order MS398 (T3) – Cut back branch from 1No Oak tree. <p>The Council had no comment to make on this request.</p> <p>6.2 To note responses to previous planning applications submitted as statutory consultees: Manor Lodge, Ashfield Road, Norton, DC/20/01152 Discharge of Conditions Application for 4000/15 - Condition 4 (Fenestration) - approved</p> <p>6.3 To note Appeal Allowed - DC/19/02636 - New Dwelling - Pine Trees, Ashfield Rd, Norton Appeal Ref: APP/W3520/W/20/3244447 The appeal is allowed and planning permission is granted for development of a Detached House at Pine Trees, Ashfield Road, Norton.</p> <p>6.4 To note Approved Conditions DC/20/02500 The Old Forge, Ixworth Road, Norton Discharge of Conditions Application for DC/19/05754 - Condition 10 (Archaeological Works), Condition 11 (Archaeological Written Investigation) and Condition 12 (Archaeological Works)</p> <p>6.5 Mrs. Long expressed concern that planning is being approved and passed too quickly with little consultation which she felt was not good for the village, and would have no CIL income for the village. The Clerk was asked to write to Mid Suffolk Planning expressing concern that some planning applications are being pushed through too rapidly and for their comments.</p>	Clerk to contact Planning
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7.	<p>FINANCE</p> <p>To consider and review Financial Matters</p> <p>7.1 To approve the accounts awaiting payment:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Clerk's salary £140.10, cheque no 22255</td> <td style="text-align: right; padding-left: 20px;">LGA1972 s112</td> </tr> <tr> <td style="padding-left: 20px;">HMRC, £62.60, cheque no 22257</td> <td style="text-align: right; padding-left: 20px;">LGA1972 s112</td> </tr> <tr> <td style="padding-left: 20px;">Street Cleaner, £110.40 cheque no 22256</td> <td style="text-align: right; padding-left: 20px;">LGA1972 s112</td> </tr> <tr> <td style="padding-left: 20px;">Tenhats, £197.00, cheque no 22258</td> <td style="text-align: right; padding-left: 20px;">LGA 1972 s142</td> </tr> <tr> <td style="padding-left: 20px;">SALC internal audit, £282.00 cheque no 22259</td> <td style="text-align: right; padding-left: 20px;">LGA1972 s112</td> </tr> <tr> <td style="padding-left: 20px;">ICO renewal £40 cheque no 22260</td> <td style="text-align: right; padding-left: 20px;">GDPR</td> </tr> </table> <p>7.2 To receive Annual Governance and Accountability Return 2019/20 Part 3 and to approve section 1 and section 2. Councillors reviewed section 1 and 2 and confirmed acceptance of the AGAR as presented to them and gave the Chairman delegated authority to sign the AGAR outside of the meeting.</p> <p>7.3 To receive budget to 30.6.20 and reconciliations statement with Receipts and Payments. Councillors approved the budget, reconciliation statement and receipts and payments statement as provided by the Clerk.</p> <p>7.4 To review and discuss decision making process regarding financial matters and the role of the monitoring officer.</p> <p>Mr. Aket expressed concern at the Council's current decision making process regarding financial matters and the neglect by Councillors to declare an interest in items for discussion. He felt Councillors were currently not diligent or meticulous in their financial discussions and declared he would be seeking advice and guidance from the Monitoring Officer. In particular, he felt the CIL payment received was not fully discussed with projects prioritized, and £2000 had been added to the train fence without due discussion. He stated the proposed fence did not match the fence on the planning application as no concrete was mentioned on the plan. Mr. Etchells-Butler stated the application mentioned a fence similar to the play area fence. He also stated the new quote from Gadd Bros for the fence was for £6427. The Clerk pointed out that the train budget stood at £4477 so this was nearly a £2000 increase. The CIL money from last year had been allocated to the train as there had been no budget allocated last year.</p>	Clerk's salary £140.10, cheque no 22255	LGA1972 s112	HMRC, £62.60, cheque no 22257	LGA1972 s112	Street Cleaner, £110.40 cheque no 22256	LGA1972 s112	Tenhats, £197.00, cheque no 22258	LGA 1972 s142	SALC internal audit, £282.00 cheque no 22259	LGA1972 s112	ICO renewal £40 cheque no 22260	GDPR	Mr.Aket
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<p>8. To consider projects to fund with CIL.</p> <p>1. Update on request for assistance from Norton Pre-School Following the Council's agreement in principle to assist the Pre-school, Mrs. Rowland (on behalf of Pre-School) stated the current urgent need was for some repairs to the building in order to ensure it was watertight for the winter. The request was therefore that the in-principle agreement be transferred to repairs. Ultimately a new build was required, so the all-weather grass area could be incorporated in this. In principle Councillors agreed to this request and awaited quotes, and offered their support for a new build in the future. Mr. Belham stated the current building was in a poor state and Mrs. Rowland stated she believes the pre-school has been looking at and has information on possible new builds but she currently does not have this information.</p> <p>2. Street lighting Request has been made to SCC for updated quotes to upgrade existing and to provide quote for new lights in dark areas. Mr. Aket stated that from an old quote it was likely to be £2000 to upgrade a street light.</p> <p>3. Speed bumps along Ashfield Road Request still awaited from Highways for their opinion and advice on speed bumps between Church Lane and Norton Hall corner to help slow the traffic in this area. The Chairman felt these cost a lot of money and may not be an option. The Clerk will chase this up with the County Councillor.</p> <p>4. Prospect Road parking area Mrs. Long stated she is still awaiting a reply as Gavin Fiske has passed the enquiry on to another colleague. Mr. Aket felt this correspondence should be taken through the Clerk. Mrs. Long confirmed that initially the Clerk had written to Mr. Fiske and Mr. Charvonja.</p> <p>5. Additional Speed cameras Mr. Lenko felt solar powered speed aware signs similar to those in Stowlangtoft would be suitable, and suggested movable poles. He had been given a quote of £3490 +VAT for 2. These signs are called TVAS and are temporary so each sign needs two poles and owners of nearby properties need to agree to their location. Consideration is 2 poles at Woolpit end of village and 2 poles at Ixworth end. In the interim Mrs. Mathieson in Woolpit Road has been approached about siting one on her verge. He asked for the Council's agreement to continue his investigation into cost and sites for posts. Mr. Belham suggested a site on the Thurston Road near the Ixworth junction and Mr. Aket suggested an intermediate post in the middle of the village.</p> <p>6. Water to allotments Mr. Etchells-Butler has written to Anglian Water and awaiting a response. Suggestion made for a large water storage unit for water harvesting, but Mr. Etchells-Butler stated most holders have already rigged up various ways to collect rain fall.</p> <p>7. Car Park entrance Areas are sinking and in need of repair. When asked the Clerk confirmed this was the Council's responsibility. A quote will be sought for complete repair and just the bad areas to be repaired.</p>	<p>Repair quotes awaited</p> <p>Clerk to chase up</p> <p>Clerk to chase up</p> <p>Mrs. Long to chase</p> <p>Mr. Lenko to investigate</p> <p>Mr. Etchells-Butler</p> <p>Clerk to seek quotes</p>
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<p>9. To consider and review Action Plan</p> <p>1. To review all items on the Action Plan 19-22 and update (circulated to all Councillors)</p> <p>1.1. Speed Watch – Mr. Sadler is awaiting Police availability for a training session. He will chase up.</p> <p>1.2. Events and shows – As the Village Hall is still closed this is on hold. Suggestions has been made to Headteacher for a talent show at some point in the future.</p> <p>1.3. Play equipment at Prospect Road. Mrs. Long will investigate monkey bars.</p> <p>1.4. Additional villages signs. It was suggested a “Norton” sign on Thurston Road. Mr. Lenko agreed to investigate and cost.</p> <p>1.5. Maps of footpaths. Mr. Etchells-Butler will investigate.</p> <p>1.6. Village Environment. Three planters have been put outside the garage.</p> <p>1.7. Meteor Show. Mr. Sadler said only a couple of people had turned up last year.</p> <p>1.8. Dog exercise area. This project is on-going.</p> <p>1.9. Model Railway. Mr. Sadler stated the digger would be coming at the weekend to clear the land and then the track site would be marked with spray paint. Old wood had been removed from the track with more pieces to complete. The digger driver had been stopped from excavating earlier in the year due to Covid as he had been on furlough and the digger locked away, and the land had been too wet to work on. Mr. Etchells-Butler stated planning application had been approved in February. He said the area was due to be excavated on Saturday, gravel put down, track laid etc. so all of this takes time. Mr. Belham asked about the time scale of the project. He felt as it was slow progress he proposed a hold on expenditure for the fence until significant progress with the train has been made or until there was something to support. Mr. Fakes felt an action plan for the work was required and a time scale set for the next meeting. Mrs. Long agreed that work needs to be undertaken before expenditure takes place. Mr. Etchells-Butler suggested Mr. Sadler draft an action plan for next meeting, and Gadd Bros would be asked to leave the fence for the moment. Mr. Aket expressed concern about a digger on the playing field in a public area, and asked if there was a risk assessment available and valid public liability insurance to ensure there is cover in the event of an accident. Mr. Etchells-Butler and Mr. Sadler agreed to liaise after the meeting and get back to Councillors on this matter. If there is no adequate insurance and no documentation work would not go ahead.</p> <p>1.10. The Clerk was requested to add the projects discussed for the CIL payment to the Action Plan.</p>	<p>Mr. Sadler</p> <p>Mrs. Long Mr.Lenko Mr. Etchells- Butler</p> <p>Mr.Belham</p> <p>Mr. Sadler and Mr. Etchells- Butler</p>
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10.	<p>To receive and consider Correspondence</p> <p>10.1 SALC Code of Conduction consultation. The Local Government Association (LGA) has launched a consultation on a new model member code of conduct. Deadline for response 17 August 2020 - noted</p> <p>10.2 SALC AGM - Thursday 30 July 2020 The SALC AGM will be taking place on Thursday 30 July 2020 at 7pm. This will be held virtually through Zoom Conferencing – noted</p> <p>10.3 Community Climate Action Survey Groundwork East are carrying out a feasibility study mapping exercise in Suffolk to determine what capacity, interest and need there is for a new ‘climate support’ service to focus on enabling communities to help Suffolk meet its climate emergency declaration. Noted</p> <p>10.4 Consultation for the joint police/fire station in Stowmarket The consultation for the joint police/fire station in Stowmarket went live on 29th June. The deadline for comments is Sunday 19th July – noted</p> <p>10.5 Suffolkonboard.com Newsletter - June 2020 – noted.</p> <p>10.6 Mr. Lenko mentioned the opening up of playgrounds. He had taken advice from his contact at Mid Suffolk who warned on a cautious approach to opening. Opening the play areas had been delayed while the equipment was cleaned, and advice notices put up. This way he felt the Council had carried out all safety checks. A risk assessment had also been completed. Hand sanitisers were being investigated. Mr. Walton stated the Village Hall had acquired hand sanitizer before lockdown so this could be used in the interim. Ultimately it would be parental responsibility for using the play area. Mrs. Long asked for the same precautions to take place at Prospect Road, so Mr. Lenko will get more advice signs and look into a sanitizer station.</p>	
11.	<p>Questions and Comments from Members and suggestions for next Zoom meeting.</p> <p>11.1 Consideration for coopting to the vacancies on the Council. The Clerk reminded that there are still two vacancies on the Council and asked for Councillors to consider nominations for the next meeting.</p> <p>11.2 Mrs. Long stated she had received a complaint about a dog off a lead on the playing field which had attacked another dog. Mr. Fakes stated there were notices asking for dogs to be on a lead and under control, some of which signs have been vandalised. Dogs have been exercised on the field and Mr. Fakes had spoken to a dog owner and been told “the rules do not apply to me” and the owner was quite abusive. He asked how the rule could be enforced and wondered if the CCTV would catch any non-compliance to the rules. The Council felt the rule for dogs on lead should be kept but questioned how to enforce. Mr. Etchells-Butler will chase up the new signs from Gadd Bros. and the Clerk will ask SALC for their advice on enforcement.</p>	<p>Mr. Etchells-Butler to see Gadd Bros.</p> <p>Clerk to ask SALC.</p>
12.	<p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed</p> <p>- none to be transacted</p>	

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13.	To confirm the date of future meetings: 13.1 3 rd August 2020 –full Council Meeting –via zoom –commencing at 7.30pm	
14.	Close of the Meeting - there being no other business the meeting was closed at 21.40	

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Signed