

**NORTON PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 3<sup>RD</sup> AUGUST 2020**

MINUTES of the MEETING held on Monday 3<sup>rd</sup> August 2020 at 7.30pm by ZOOM VIDEO CONFERENCE.

**PRESENT (by video)**

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

Mr. B. Aket, Mr. C. Fakes, Mr. R. Lenko, Mrs. T. Long, Mrs. J. Rowland (Clerk)

District Councillor Wendy Turner

District Councillor H. Richardson

LGA 1972 s12 para 40

Two members of the public.

**APOLOGIES:** Mr. R. Belham, Mr. S. Sadler.

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

County Councillor Jane Storey

1.	<p><b>OPENING</b></p> <p>The Chairman opened the meeting advising all of the Video Protocol for Councillors to raise a hand if they wished to speak and wait to be recognized by the Chair and avoid speaking over each other and the Chair.</p>	
2.	<p>Declarations of pecuniary and local non-pecuniary interests</p> <p>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.</p> <p>Mr.Lenko declared a pecuniary interest in planning item 7.2</p> <p>2.2 To receive declarations of lobbying for planning matters on the agenda – none</p> <p>2.3 To receive requests for dispensations - none</p>	
3.	<p><b>PUBLIC FORUM</b>–to receive reports for information</p> <ul style="list-style-type: none"> <li>• Members of the public–to receive questions and matters of concern from those in attendance - none received</li> <li>• Members of the public – to receive comments submitted via email - none received</li> </ul>	

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4.	<p><b>REPORTS FOR INFORMATION</b> –to receive written reports for information only</p> <ul style="list-style-type: none"><li>•Reports from District Councillors Harry Richardson and Wendy Turner – noted. Councillor Turner stated the Green Group and Liberal Democrat Group had joined forces to improve the political balance at MSDC.</li></ul> <p>Mr. Aket enquired whether the new planning regulations could have an impact on rural issues or would mainly cover urban issues. Councillor Richardson felt it was too early to comment but suggested the regulations could be in favour of development but were dependent on national Government views on protected land and housing for key workers. He felt it was unlikely anywhere in Norton could be allocated to this type of development and felt it was more likely to be sub-urban areas.</p> <p>Councillor Turner’s report will be emailed to Councillors and the Chairman suggested Councillors contacting her if any questions arose.</p>	
5.	<b>MINUTES</b>	
	<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"><li>•Virtual Parish Council Monthly Meeting 6th July 2020</li></ul> <p>Mr. Etchells-Butler requested that the Public Forum comments (item 3) be replaced with another version that better expressed the events. Councillors agreed to this request and the minutes were amended.</p>	
6.	<b>MATTERS ARISING</b>	

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	<p>To note matters arising from Virtual Meeting on 6<sup>th</sup> July 2020</p> <p>1. Process regarding financial matters and monitoring officer comments.</p> <p>Mr. Aket had contacted the monitoring officer at Mid Suffolk with his concerns about declaring pecuniary interests and read out her reply.</p> <p>She advised that Councillors are required under the Localism Act 2011 and Suffolk Local Code of Conduct to declare pecuniary and non-pecuniary interests. When declaring a pecuniary interest a Councillor must not participate in the debate or vote on any matter relating to that interest. It is for the individual Councillor to determine whether or not they have an interest and they cannot be compelled by anyone to make a declaration. It was her view that Mr. Sadler is likely to have a pecuniary interest in the decision to fund the fence as its installation will potentially have a positive effect in preserving the value of his property. Further if Mr. Sadler did not consider himself to have a pecuniary interest there is potential for predetermination or bias in this decision and therefore preferable for him not to participate in the decision-making.</p> <p>She stated that the Parish Clerk as RFO has a statutory obligation to ensure the Council makes sound financial decisions. The Clerk is also responsible for ensuring the Council follows robust and lawful decision making procedures, following the Council's own Standing Orders. It is essential that the Council empowers the Clerk to guide the Council through these procedural matters and that the Clerk's advice is listened to and acted upon. It is particularly important that the Clerk feels supported by the Chairman and vice versa in order to successfully lead the Parish Council through these important democratic processes.</p> <p>Mr. Etechells-Butler stated he could not see how that the value of the railway track or train would be increased by having a fence, and questioned how Mr. Sadler's pecuniary interest would be enhanced. He felt it would probably be a non-pecuniary interest in so far as there is finance involved regarding the train. He felt there were a number of non-pecuniary interests for each Councillor to declare, for example trees near the school grounds and Mr. Aket being a school governor. He will, however, speak to Mr. Sadler about declaring an interest in future.</p>	
	<p>2. Consideration for coopting to the vacancies on the Council.</p> <p>Four names were put forward having expressed an interest in standing, with another considering standing.</p> <p>Mr. Lenko felt the Council lacked female views, with currently only 1 female Councillor. It was agreed to defer voting and cooption until next month when there should be a clear idea of those willing to stand. The Clerk will circulate names prior to the next meeting.</p>	<p>Clerk to circulate.</p>
<p>7.</p>	<p><b>PLANNING</b></p>	

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1.	<p>APPLICATION FOR OUTLINE PLANNING PERMISSION - DC/20/02990</p> <p>Application for Outline Planning Permission with all matters reserved. Town and Country Planning Act 1990 - Erection of 2No detached dwellings with garages and construction of access. Location: Land West Of, Ixworth Road, Norton</p> <p><b>The Council objected to this application due to the potential increase of vehicles entering and egressing the properties onto the A1088. Currently there are proposed developments in this area for 10 other properties with a further two already built. This again will increase vehicular movement in this one area with high potential for road accidents. There has already been an RTA in this area because of site access issues.</b></p> <p><b>The Council objected as they considered this to be creeping development towards The Spinney at Stowlangtoft, thereby losing open field countryside.</b></p>	
2.	<p>APPLICATION FOR PLANNING PERMISSION - DC/20/02783</p> <p>Cranmers, Ashfield Road, Norton - Erection of single storey garden room on south elevation.</p> <p><b>The Council approved this application.</b></p>	
7.3	<p>PLANNING PERMISSION REFUSED DC/20/01784</p> <p>Land at Little Haugh Hall, Ixworth Road, Norton for Erection of 2no detached cottages - noted</p>	
7.4	<p>CONSENT GRANTED</p> <p>6 Jubilee Close, Norton - Application for works to trees subject to a Tree Preservation Order MS398 (T3) – Remove branch growing closest to property and 2 smaller adjacent limbs from 1No Oak tree.</p>	
7.5	<p>To note Appeal Dismissed and Award costs refused</p> <p>Land off Hawes Lane, Norton for 20 Dwellings - DC/19/01236</p>	
8.	<b>FINANCE</b>	

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| 8.1 To approve the accounts awaiting payment:<br>Clerk's salary £140.10, cheque no 22262<br>Street Cleaner £166.40, Cheque no 22263<br>HMRC £76.60, cheque no 22265<br>Vertas, hedge and grass cutting, £605.65, cheque no 22266<br>Anglian Chemicals - £96.00, cheque no 22267<br>Tenhats, £236.00, cheque no 22268 | LGA1972 s112<br>LGA1972 s112<br>LGA1972 s112<br>Public Health Act 1875 s164<br>Public Health Act 1875 s164<br>LGA1972 s142 |
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- 8.2 To confirm receipt of Remittance from MSDC for Street Cleaning £150.42.  
The Clerk stated a claim had been submitted and quarterly grant received.
- 8.3 To confirm receipt of VAT reclaim for 19-20 for £3915.41.  
The Clerk stated a VAT reclaim for 19-20 had been submitted which has now been received by the Council. This amount has currently been allocated to the Contingency fund as there was only a small budget in this category which allows for unforeseen requirements.
- 8.4 To receive budget to 31.7.20.  
Mr. Etchells-Butler queried the allocated budget for election. The Clerk explained this had been budgeted ready for the 2019 election, but in the event the election was uncontested. The budget is retained ready for the election in 2022, or in the event a bi-election is called. Councillors approved budget statement received.
- 8.5 To receive and approve SALC Internal audit report.  
The Clerk presented a breakdown of the comments made and how these were and have been approached. Overall the report was very positive. Councillors approved and accepted the internal audit report.
- 8.6 To receive Internal Control Report reviewed and completed by Mr. Fakes.  
Mr. Fakes confirmed he had reviewed controls and after discussion with the Clerk on various points had signed of the quarterly Report as compliant with requirements.
- 8.7 Effectiveness of internal audit and adoption of Statement of internal control.  
The Council reviewed the effectiveness of the internal control and internal audit, following Mr. Fakes's report, and considered it fit for purpose. The Internal Control Statement had been reviewed and adopted by the Council in March 2020 for the forthcoming year.

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	<p>8.8 Survey of trees on the Playing field Quote received from Urban Forestry to survey the trees and provide a report for £997.61. The Clerk advised the Council has responsibility and liability for all the trees on the playing field. She stated that any work required on the trees for the miniature train should be carried out by an official contractor. The Council felt a third quote is required so a further quote will be sought before the Council can take this forward.</p>	Clerk
9.	<b>CIL PROJECTS</b>	
	To consider projects to fund with <b>CIL</b> – items added to <b>Action Plan</b>	
	<p>1. Request for assistance from Norton Pre-School. Mrs. Rowland stated the quote to carry out repairs was for £4200, however, another possibility has been put forward from a firm, and another firm have quoted to provide replacement building. This will need to be discussed with the Pre-school committee.</p>	
	<p>2. Train fence and associated work Mr. Etchells-Butler proposed a working party to be set up to progress this project. Mr. Lenko, Mr. Fakes and possibly Mr. Belham will help set up a proper plan for moving forward. Mrs. Long questioned whether this was a private venture or a venture on behalf of the Council as she felt this was unclear. Mr. Etchells-Butler felt this needed to be part of the remit of the working party and for them to come back to the Council with answers and to set out terms of reference. Mr. Aket reminded Councillors of the reply from the Insurance Company about what would and would not be covered because the Council need to be accurate in case a problem arises. All Councillors agreed the working party should be set up.</p>	Mr.Lenko, Mr. Fakes, Mr. Sadler, Mr.Belham.
	<p>3. Street lighting – updated costs received from SCC Estimated costs for new lantern including UKPN connection would be £1100 +VAT and excluding connection would be £650 +VAT. Installation of a new street lighting column would be between £1850 and £2500 + VAT, depending over or underground connection. Exact position of new lights and lights to be upgraded will be decided for a more detailed costing from SCC. Mr. Etchells-Butler suggested Heath Road lights upgrade, a new column between School Close and junction, and a new column in Prospect Road (Mrs. Long will ask residents for their views).</p>	Clerk and Mr. Aket
	<p>4. Speed bumps along Ashfield Road Reply received from Highways stated these are expensive to install and currently they have no funds available. From the accident database there have been no recorded personal injury accidents between Church Lane and Norton Hall corner within the past 5year period. Mr. Etchells-Butler also stated that agricultural traffic cause a lot of noise over the bumps and items being carried could be dropped. This item is therefore considered not viable and will be dropped.</p>	

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	<p>5. Prospect Road parking area Mrs. Long is currently awaiting a response from Mid Suffolk officers involved and will report back when information is received.</p>	Mrs. Long
	<p>6. Additional Speed signs Mr. Lenko has spoken to various villages and sourced galvanized supports (around £140 each). There is a kit available from France, which is good value. He has forms to complete from SCC. He has spoken to the Mathiesons who are in agreement to a sign being located outside their house, and suggested another sign at the other end of the village near the top of the hill. The approximate total cost would be around £4500. Councillor Richardson has indicated a possible donation of £2000 from his locality fund. Councillors felt the research so far was very promising and endorsed Mr. Lenko to continue.</p>	Mr.Lenko
	<p>7. Water to allotments Mr. Etchells-Butler has sent off the form to Anglian Water, who will inspect, assess and provide costings.</p>	Mr. Etchells-Butler.
	<p>8. Car Park entrance. Three quotes required to repair the whole entrance or to carry out part repair to certain areas. A quote obtained 2 years ago for complete repair was £3895 + VAT.</p>	Clerk
	<p>9. Monkey bars for Prospect Road Quote received from Chris Mortimer for £2500 + VAT. Two more quotes will be required before a decision is made.</p>	Clerk
	<p>9.10 Sign for “Norton” on the approach to the A1088 on the Thurston Road. Mr. Lenko stated there was a small bus stop area on the Thurston Road near the junction where the sign could be sited. The sign would be a simple “welcome to Norton” and cost around £250, which may be financed by Councillor Richardson’s locality budget. Mr. Aket suggested the sign should be sited on the left and suggested a site near the bridge. Mr. Etchells-Butler wondered if the sign should also state “twinned with Muids”, but it was felt this was not necessary. Mr. Lenko suggested Councillors look at this area and come with siting suggestions to the next meeting.</p>	Mr. Lenko  Councillors to suggest a site.
10.	<b>PLAY AREA</b>	
	<p>1. Play area adjacent to Village Hall Mr. Lenko stated sanitizers had been placed at each entrance, with advisory notices up, and each one is checked regularly and topped up. He thanked Mr. Walton for providing these and assisting with assembly at each gate. The supply of sanitizer has been received. A frayed rope had been reported and due to Health and Safety is due for replacement in the next few days.</p>	Mr. Lenko to inspect regularly.

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	<p>2. Play area in Prospect Road Mrs. Long stated the bark is getting low. This had been ordered prior to lockdown so will now be chased up. The hand sanitiser is in place.</p>	Clerk
11.	<b>CORRESPONDENCE</b>	
	<p>1. Quiet Lanes Suffolk - expressions of interest from parishes Information noted.</p>	
	<p>2. Reply from SALC concerning future meetings NALC strongly advises Councils to continue to hold meetings on ZOOM mainly due to the social distancing and restriction on numbers, as local councils have the duty to allow public to observe meetings without placing restrictions on the number attending. Local Councils have the power to hold public meetings remotely until May 2021.</p>	
	<p>3. Permits to use A1088 Councillors reviewed the list of permit holders supplied by Highways. It was noted that Goldstar did not appear on the list, so this will be conveyed to Highways.</p>	Clerk
	<p>4. Speed in the village Mr. Etchells-Butler had received an email about speeding in the village. He has therefore spoken to the Police to get speedwatch up and running. He was given a link to submit application forms and is in the process of arranging a training session for volunteers. He currently has 5 volunteers willing to join the group.</p>	Mr. Etchells- Butler
12.	<p>Questions and Comments from Members and suggestions for next Zoom meeting. None stated.</p>	
13.	<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 - none to be transacted</p>	
14.	<p><b>To confirm the date of future meetings:</b> 14.1 7<sup>th</sup> September 2020 –full Council Meeting –via zoom –commencing at 7.30pm</p>	
15.	<p><b>Close of the Meeting</b> - there being no other business the meeting was closed at 20.54</p>	

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