

**Minutes of a meeting of Scarning Parish Council held in
Scarning Village Hall on 19 February 2024 at 7.30pm**

Councillors present: F Bradford (Chair) T Abel, M Blackburn, C Hewson, M Steward.

In attendance: N Hartley (Parish Clerk), Cllr L Turner (Breckland Council). Three members of the public.

Public Participation

A member of the public objected to the planning application at 15 Blackthorn Drive. He objected to the proposed increase in the number of vehicles on what is a shared drive and opposed the potential disruption. He felt there would be more noise from barking dogs in the property. He noted that the area outside the property is a turning point, not a parking area, though it was acknowledged this is not clear. He noted that the path next to the property is well used by pedestrians and highlighted the potential disruption that an increased number of vehicles would cause to pedestrians.

The Clerk noted an additional email had been received from Planning which stated that 'regarding the barking dogs, Environmental Health have been consulted and have not currently provided a formal response.' With reference to the Highways aspect of the proposal, the Planning Officer was 'awaiting the dimensioned plan to be submitted demonstrating the proposed parking and turning. The Highways Officer will be formally consulted on this following receipt of the required information.'

Cllr Turner (Breckland Council) offered her support and said she could 'call in' the application, meaning it will be put before the full Planning Committee.

The meeting went into session.

1 Apologies for Absence

Apologies were received from Cllr Bunn, and Cllrs P Hewett (Breckland Council) and W Richmond (Norfolk County Council).

2 Declarations of Interest

Cllr Hewson declared an interest in any matter relating to Shipdham Lane Playing Field. Cllr Abel declared an interest in the Planning Application on the field adjacent to Scarning Allotment and Fairfield House (3PL/2024/0124/F) as he is Chair of Scarning United Charities, which owns the land.

3 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 15 January 2024 as a true and accurate record. The minutes were signed by the Chair.

4 Matters Arising

None.

5 Report of District Councillor

Cllr Turner (Breckland Council) said that Breckland Council is one of three councils in Norfolk not to have any debt and that it has balanced its budget. She noted that £1m had been set aside for Community projects. She noted that residents should have received notification to any changes in their bin days.

6 Planning

6.1 The Council considered the following Planning Applications:-

15 Blackthorn Drive 3PL/2024/0063/F
Proposed change of use of domestic outbuilding to use Class E (Dog Grooming salon)

It was **RESOLVED** to object to the application for the following reason:-

The Council felt that as this is a commercial venture it should be run from commercial premises. The Council note there were plenty of premises in Dereham from which the business could be run.

Field adjacent to Scarning Allotment and Fairfield House 3PL/2024/0124/F
Change of use of field from agricultural use to a secure dog exercise field. Minor works to the existing vehicular access to increase visibility. Installation of 'stock' fencing with some screening as detailed on the drawings. Installation of access gate and parking/turning area.

It was **RESOLVED** that the Council had no objection to the application. Cllr Abel, who is Chair of Scarning United Charities, confirmed that subject to planning consent a lease of 5 years would be entered into containing a 3 month notice period.

6.2 The Council considered its response to the following Planning Appeal:-

Land east of Draytonhall Lane 3PL/2022/1220/O
Outline planning application for erection of care home (Use Class C2) with all matters received apart from access.

It was **RESOLVED** to resubmit the Council's initial comments with additional comments.

6.3 Breckland Council decisions:-

Scarning Village Hall Trust 3PL/2023/0891/F

Proposed additional car parking to Scarning Village Hall/Playing Field to accommodate 20 additional vehicles and associated works Approved

7 Finance

7.1 It was **RESOLVED** to make the following payments in accordance with the Council's budget:-

N Hartley, clerk's salary, £947.39

HMRC, clerk's Paye, £19.40

LogicRed, charge for hosting website, £99

7.2 The meeting received a report of Actual to Budgeted expenditure.

8 Appointment of Council's Internal Auditor

It was **RESOLVED** to appoint SCS Accounting as the Council's Internal Auditor.

9 Review of Internal Control Policy

It was **RESOLVED** to adopt the Council's updated Internal Control policy.

10 Review of Risk Management Policy

It was **RESOLVED** to adopt the Council's updated Risk Management policy.

11 Business Continuity Plan

It was **RESOLVED** to adopt a new Business Continuity Plan.

12 Review of Data Protection Policy

The Council reviewed its Data Protection policy. It was **RESOLVED** that no amendments were necessary.

13 Privacy Notice

It was **RESOLVED** to adopt a revised Privacy Notice.

14 Information Security Incident Procedure

It was **RESOLVED** to adopt an Information Security Incident Procedure.

15 Review of Information Audit

It was **RESOLVED** to adopt the updated Information Audit.

16 Review of Anti Bullying and Harassment Policy

The Council reviewed its Anti Bullying and Harassment policy. It was **RESOLVED** that no amendments were necessary.

17 Review of Complaints Procedure

The Council reviewed its Council's Complaints Procedure. It was **RESOLVED** that no amendments were necessary.

18 Review of Co option Policy

The Council reviewed its Co option policy. It was **RESOLVED** to make some amendments to the policy.

19 Review of Disciplinary and Grievance Policy

The Council reviewed its Disciplinary and Grievance policy. It was **RESOLVED** that no amendments were necessary.

20 Review of Equality Policy

The Council reviewed its Equality policy. It was **RESOLVED** that no amendments were necessary.

21 Review of Health and Safety Policy

The Council reviewed its Health and Safety policy. It was **RESOLVED** that no amendments were necessary.

22 Review of Openness and Transparency Policy

The Council reviewed its Openness and Transparency policy. It was **RESOLVED** that no amendments were necessary.

23 Review of Safeguarding Policy

The Council reviewed its Safeguarding policy. It was **RESOLVED** that no amendments were necessary.

24 Review of Training and Development Policy

The Council reviewed its Training and Development policy. It was **RESOLVED** that no amendments were necessary.

25 Review of Whistleblowing Policy

The Council reviewed its Whistleblowing policy. It was **RESOLVED** that no amendments were necessary.

26 Grant Application from Scarning Pre school

The Council considered a grant application from the Pre School for a dishwasher (£443.82) and a microwave (£50). It was **RESOLVED** to ask the Pre school to fundraise for the equipment and that the Parish Council will makeup the shortfall to the full amount requested on evidence of the activity being undertaken.

27 Fencing at Ted Ellis Play Area

The Council considered further quotes to replace the two sides of the fence near the goals and also to replace the four sides. It was **RESOLVED** to appoint MEW Fencing to replace the four sides and to use concrete posts.

28 Village Sign

The top part of the Village sign had fallen over. Cllr Abel had removed it off site. It was **RESOLVED** that Cllr Abel will obtain a quote from Bunnings to replace the wooden post with a steel post and to shotblast and repaint the remainder. The Council will consider the costings at its March meeting.

29 Update from the Blackthorn Drive play area Working Group

Cllr Bradford said she had held an onsite meeting with the two members of the public, who are part of the Working Group. One of them is a member of the Pre School Committee. The Clerk will send her the questionnaire and also send the questionnaire to the school. The Council can then use the completed questionnaires to apply for grant funding.

30 Flower boxes

This was carried forward to the March meeting.

31 Dereham Cancer Care

The Council had received a request for a donation from Dereham Cancer Care toward its running costs. It was **RESOLVED** to make a donation of £100.

32 D-day Anniversary

The Council considered whether it can lay on an event to commemorate the 80th anniversary of D-day. This would include lighting the beacon. It was agreed to return to this at the March meeting.

33 Representatives' Reports

None.

34 Items for the Next Agenda

Included as above.

35 Next Meeting

The next Parish Council meeting will be held in the Village Hall on 18 March at 7pm.

There being no further business, the meeting was closed at 8.45pm.