

Minutes of Scarning Parish Council Meeting held in Scarning Village Hall on May 16 2022

Present: F Bradford (Chair), T Abel, M Blackburn, S Bunn, C Geary, C Hewson, M Steward. In attendance: Cllrs P Hewett and L Turner (Breckland Council) N Hartley (Parish Clerk) Two members of the public.

Public Participation

The Council was asked where its two new litter bins are to be sited. These are to be on the Shipdham Lane playing field, and at the junction of Dereham Road and Coach Lane. The new bins will replace damaged bins. It was noted that the grass has not been cut on areas of the Draytonhall Lane estate and on Draytonhall Lane. These areas are the responsibility of Norfolk County Council. The Parish Council will ascertain how frequently these areas are being cut.

The Council was asked about a proposal to put cattle on the Water Meadows in terms of the effect on the ecology of the site. It was noted that the meadows had previously been stockgrazed in the summer months.

1 Election of a Chairperson

The Council unanimously elected Cllr Bradford as Chair. There were no other nominations.

2 Election of a Vice Chairperson

The Council unanimously elected Cllr Bunn as Vice Chair. There were no other nominations.

3 Apologies for Absence

Apologies were received from Cllr Farnham and Mallard, and Cllr Richmond (Norfolk County Council).

4 Report from County Council and District Councillors

Cllr Richmond (Norfolk County Council) had submitted the following report. With regard to Scarning Footpath 6/the Washbridge footpath, Norfolk County Council is intending to clear the culvert under Ted Ellis Walk and the drain which leads from this to Footpath 6 to see if this alleviates the current water levels in the ditch running parallel to the public right of way. The local countryside access officer is waiting for confirmation of the works from the local highway engineer and will contact the relevant landowners, the Parish Council and the District Council to advise in due course.

Cllr Turner asked if the vice chair of Shipdham Parish Council could attend the next Parish Council meeting to widen her experience. The Parish Council has no objection to this.

5 Declarations of Interest

None.

6 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on April 11 2022 as a true and accurate record.

7 Matters Arising

Cllr Abel said the outdoor table tennis table will be installed soon at the Blackthorn Drive play area.

8 Planning

Breckland Council decisions

7 Miller Close
Two storey side extension and front porch

3PL/2022/0254/HOU
Approved

9 Finance

9.1 The following payments were approved in accordance with the Budget:-

N Hartley, clerk's salary (April 2022), £826.05

N Hartley, clerk's salary (May 2022 - payment date to change), £826.05

BHIB, insurance premium, £672.45

Scarning Village Hall, annual running cost of defibrillator, £52

C Farnham, reimbursement for cost of temporary licence for Jubilee event, £21

Wending Village Hall, hire for first aid training for Jubilee volunteers, £60

Priority Care Training Services Ltd, first aid training for Jubilee volunteers, £250

Earth Anchors, two litter bins (Shipdham Lane playing field and the junction of Dereham Road/Coach Lane), £489.60

9.2 Internal Control Officer's report

Cllr Farnham was unable to attend the meeting, but sent a report to councillors confirming that he had carried out his checks and everything was in order.

9.3 Appointment of new signatories to the Council's accounts

The Internal Control Officer had suggested that the Council might wish to add new signatories to ease the pressure on individual councillors and for fraud prevention. The current signatories are Cllrs Bradford, Bunn and Steward, and the clerk. It was **RESOLVED** that the clerk will continue to set the payments online and one of the three councillors will confirm the payments.

10 Unaudited Accounts to 31 March 2022

It was **RESOLVED** to approve the Council's accounts to 31 March 2022.

11 Annual Return

It was **RESOLVED** to complete and sign the Annual Return.

12 Clerk's Report

A copy of the Clerk's report is attached to the minutes.

13 Scarning Fuel Allotment Charity

The Parish Council is the Sole Trustee of the Fuel Allotment charity. The charity's balances at 31 March 2022 were Deposit account £1,361.03 and Current account £39.49. There were no grant applications over the course of the year. The charity's income from rents was £50.

14 Appointment of an Internal Control Officer

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

15 Appointment of Council representatives to Scarning Playing Field Committee

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

16 Appointment of a Council representative to Scarning United Charities

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

17 Appointment of a Council representative to the Seckar Trust

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

18 Appointment of the Council's Staff Committee

It was **RESOLVED** to appoint Cllrs Bradford and Bunn as the Council's Staff Committee.

19 Appointment of the Council's Budget sub committee

It was **RESOLVED** to appoint Cllrs Bradford, Bunn and Geary to the Council's Budget sub committee.

20 Appointment of the Council's Water Meadows sub committee

It was **RESOLVED** to appoint Cllrs Bradford, Bunn, Mallard and Steward as the Council's Water Meadows sub committee

21 Lease of Scarning Water Meadows

Cllr Bradford noted there was a difference in how Scarning Parish Council viewed the terms of its lease of the Water Meadows site and how Breckland Council (as the Parish Council's landlord) viewed those same terms. It was Breckland Council's assertion that if there is no mention of an item in the lease then that item is deemed to be included in the lease. If there is mention of it, then that item could be excluded. The lease makes no mention of tree maintenance. Breckland Council's understanding is that the Parish Council is responsible for tree maintenance.

Cllr Bradford noted that the Parish Council could continue with the existing lease and be responsible for the trees until such time as an organisation such as Norfolk Wildlife Trust took over responsibility for the site. Or the Parish Council could curtail the lease.

Cllr Steward noted that when it signed the lease the Parish Council had never agreed to be responsible for tree maintenance.

It was agreed that the Parish Council could not pay the ongoing costs of tree maintenance. It was **RESOLVED** by a unanimous vote to terminate the lease with Breckland Council and to renegotiate the lease of the two play areas (at Blackthorn Drive and Ted Ellis Walk).

The Parish Council will need to agree with Breckland Council what happens to the assets it owns on the part of the site which henceforth it will no longer lease.

22 Grant Funding Proposal for new play equipment on the Blackthorn Drive playing field

The Council discussed the funds it has budgeted for the maintenance of the Water Meadows site, specifically the areas it will no longer lease. It was **RESOLVED** by a unanimous vote to apportion these funds toward the purchase of new play equipment on the Blackthorn Drive playing field and to apply for grant funding toward the purchase of equipment.

23 Appointment of a contractor to cut Lucy's Meadow and the main meadows in 2022

As the Parish Council had surrendered the lease, it was **RESOLVED** that it did not need to appoint a contractor.

24 Initial Proposal regarding fencing and grazing on Scarning Water Meadows

As the Parish Council had surrendered the lease, it was **RESOLVED** that it did not need to make a decision regarding this.

25 Tenancy of the former Highway Surveyors Land at Daffy Green

It was noted that the Council has delivered the tenant letters regarding the lease. The clerk and councillors will continue to try to contact the tenant as no answer had been received.

26 Rent Review of the former Highway Surveyors Land at Daffy Green

It was noted that the Council can only increase its rent by no more than 8% pa. It was **RESOLVED** to increase the rent of the former Highway Surveyors Land at Daffy Green from £5pa to £5.40pa.

27 Rent Review of the Council's land at Scarning Fen (Fir Acre)

On the same basis, it was **RESOLVED** to increase the rent of the Council's land at Fir Acre to £5.40pa.

28 Rent Review of the former Broadway Allotments

On the same basis, it was **RESOLVED** to increase the rent of the former Broadway Allotments to £336.03pa.

29 Rent Review of the Shipdham Lane playing field

It was noted that the Shipdham lane playing field (currently £0.05pa) was an agreed peppercorn rent. The Council therefore **RESOLVED** not to increase the annual rent.

30 Former Highway Surveyors Land at Chapel Lane

On the same basis, it was noted that the Parish Council should review the rent again on the former Highway Surveyors land at Chapel Lane. It was **RESOLVED** to increase the rent to £10.80pa. The Council will ask the former tenant if he wishes to renew the lease on this basis.

31 Update on the Jubilee 2022

Cllr Blackburn noted that the First Aid course for the Jubilee volunteers is being held shortly. She noted the costs of the Jubilee will be less than the budgeted amount. She asked for donations to the tombola and noted that the proceeds of the tombola will be returned to the Parish Council. She noted the Jubilee is not a fundraiser. She asked for more volunteers.

Cllr Abel noted that he and Cllr Farnham are putting up the Beacon shortly. He said that TBL Concrete had kindly donated the concrete.

32 Request for funding for flowers in the Council's flower boxes

It was **RESOLVED** to spend up to £25 per box on flowers, total £75.

33 Community Car Scheme for Scarning

The Council considered the idea of a Community Car Scheme. The difficulty of attracting a sufficient number of drivers was noted, together with the low rate paid for mileage. Cllr Turner offered to speak with the Portfolio Holder at Breckland Council to look again at Community Transport.

34 Filming the Council's meetings

The Council had been asked if its meetings could be made available by livestreaming online. It was **RESOLVED** to screen the July meeting on Zoom. The Council will run this as a test and assess the results. Members of the public watching on Zoom will not be able to participate in the meeting.

35 Donation to the Red Cross

It was **RESOLVED** to match the Village Hall's contribution of £130 to the Ukraine by making the same payment to the Red Cross.

36 Items for inclusion in the next agenda

Cllr Mallard's update on her proposal for a Youth Group

The parish's public footpaths

37 Next Parish Council meeting

The next Parish Council meeting will be in the Village Hall at 7.30pm on 20 June.

The meeting was closed to the public

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** that, because of the confidential nature of the business transacted, the public were asked to leave the meeting so that the Council could discuss the clerk's annual appraisal.

38 Clerk's Appraisal

The Council discussed the clerk's appraisal, which had been carried out by the Staff Committee. It was **RESOLVED** that the clerk will take his full holiday entitlement each year and that the smaller tasks he has been undertaking on behalf of the Council henceforth will be advertised in the beacon or other publication. It was **RESOLVED** to purchase a designated Parish Council mobile phone and to state the number on the Council's website, together with the clerk's working hours. It was **RESOLVED** to award the clerk a payrise of 3%.

There being no further business, the meeting was closed at 9.20pm

Clerk's Report

The Broadway

Norfolk County Council has programmed to have the offlets cleaned and jetted (Job 222542). The Give Way sign will be repaired (222537)

Dereham Road 'Dips'

The 'dips' have been programmed (Job 222556 and 222555).

Dereham Road/Hall Cottages

Norfolk County Council had cleared the drains outside 1 Hall Cottages to help prevent flooding. This has subsequently been programmed for a 'hotbox repair' to slope the road towards the gully (NCC Job 222538). NCC has also programmed to have the gully cleaned and jetted (Job 222543). There has been some patching of the footpath.

Graffiti

The graffiti on the Council bin by Ted Ellis play area. I have chased the Mansfields to remove.

Litter Bins

I have two new bins and am waiting for Tom Mansfield to install next week. He will also re-set the bin on Chapel Lane.

WATER MEADOWS

Outdoor Fitness Equipment Sign

One of the signs needs replacing. I have ordered a replacement.

Table Tennis Table

Tim Abel to install.