

Wacton Parish Council

Minutes of the Annual Parish Meeting of the Parish Council held in Wacton Village Hall on Wednesday 4th May 2016

Present: - Councillors Calvin Goreham, Tony Rowson, Rene Rowson and Rita Day. Clerk Caroline Squires and 10 members of the public also attended.

The clerk read out a letter of resignation from Pat Reynolds.

- 1. Election of Chairman:** Calvin Goreham proposed that Tony Rowson be elected as chairman for the forthcoming year. This was unanimously agreed. Tony then signed the Declaration of Acceptance of Office and took the chair. He thanked Pat for all the work he had done during his time as a councillor and for his chairmanship during the last year.
- 2. Election of Vice Chairman:** Tony Rowson proposed that Calvin Goreham should be appointed as Vice Chairman and this was also unanimously agreed.
- 3. To co-opt a new councillor:** Applications had been received from Kim Plumb and Gary Mulhall. Before the councillors retired to consider the application Kim withdrew her application as she currently has additional personal commitments- she will apply again in the future. Councillors all agreed that Gary Mulhall should be co-opted. He then signed the Declaration of Acceptance of Office and joined the councillors.
- 4. To consider apologies for absence:** Apologies received from Peter Jacques were accepted.
- 5. To receive any declarations of interest in items on the agenda:** None were received.
- 6. To approve the minutes of the meetings held on 6th April 2016 –** The Minutes were approved without amendment.
- 7. To consider matters arising from the last minutes (for information only):**
There were no matters arising.
- 8. To receive reports from the District Councillors:** There were no reports.
- 9. To receive a report from the County Councillor:** - There was no report.
- 10. To receive a report from the Tree Warden:** - There was no report.
- 11. To receive a report from the Footpath Warden:** - The report had been circulated to all councillors. Christine Goreham will report back to the council when she has information about vehicular access on Earthenware Lane to Rocket Manor (formerly known as Glebelands).
- 12. To receive reports from the Village Hall :** Calvin Goreham reported that due to the presence of water voles, which are a protected species it would be necessary for the Village Hall Trustees to commission a report on the ditch and two neighbouring ponds before any work could be undertaken to repair the banks of the car park. An area has been roped off to reduce the risk of any further subsidence.

13. To consider Planning Applications: -

- a. Revised application for alterations to Wacton Hall – Ref 2016/0396. After looking at the plans, councillors had no objections to the amended proposals.

14. Correspondence:-

- a. N.C.C. Notice of Application for Amendment of Common Rights Register. The amendment covered the transfer of the rights previously held by Trevor Finch to his son. This was noted.
- b. Details of training courses from Norfolk Parish Training and Support: This group of experienced clerks will be running a variety of training courses. The service is now independent and no longer part of N.A.L.C. This was noted.
- c. Biosecurity Survey - request for information. Peter Jacques has agreed to undertake this.
- d. Planning Policy Training Session at South Norfolk District Council on 26th May. The majority of councillors had attended this training last year.

15. To consider the Insurance renewal documents: This is the second year of a three year agreement. The clerk pointed out that the Play Inspection Company had recently valued the Play Equipment at a higher amount than that shown in the policy and suggested that this should be amended to ensure the correct level of cover. Councillors would be advised of any increase in premium as this would need to be paid before 31st May, to ensure continuing cover. The chairman suggested that the policy should be looked at by an expert – Helen Usbar, who has experience in insurance will look at the policy.

16. Authorisation of cheques:-

- a. Top Garden Services – March Grass Cutting - £75.00
- b. L.C.P.A.S.- Mileage for attending April meeting £20.00
- c. Came & Co – Insurance 2016/17 £771.25 (This may increase due to the increase in Play Equipment replacement value)

17. To receive the end of year accounts: These have not yet been returned from internal audit.

18. To agree a plan of action to replace the current parish website: - The clerk had received notification from N.A.L.C. that the website provided by them would no longer be available as the council is no longer a member. She had requested a two month period of grace to allow time to set up an alternative site but no response has been received. Details from a company specialising in Parish Websites offering to set up a new website for the council have been received. Grants of up to £500.00 are available from the Transparency Fund – the next deadline for applications is 16th May. No decision about this was made.

19. To agree to undertake a full revision of the Council's procedures and policies with guidance from L.C.P.A.S.: It was agreed that this should be undertaken. The clerk proposed that as part of this review, the councillors should consider setting up dedicated e-mail addresses to be used exclusively by themselves for parish council business. These addresses should be used for contact details given out to members of the public, so that Parish Council correspondence is kept separate from personal e-mail accounts, which may be shared. This was unanimously agreed.

20. To receive reports and discuss any on-going matters: -

- a. **Queen's Birthday Celebrations:** Tony reported that the necessary arrangements are now all in place, including a certified First Aider.
- b. **Playground Inspections:** It was suggested that the weekly playground inspections should, if possible, be undertaken by one person to ensure continuity. Gary Mulhall volunteered to do this. Reports will be forwarded to the clerk.
- c. **Tesco's 'Funding for Green Spaces' details:** Following the discussion about this at the last meeting, the clerk had obtained further details. The scheme is aimed at projects of between £8,000 and £12,000 pounds and Tesco customers will vote to decide successful projects at the most local store, which in our case is the Heathersett Express. It was agreed that this funding would not be suitable for the copse project in Wacton.

21. To agree the wording of a leaflet to residents: A draft leaflet about speed and minor unreported accidents both in the village and on the Wacton /Stratton road as discussed at the Annual Parish Meeting was read out. Members of the public expressed concern about the council being involved in the collection of such data. It was agreed that the wording of the leaflet should be discussed with District Councillor Kevin Worsley.

22. Matters raised by councillors and members of the public (for information only):-

Calvin Goreham proposed that a letter of thanks should be sent to the retiring chairman, Pat Reynolds, thanking him for all he has done. This was agreed by all – Calvin will draft a letter and pass it round for signature.

23. Items for the next agenda: There will be a report on the outcome of the Queen's Birthday Celebrations.

The meeting closed at 7.55pm.

Date of next Meeting: - Wednesday 1st June. 2016 at 7.00pm

Signed

1st June 2016