

**MINUTES OF A MEETING OF CONEY WESTON PARISH COUNCIL
HELD ON THURSDAY 1st NOVEMBER 2018**

PRESENT: Councillors: B. Hogg (Chair), C. Flood, D. Haycock, J. Ladell, D. Stewardson, R. Jay (Clerk), Borough Cllr A. Smith and five members of public.

1. Apologies for absence were received from Cllr P. Clarke and County Cllr J. Spicer
2. Declarations of interest: Cllr Flood on behalf of members of the Parochial Church Council for item 6.1
3. The draft minutes of the last meeting (6th Sept) had been pre-circulated; were taken as read and approved.

4. Scheme of public speaking: There were no requests to speak on any agenda item.
PUBLIC PARTICIPATION SESSION BEGINS.

5.1 County Cllr's Report: Cllr Spicer had provided confirmation of an approved traffic calming scheme envisaged for the Norwich Lane/Rushford road junction. It was noted that re-alignment work to the kerb has commenced to protect the American War Memorial and the adjacent cross-roads from flooding.

5.2 Borough Cllr's Report: The ward boundary review result has been published, our ward (Bardwell) remains unchanged. Cllr Smith was asked to determine whether the Section 106 levy cash can be paid to the Village Hall committee, who were invited to go ahead and obtain quotes for the work against the schedule approved at the August 30th P.C. meeting.
PUBLIC PARTICIPATION CEASES

6 OPEN FORMAL P.C. MEETING: Matters for discussion (members progress reports/actions)

6.1 plus 7.5 Remembrance Sunday: After detailed discussion, it was resolved unanimously to provide £100 towards light refreshments to be served in the village Hall after the final ceremonial at Coney Weston. A further £50 was agreed to be granted towards the cost of the brass name plaques of those commemorated, which have been recently placed on church pews. The War Memorial refurbishment was confirmed as complete at £269 under budget.

6.2 Volunteer Group: Following distribution of a bulletin outlining the proposed scheme; offers of involvement are being co-ordinated by Cllr Hogg. An inaugural meeting of volunteers will be announced in due course. **BH**

6.3 Facebook links: It was confirmed that arrangements to add an open Facebook page to the Parish Council web site was the preferred trial option; Cllr Flood will moderate the content. The scheme will be reviewed after a few months of operation. **CF**

6.4 plus 7.4 Publication of documents: It was resolved to publish, or provide links for the following documents from the pre-circulated list:

- Model Standing Orders 2018 (local edition)
- Transparency Code for Smaller authorities 2015 (NACL doc.)
- Model Financial Regulations (local edition 2018, NALC doc.)
- Public Participation in Council Meetings (SALC doc)

The Council's Hedges & Footpaths policy to be re-published after review by council.

B. Hogg Chair

R. Jay Clerk

6.5 Discuss the provision of dog-waste bins in the village: (this item arose from correspondence received from a resident). Borough Council advice is to take a proportional approach using the publicity and campaign materials on offer; in addition, the Parish News and our new Facebook page can be used to publicise the problem and perhaps improve the conduct of the few dog walkers who do not clear up. It was confirmed that the two grey bins by the Village Hall may be used for dog waste. The situation will be monitored to determine whether further action is required following a publicity campaign to raise awareness of the nuisance caused. It was noted that the combined dog waste /litter bins now offered by the borough Council cost £295 each; An emptying service is provided at around £3 per occasion.

MATTERS FOR DECISION:

7.1 Decide the insured value of the village sign: It was resolved unanimously to increase this to £3000 at the next renewal. RJ

7.2 Operating Budget for 2019/20: After detailed examination of plans and current expenditure, a provisional sum of £5342 was approved, which is a reduction of 13% against the current year forecast. A confirmation of the objectives and the final budget will be made at the January meeting. ALL

7.3 Provisional date for a co-option meeting: It was resolved to hold one if required on 22nd Nov. at 18:00hrs. ALL

7.6 Village Hall roof renewal: It was considered more cost effective for the hall management committee to manage this project, providing that the Section 106 levy cash can be transferred to the hall committee; Borough Cllr Smith will liaise on our behalf. AS

FINANCE:

8.1 The year to date financial summary (pre-circulated) confirmed payments to date as £2960.52 with cash at bank of £11,587. Budgeted expenditure remaining to year end equalled £4329. This leaves a forecast reserve (not allocated) of £7258 at 31st March 2019.

8.2 Payments were authorised for the following invoices:

- Grass cutting to Playing-field: £534.74
- War Memorial: new fixings, paint, Bark (four invoices) £66.01
- War Memorial: No. 8 bespoke oak posts: £200.
- Administration expenses for period Sept.-Oct. £15.74
- Royal British Legion -poppy wreath: £25.
- SALC payroll service to 30th Sept.: £21.60

9.1 Correspondence received: dealt with at item 6.5.

Matters for council's attention since publication of the agenda: A question was raised to clarify ownership of the playing field; reference to the conveyance document confirms the status as follows: The playing field was purchased using public subscriptions from Thingoe Rural District Council in 1967. Ownership was initially in the hands of two Trustees, (Chairman & Clerk of the Parish Council) who were required to vest the property in the Official Custodian of Charity Lands, whereupon the Trustees responsibilities would cease and the land was to be administered by a management committee consisting of one member from each village organisation plus four elected members.

B. Hogg Chair

R. Jay Clerk

In the absence of an active Playing-field Committee; the administrative responsibility rests with the Parish Council.

It was suggested by Cllr Hogg that clarification of ownership plus committee management procedures and responsibilities for both the Playing-field and the Village Hall should be re-documented and may form one appendix to the Parish Council's Standing Orders. Cllr Flood suggested that it may be appropriate to include the Fen & Firmage charity's constitution in the suggested new annex. It was agreed to include this as an agenda item for the January meeting.

10 date of next meeting confirmed as January 3rd 2019

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

B. Hogg Chair

R. Jay Clerk