

**DRAFT MINUTES OF MEETING OF CONEY WESTON PARISH COUNCIL  
HELD ON THURSDAY 2<sup>ND</sup> MARCH 2017**

**PRESENT:** Councillors: B. Hogg (Chair), P. Clarke, C. Flood, D. Haycock, J. Ladell, D. Stewardson, County Cllr. J. Spicer, Borough Cllr. A. Smith, R. Jay (Clerk) and eight members of the public.

1. There were no apologies for absence.
2. Cllr Hogg welcomed everyone to the meeting and confirmed that the scheme of public speaking was operative; requests to speak were received for agenda items 6.5: use of S106 fund and item 6.6: Street drainage project.
3. Declarations of interest: None.
4. The minutes of the last meeting (January 5<sup>th</sup>) were approved by Council and signed by Chair and Clerk.

5.1 County Cllr Spicer confirmed that new traffic restrictions for the B1111 declared by Norfolk County Council will come into effect on 1<sup>st</sup> Apr; HGV's will not be able to proceed north beyond Garboldisham, the impact if any on our locality remains to be seen. A local meeting with the Minister responsible for Broadband provision is arranged for Friday 3<sup>rd</sup> this needs the full support of each Parish Council; it was confirmed that Cllrs Flood and Clarke are to attend.

Suffolk County Council are to impose a separate 'social care charge' from April whilst keeping general council tax charges unchanged.

5.2 Borough Cllr Smith confirmed a grant of £500 had been approved to support the purchase of the vehicle activated speed sign. A visit to the Great Blakenham waste recovery site has been arranged, two Cllrs have agreed to attend. The Borough Council has acquired enhanced legal powers for civic parking enforcement.

OPEN FORMAL PC MEETING: Matters arising for discussion (progress reports/actions)

**6.1 Traffic calming – Rushford road:** County Cllr Spicer confirmed that the erection of a standard white fence arrangement was feasible, the cost for a similar project has been estimated to be about £6k, therefore costings need to be reviewed before proceeding with the Rushford Road scheme. **Action Cllr Spicer**

**6.2 Review website hosting service:** Cllr Flood reported that all mobile devices can now access the site and there are no outstanding technical issues.

**6.3 Street lighting complaint:** A shield has been fitted to the offending lantern.

**6.4 Vehicle Activated Speed Sign:** Clerk reported delivery of the VAS device. The Sign is to be operated by a volunteer team comprising councillors and residents: Cllr Clarke will formulate a management plan using the volunteers who nominated themselves at the meeting. **Action Cllr Clarke**

**B. Hogg Chair**

**R. Jay Clerk**

**6.5 Consider appropriate use for S106 fund:** A variety of items were offered for consideration from the public and councillors, some of which may not meet the usage conditions of the fund that must benefit the whole community. It was resolved to draw up a list of potential uses and reserve the matter for further discussion at the Annual Parish Meeting scheduled for April 20<sup>th</sup>. Borough Cllr Smith offered the Borough Council's assistance in assessing projects. **Action All.**

**6.6 Street Drainage project:** A detailed response from County Highways Engineers to our latest status enquiry was considered unhelpful; it appeared to relegate a solution to the street flood problem to a position further down the priority list of jobs outstanding. It was resolved to seek an explanation of the points scoring system in use by County Engineers and stress that repairs in the Street should not involve work on private land, thus making the task simpler to plan, implement and resolve. **Action Cllr Hogg.**

**6.7 Hedges and Footpaths policy:** The overall improved condition of hedges and footpaths around the Parish was recorded with satisfaction, however one or two properties still require action by the land owners. Councillors are to notify the Clerk, who will issue a follow up letter according to the policy established in 2016. **Action All.**

**6.8 Standing orders:** It was resolved to review the Standing Orders adopted in July 2015, Cllrs Hogg and Haycock will present any recommendations to Council for approval at the Annual Parish Council meeting in May. **Action Cllrs Haycock and Hogg.**

#### MATTERS FOR DECISION

**7.1 Arrangements for pavement clean:** Some Hi-Viz waistcoats and shovels will be made available; volunteers are requested to bring their own appropriate hand tools, especially stiff brooms. The team should meet at the village hall between 09:30 and 10:00hrs, drinks and bacon rolls have been arranged for lunchtime. Volunteers are not expected to work all day! Just turn up and leave when convenient.

**7.2 Annual Parish Meeting:** A draft programme devised by Cllrs Flood and Clarke was well received, once the running order and timing for some items have been confirmed, the details can be published throughout the parish as a flyer in early April. **Action Cllrs and Clerk.**

**7.3 NJC pay scales:** It was resolved to accept the recently ratified pay scales (EO2-16) with effect from 1<sup>st</sup> April 2017.

**7.4 Public space protection order:** It was resolved NOT to register the playing field in the new scheme to be adopted by the Borough Council.

#### FINANCE

**8.1 Internal audit plan:** Change of auditor was agreed and an Honorarium not exceeding £25 was approved.

**8.2 Risk assessment audit plan:** Current risk assessment audit plan will be reviewed to recognise recent changes to Banking and Employment practices of the Council. **Action Cllrs Hogg and Stewardson.**

**B. Hogg Chair**

**R. Jay Clerk**

**8.3 Authorise cheques for signature:** The following cheques were authorised by the council.

- Website training travel costs for two Cllrs - £24.30
- Admin expenses for Jan5th – Mar 2<sup>nd</sup> £4.49
- VAS sign £3630.
- Village Hall annual insurance renewal premium of £455.77

9 No correspondence was received after publication of the agenda.

10 Matters to be brought to the attention of the council since agenda publication.

(a) It was noted that new residents have occupied No. 1 Hall cottages in the Street and also at Flint Cottage in Thetford Road, Cllr Haycock will deliver welcome letters as required. **Action Cllr Haycock.**

(b) The ownership of a vacant plot between Nos. 2 and 3 Rushford road was queried.

11 The date of the next Parish Council Meeting was confirmed as Thursday May 11<sup>th</sup>.

**Please note: The Annual Parish Meeting will be held on Thursday April 20<sup>th</sup> with a revised and informal content including guest speakers, refreshments and opportunity for public input. This is not to be confused with the next Parish Council meeting noted above for May 11<sup>th</sup>.**

There being no further business, the meeting was closed at 20:40hrs.

**B. Hogg Chair**

**R. Jay Clerk**