

Scarning Parish Council

Minutes of a meeting of Scarning Parish Council held in Scarning Village Hall on 4 December 2023 at 7pm

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

In attendance: Cllr P Hewett (Breckland Council), N Hartley (Parish Clerk), two members of the public.

Public Participation

It was noted that the solar light over one of the Dereham Road/Chestnut Road bus shelters is working intermittently. The Council is monitoring this.

A member of the public offered to join the Blackthorn Drive Play Area Working Group and provided her details to the Chair.

The meeting went into session.

1 Resignation of Cllr Porter

The Council noted the resignation of Cllr Porter. The Council currently has three vacancies.

2 Apologies for Absence

Apologies were received from Cllr L Turner (Breckland Council) and Cllr W Richmond (Norfolk County Council).

3 Declarations of Interest

Cllr Hewson declared an interest in any matter relating to Shipdham Lane Playing Field.

4 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 20 November 2023 as a true and accurate record. The minutes were signed by the Chair.

5 Matters Arising

None.

6 Appointment of Vice Chair

It was **RESOLVED** to appoint Cllr Bunn as Vice Chair to replace Cllr Mallard.

7 Report from Cllr Richmond (Norfolk County Council)

Cllr Richmond had sent a written report of his meeting with Highways officers. The report noted that with regard to the 'dips' in Dereham Road, near Chestnut Road, Parish Council representatives had previously met the Highways engineer. The engineer explained that an old culvert runs under the road, but it is not seen as a danger or risk. This section of road is part of Highways' inspection route and if works are required these will be programmed.

Re flooding at the junction of the A47/Draytonhall Lane, National Highways Agency and Norfolk County Council are jointly responsible for maintenance of this area and, as above, forms part of Highways' inspection route.

The resurfacing works (slurry scheme) will be carried out in the summer of 2024.

Re overhanging branches on Dereham Road, near Rushmeadow Road, the Highways engineer had inspected this area and no action was deemed to be necessary at this time.

The Council will report the recent flooding at the junction of Fen Road and the A47.

8 Reports of District Councillor

Cllr Hewett (Breckland Council) noted that Breckland Council is performing well as a council, though it has been necessary to use some of its reserves. He noted the Queen Mother's Garden in Dereham won a National award. He said there is progress on an agreement regarding the management of the Water Meadows site. He noted the Local Plan is now at Stage 2 and the call for sites will become centre stage.

9 Finance

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

N Hartley, clerk's salary, £1,159.52
HMRC, clerk's PAYE, £104.75

Breckland Council, charge for uncontested elections, £75
A Glistler, purchase and installation of Christmas tree outside Scarning church, £180
Scarning Village Hall, hire of Village Hall for meeting (April-November), £218.75
N Hartley, reimbursement of ink cartridges for Council photocopier, £82.25
Realise Futures, replacement for bench at Water Meadows, £36

9.2 The following payment had been received:-

DRP Horticultural Services, sale of the BCS mower, £400

9.3 The meeting received a report of Actual to Budgeted expenditure (copy attached to the minutes).

10 Parking Sign (Village Hall Trust)

The Council had received an update from the Village Hall Trust. The Trust will fund up to 30% of the cost of a sign, final approval subject to receipt of an estimate of expenditure.

11 Parish Partnership Bids 2024/25

The Council confirmed that it will apply for the following Parish Partnership Scheme bids and make a final decision once the estimated costs have been received:-

- A Moveable SAM2 with data collection (battery run)
- Move the Children's Play Area sign from Dereham Road to Shipdham Lane
- Install a sign to Village Hall parking on Shipdham Lane Playing Field at Dereham Road

12 Hedge Cutting Black Horse Close to Hill Rise

The Council considered quotes. It was noted that Norfolk County Council will cut the hedge as part of the resurfacing of the footpath in the summer of 2024. It was **RESOLVED** to scrape and spray the lower part of the hedge at the end of April/beginning of May and to appoint Top Garden Services to carry out the work.

13 Ted Ellis Play Area Fencing

The annual play safety report recommended the removal of the wire mesh behind the goals as a safety measure. The Council considered an initial quote to replace the wooden fence behind the goals. It was **RESOLVED** to obtain further quotes.

14 Youth Shelter (Blackthorn Drive Play Area)

It was noted that the Clerk had thought the posts under the benches needed to be replaced, but this was not the case.

15 Blackthorn Drive Working Group

The Chair noted the Working Group is down to three members. It was noted that a resident, Steph Godin, will join the Group. Cllr Blackburn will help with the event on the meadows in 2024.

16 Draft Budget 2024/25

The Council considered a Draft Budget for 2024/25. It was **RESOLVED** to approve the draft budget and to set the Precept at £44,000.

17 Speed Watch Group

The Council will contact the Police to request retention of the equipment until July 2024 when the Group will have a coordinator.

18 Representative to Scarning School

It was **RESOLVED** to appoint the Clerk as the Council's representative to the School to replace Cllr Porter.

19 Representatives Reports

There were no reports.

20 Items for Inclusion in the Next Agenda

None.

21 Next Meeting

The next Council meeting will be in the Village Hall at 7pm on 15 January 2024.

There being no further business the meeting was closed at 7.50pm.

Scarning Parish Council Actual to Budgeted Expenditure

Running Costs	Budgeted	Expenditure	Notes
Insurance	750	708.10	
Clerk's salary & Paye	10,500	7,426.51	
Clerk's expenses	500	312.20	
Council phone	50	30.00	
Payroll services	100	54.00	
Office supplies & repairs (photocopier)	250	70.03	
Internal Auditor	150	120.00	
External Auditor	550	252.00	
Norfolk Parish Training Subscription	400	420.00	
Fee to Information Commissioner	35	35.00	
Microsoft subscription – Council laptop	60	59.99	
Council website - Wix	120		
Parish website Costs	100	25.00	
Hire of Village Hall	275		
Council Training	250	140.00	
Capital Costs			
Cutting roadside verges/meadows play areas (see below)	4,500	4,897.92	
Street lighting	2,500	835.95	
Street light maintenance	300	1,066.04	Includes two new Leds
Tree survey	500		
Tree works	1,000		
Solar lights – repairs	100	295.20	
Church clock maintenance	100	100.00	

Defibrillator costs	450	298.00	Move school defibrillator - £246
SAM2	100		
Flower boxes	150	58.05	
General repairs	500		
Grit/dog bins	-	290.00	
Noticeboard spare keys	-	9.27	
Blackthorn Drive Play Area			
Grass cutting	Included in verges figure above		
New play equipment	5,000		
Repairs to play equipment	1,000	75.00	
Play Safety Reports	250	240.00	
Maintenance of Outdoor Fitness equipment	500		
Ted Ellis Play Area			
Fence/gates	300		
Shipdham Lane Playing Field			
Outdoor Fitness equipment maintenance	250	198.00	
Zip wire maintenance	200	164.70	Replacement seat
Grants and Donations			
Grants	5,000	3,100.00	Grant to Playing Field Committee
Payment for Mower to Scarning Playing Field Committee		4,800.00	
Grass cutting in churchyard	1,500	1,512.00	
Remembrance Day wreath (Section 137)	50	50.00	
Additional			

Christmas tree	300		
Litter picking	75	23.50	
Elections	2,085		Funds not used as no elections held. c/f £2,085
Events (Coronation)	1,000		
TOTAL	£42,000	£27,666.46	
Bank reconciliation as at 30 November 2023			
Barclays Current Account £32,180.23			
Scottish Widows £22,084.20	£54,264.43		
Balance c/f £37,660.26			
Add receipts £44,270.63			
Less payments £27,666.46	£54,264.43		