

**Minutes of the Annual Parish Council Meeting
held in the Village Hall on 20 May 2019**

Present: C Farnham (Chair), T Abel, F Bradford, C Hewson, J Magrath, P Page, P Page, N Parsons, M Steward.

In attendance: Cllr W Richmond (Norfolk County Council) Cllr L Turner (Breckland Council)
Mr N Hartley (Parish Clerk). Two members of the public.

1 Election of Chairman

It was RESOLVED to elect Cllr Farnham as Chairman for the forthcoming year. He signed the Declaration of Acceptance of Office.

2 Election of Vice Chairman

It was RESOLVED to elect Cllr Philip Page as Vice Chairman for the forthcoming year. He signed the Declaration of Acceptance of Office.

3 Co-Option of New Member

It was RESOLVED to co-opt Tim Abel back onto the Parish Council. He signed the Declaration of Acceptance of Office.

4 Declaration of Acceptance of Office

All councillors signed the Declaration of Acceptance of Office.

5 Apologies for Absence

Apologies were received from Cllr Hewett (Breckland Council).

6 Declarations of Interest

Cllr Farnham declared a Personal Interest in his planning application and Cllr Hewson in the planning application of Dereham Water Supplies Ltd.

7 Minutes

It was resolved to approve and sign the minutes of the meeting held on 15 April 2019 as a true and accurate record.

8 Matters Arising

Cllr Farnham thanked Cllrs Richmond and Turner for their regular attendance at Parish Council meetings and for the knowledge and expertise they bring to the Council.

A letter of thanks was read from former Chairman, Wendy Brown.

It was noted that bollards had been installed at the side of Chestnut Road. Cllr Turner will consult with Breckland Council.

The Council will carry out a review of how it disseminates information in the parish at its next meeting.

9 Public Participation

The meeting was adjourned for Public Participation.

Cllr Richmond asked Council members if they wanted to consider the purchase of a bus shelter near the Village Hall under the Parish Partnership Scheme.

The 'dips' in Dereham Road near Chestnut Road were noted. It was observed that for traffic leaving the Draytonhall Lane

estate, it can appear that cars are indicating for drivers to pull out of Chestnut Road. The Council will ask Norfolk County Council to fill.

The Council will see if it can install gates at either end of the older part of the village to help slow down speeding in this area.

The standard of grass cutting in the churchyard was noted. The clerk will consult the contractor.

10 Finance

10.1 The following payments were made in accordance with the Budget:-

- Chq 102059 Thinking Rural, payroll services, £12
- 102060 Richard Allan, maintenance of village website, £250
- 102061 T T Jones Electrical Ltd, street light maintenance works, £233.90
- 102062 Andrew Allan, shelving for phone box, £120
- 102063 N Hartley, reimbursement of cost of map for phone box and display unit, £45.26
- 102064 HMRC, clerk's PAYE, £13.60
- 102065 Norfolk Parish Training & Support, training course new councillor, £38.40
- 102066 TOP Garden Services, grass cutting in Scarning churchyard, £180 (Section 137)
- 102067 Norfolk Parish Training & Support, internal audit fee, £103.99
- 102068 Mansfield Fencing, to paint telephone box, £290

11 Planning

11.1 Breckland Council decisions

1, Lawrence Farm Cottages, Daffy Green
3PL/2019/0342/HOU

Two storey side extension, garden room, front entrance porch and alterations Approved

Land adjacent 5 Park Lane

3AG/2019/0265/F

Proposed dwelling and associated parking

Refused

11.2 Applications considered

Dereham Water Supplies Ltd, Bradenham Lane

3PL/2019/0056/F

Conversion of existing office to a dwelling and erection of garage; conversion of existing workshop building to three dwellings and erection of garage; erection of two houses and garages

The Council considered the application to be overdevelopment of the site. It was noted that there was only one exit for six properties on what is a narrow road. The Council objected to the application for the above reasons.

Park Farm, Park Lane

3AG/2019/0006/AG

Agricultural building for the storage of crops produced on the holding No objection

12 Scarning Playing Field Committee

Cllr Hewson noted that the Playing Field Committee met on 29 April. Mr Steward stepped down as Chairman. Cllr Hewson is the new Chairman. A new Treasurer and Secretary have been appointed. The Committee will meet four times a year (in January, April, July and October).

The Committee was asked to provide full details of its annual expenditure for audit purposes.

13 Audited accounts

The clerk presented the Council's audited accounts for 2018/19. It was **RESOLVED** to approve the accounts.

14 Internal Auditor's report

The Council received the Internal Auditor's report. The contents of the report were noted.

It was **RESOLVED** to move the Council to internet banking.

15 Annual Return

It was **RESOLVED** to approve and sign the Annual Return for 2018/19. The Return was signed by the Chairman and the clerk.

16 Internal Control Officer

It was **RESOLVED** to appoint Cllr Philip Page as the Council's Internal Control Officer.

17 Representatives to Scarning Playing Field Committee

It was **RESOLVED** to appoint Cllrs Abel and Farnham as the Council's representatives on Scarning Playing Field Committee.

18 Representative to Scarning United Charities

It was **RESOLVED** to appoint Cllr Abel as the Council's representative to Scarning United Charities.

19 Representative to the Seckar Trust

It was **RESOLVED** to appoint the clerk as the Council's representative to the Seckar Trust.

20 Representative to Scarning Conservation Volunteers

It was **RESOLVED** to appoint Cllr Bradford as the Council's representative to Scarning Conservation Volunteers.

21 Staff Committee

It was **RESOLVED** to appoint Cllrs Farnham and Philip Page to the Council's Staff Committee.

22 Budget Sub Committee

It was **RESOLVED** to appoint Cllrs Bradford, Farnham and Parsons to the Council's Budget Sub Committee.

23 Council bank account signatory

It was **RESOLVED** to appoint Cllrs Bradford, Parsons and Steward as signatories to the Council's accounts.

24 Parish Council's insurer

It was **RESOLVED** to appoint BHIB as the Council's insurer for 2019/20.

25 Asset Report

The Council received a copy of the annual Asset Report. The contents of the report were noted. It was **RESOLVED** to purchase a new battery for the SAM2. It was **RESOLVED** that

the clerk should carry out the regular inspections of the Outdoor Fitness equipment.

26 Council's Flower Boxes

It was **RESOLVED** to spend up to £100 on wood stain and flowers for the Council's flower boxes.

27 Trees

The Council was asked if it will plant trees in the parish. The Council will consult Breckland Council's Tree Officer for the types of tree that it would be best to plant. It was noted that it may be possible to plant some trees on Scarning Playing Field.

With regard to the Playing Field, it was **RESOLVED** to purchase two benches, one for John Wright and one for Ken Steward.

28 Telephone Box

It was proposed that the telephone box be moved in front of the Village Hall and for it to house the defibrillator currently attached to the side of the Village Hall. It was **RESOLVED** to agree to this, but suggested that the Parish Council offer the Village Hall Trust the box for £1. This would make the situation clearer in terms of ownership and responsibility, as otherwise the telephone box would be owned by the Parish Council on the Village Hall Trust's land, but the Trust would own - and be responsible for the maintenance of - the defibrillator in the phone box.

28 Next Meeting

The meeting will be held in Scarning Village Hall on Monday June 17 at 8pm. The meeting to be preceded by the Village

Tour at 7pm.

There being no further business, the meeting was closed at 9pm.