

**MINUTES OF THE PARISH COUNCIL MEETING HELD AT BEETLEY & EAST BILNEY VILLAGE HALL ON THURSDAY 5 OCTOBER 2006 AT 7.30 P.M.**

**Present** Councillor R Richmond (Chair)  
Councillor A Leigh  
Councillor R Campbell-Smith  
Councillor G Hayes  
Councillor A Luck  
  
District Councillor R Duffield  
Two Members of the Public

**1. Apologies for absence**

Councillor M Petzer who had a Governor's Meeting at school and Councillor D Silk who was having hospital treatment.

**2. Declaration of Interest**

Councillor A Leigh declared a prejudicial interest in Item 14, Councillor R Campbell-Smith A personal interest in Item 15 and Councillor A Luck a personal interest in Items 12 and 13.1.

**3. Minutes of the previous meeting**

It was proposed by Councillor Richmond and seconded by Councillor Leigh that the minutes of the meeting held on 7 September 2006 be approved and signed.

The meeting was adjourned.

The meeting was reconvened.

**4. Matters to report**

**4.1** The plaque for the tree had been received and Councillor Hayes proposed that Mr. W Barker be present when the plaque was fitted. No date was set for this.

**4.2** The clerk reported that it had been impossible to arrange a meeting for the Local Liaison Group with Barker Brothers.

**4.3** The Clerk had attended the website training course at Swaffham and asked Councillor Campbell-Smith to assist in the preparation of the website to ensure that there were two people capable of updating information and he had agreed.

**4.4** Breckland Council had informed the Parish Council that the revised register of electors would be available in December and all Councillors had received a copy to fill in their requirements which the Clerk would collate and forward to Breckland.

**4.5** The Clerk had confirmed with Norfolk County Council that only inert material could be used for the landfill site and this would be checked weekly by the Environment Agency.

**4.6** The Clerk had met The Highway Engineer on site to discuss the siting of the new Notice board on Church Road East Bilney and he was in agreement to site the notice board between the post box and the entrance to the Alms Houses.

**4.7** The Clerk had been invited to A Parish Clerk Forum by Norfolk County Council Planning and Transportation Department on 24 October which he would be attending.

**5. Planning**

**5.1 Applications**

**5.1.1** 3PL/2006/1279/F East Bilney Coachworks Ltd - extension to existing works.

No objection

Proposed by Councillor Richmond

Seconded Councillor Campbell-Smith

All were in favour.

- 5.1.2** 3PL/2006/1296/F Beetley Water Treatment Works - Construction of GRP Kiosk.  
No objection

Proposed by Councillor Luck

Seconded Councillor Hayes

All were in favour.

- 5.1.3** 3PL/2006/1321/F Plot 1 former Builder's Yard Fakenham Road - erection of Detached house and garage.

After discussion it was agreed that Councillor Campbell-Smith and the Clerk visit Breckland Council offices to study the Outline Planning Permission to confirm if there were two accesses onto Fakenham Road. If only one was agreed then the Parish Council would **OBJECT** as two accesses would not be as was agreed.

Proposed Councillor Richmond

Seconded Councillor Campbell-Smith

All were in favour.

The investigation at Breckland had confirmed that only one access had been agreed and a letter of objection had been forwarded, also requesting that the decision be referred to the Development Control Committee.

- 5.1.4** 3PL/2006/1396/O Silver Glade Elmham Road- erection of bungalow and garage.

Despite concern over the possible increase in back garden development

No objection was raised.

Proposed Councillor Richmond

Seconded Councillor Campbell-Smith

All were in favour.

## **5.2 Decisions**

- 5.2.1** 3PL/2006/1033/F 3 Beech Road. Permission  
**5.2.2** 3PL/2006/1081/F Drift Cottage 10 Fakenham Road. Permission  
**5.2.3** 3PL/2006/1117/F 41 Fakenham Road. Permission  
**5.2.4** 3PL/2006/1135/F 3 Maple Close. Permission  
**5.2.5** SP/C/2006/3025 Occasional use of mobile dry grader- field to the south of Beetley Common. Permission

**5.3** It was confirmed that the Chairman, Councillors Hayes and Campbell-Smith and the Clerk would attend the meeting with the Chairman of Breckland Council Development Control Committee on 13 November 2006.

**5.4** It was agreed that no reply be sent regarding Planning Simplified

## **6. Correspondence**

### **6.1 General Correspondence**

**6.1.1** Norfolk Waste Partnership Conference Annual Conference. It was confirmed that a booking had been made for Councillor Richmond.

**6.1.2** NCAPTC Conference and Annual General Meeting 04 November 2006  
Councillor Leigh stated that she would attend and possibly the Chairman.

### **6.2 Correspondence for Circulation**

- 6.2.1** Breckland Open Space Audit  
**6.2.2** Breckland Standards Committee  
**6.2.3** Breckland Housing Market Assessment  
**6.2.4** Clerks & Councils Direct  
**6.2.5** Norfolk County Council Questionnaire  
**6.2.6** Breckland Standards Committee  
**6.2.7** Local Council Review  
**6.2.8** defra rural services review  
**6.2.9** Breckland Agenda  
**6.2.10** Black and White

## 7. Parish Land

### 7.1 Beetley Meadows

#### 7.1.1 Play Area

Four quotations had been received for the refurbishment of the fencing and provided the quotation from Fenscape Fencing meets the specification then this is to be accepted at a cost of £880. Once the work has been completed a letter would be distributed to the immediate area and an article placed in the Beetley Buzz to try and get a working party involved in the area.

Proposed Councillor Richmond

Seconded Councillor Hayes

All were in favour.

#### 7.1.2 Annual Cut

The Clerk reported that he had contacted Wensum Valley Project regarding the Annual Cut and subsequently the Scouts but had had no reply from the Scouts. It was agreed therefore to cut the whole area but not to leave as hay. The cost would be the same as last year, £336. The Clerk reported that he had been in contact with the Environment Agency but they had no money remaining in this year's budget to do any work on the river. They felt that it may be possible to spray the area in June or July 2007 and the Clerk is to make further contact in May 2007

#### 7.1.3 Gates

The Clerk circulated a letter that the Chairman and he had drafted following the Clerk's visit to Hood Vores and Allwood who had advised that a letter from the Parish Council initially would be better than one from the solicitors. A follow up letter could then be sent from the solicitors with the threat of possible action although Mrs. Kiddle-Morris could not be specific on the action as she had to take legal advice from her litigation department. It was proposed by Councillor Campbell-Smith and seconded by Councillor Luck that the letter be sent recorded delivery to all the offending households. All were in favour. After further discussion it was proposed by Councillor Hayes and seconded by Councillor Campbell-Smith that a personal visit be made by Councillors to the households to explain the Parish Council's view and then send the letter to confirm. This was agreed by a majority decision.

### 7.2 East Bilney Town Lands

The clerk confirmed that he is trying to arrange a date suitable to Councillor Luck and Robin Woodley to cut the swathe through the planted area and position the signs.

### 7.3 Beetley Common

The Clerk confirmed that £1000 had been received from Anglian Water as their initial payment for wayleave and this had been banked.

### 7.4 Scout Hut Lease

The Clerk reported that he had spoken to Mr. Maskell but was still awaiting the revised lease.

### 7.5 Rural Payments Agency

No communication had been received.

## 8. Finance

8.1 The budget sheets and financial information had been circulated

8.2 Balances

#### Business Base Rate Tracker Account

Balance at 19 June 2006	17966.22
Transfer to Community Account	<u>3000.00</u>
	14966.22
Interest	<u>92.60</u>
Balance at 19 September 2006	15058.82

## Community Account

18 August 2006			1629.98
Payments	(unpresented from 07 09 06 authorised 07 09 06)	607.90) 2405.91)	<u>3013.81</u> (1383.83)
Income	( Bursary (Transfer From Business (Anglian Water (Community Car	200.00) 3000.00) 1000.00) 29.79)	<u>4229.79</u> 2845.96
	Less unpresented cheques		<u>637.23</u>
	Balance at 19 September 2006		2208.73

The balances include £1759.00 for the sale of Parish Land.

Amount available for Section 137 : 1093x£5.44 = £5945.92  
Spend to Date : £1116.50

Cheques for authorisation:

126	Abacus Copiers	Monthly Contract	20.63
127	Daynes	Stationery	83.35
128	Norfolk County Services	Grass cutting	90.01
129	NPTP	Training	30.00
130	B.J.Leigh	Salary 196.15 Postage 8.12 1Gb Flash Drive 26.00	230.27
131	Mrs. J. Overall	Community Car	T.B.C.
132	Norfolk Accident Rescue	Donation	50.00
133	Apex Engraving	Plaque	46.30

The Clerk reported that the information for the Community Car had not been received to prepare the cheque and this would be carried over to the November Meeting. Councillor Petzer was unable to attend the training for Councillors and therefore cheque 129 had been cancelled. The cheque for the Community Car authorised in September had not been issued as the Clerk could not agree the figures.

### **8.3 Precept Information 2007/8.**

This had been circulated in preparation for discussion at the November meeting.

### **8.4 Charity Commission**

The Clerk explained that he had had conversations with the commission and after delving through the files confirmed that Beetley Charity had been set up after money had been received from Breckland Council following the decision to return the Surveyor's Pits to the Parish. The money received from the sale of one of these pits to Fiona Jayne Richmond had to be invested in this charity. The Clerk also found that the Richard Farrers Charity and Bread Charity had Treasury Certificates which we had not been receiving interest on as the details of the Chairman and Clerk were incorrect. It was resolved to amend all records with the Charity Commission, and the Richard Farrers Charity and deposit the £1759 in the Beetley Charity.

### **8.5 Fuel Allotment Charity**

It was agreed to amend the records at the Charity Commission.

**8.6** It was agreed not to donate to Macmillan Cancer Support.

**9. Footpaths**

It was confirmed that the contractor be chased to cut the footpaths and cut back the briars.

**10. Highways**

**10.1 Flytipping.**

The Clerk reported on the flytipping in Folly Lane which had been investigated by Breckland council who had hopefully found the name of the culprit which had been passed to the Enforcement Officer for possible prosecution. A van had been driven into the wood on Folly Lane and set on fire. The police had been unable to trace the owner and it had been towed away.

**10.2 Dog Bins**

Requests had been received to site dog bins on the Drift in Beetley and at Church Farm Old Beetley. As the Drift is privately owned the Council can not site a bin without permission and it was therefore decide to defer a decision to the November meeting but to look at possible siting on Fakenham Road close to the Drift. Some concern was expressed that if people do not clear up after their dogs now the provision of additional bins would not make any difference. The provision of a bin at Church Farm was also deferred.

**11. St. Mary's School**

**11.1 Travel Plan Meeting**

The Clerk had attended the meeting on 19 September 2006 and had reported on the parking on Elmham Road and the committee would look at the lunchtime period as the rear gates are locked so that parents collecting half day pupils have to park on Elmham Road. International Walk to School Week is from 2<sup>nd</sup>-6<sup>th</sup> October and St. Mary's School will Be walking to school on Friday 6<sup>th</sup> leaving the Museum at 0850. The next meeting is on Tuesday 21<sup>st</sup> November at 1545.

**12. Village Hall**

**12.1 Pavilion**

Three quotations had been received for the remedial work from the football and cricket clubs and the Clerk was to obtain further quotations and to try and obtain a commitment from the two clubs to contribute to the cost.

**12.2 Play Equipment Inspection**

It was agreed not to pay the invoice from Allianz Cornhill but to attempt for 2007 to get the Play equipment at Beetley Meadows and The Village Hall combined at a reduced fee.

**13. Parish Paperwork**

Councillor Campbell-Smith proposed that the Parish paperwork be logged by files to ensure that at any future change of Clerk the Council would know that all the paperwork had been passed on. Any old paperwork is to be archived and a record kept of what had been archived.

**14. Clerk's Contract**

This was deferred to a special meeting on 19<sup>th</sup> October 2006 subsequently changed to 18<sup>th</sup> October 2006 after the Clerk stated that the agreed hours of 25 were insufficient to administer a parish the size of Beetley and felt that 40 hours were reasonable. He also stated that he felt that he should have a contract of employment which would cover all aspects of his employment.

**15. Breckland owned land Beech Road**

The letter from Breckland council stating that they were willing to transfer the land at no cost was noted. An acknowledgement was to be sent but advice was to be sought over the solicitor's costs as the letter stated that the Parish Council is to incur the costs of both sides and it was agreed that a ceiling should be placed on the costs so that the Parish Council is not presented with an enormous fee.

**16. Clerk's Corner**

Nothing to report

**17. Matters for the next meeting**

- 17.1 Local Development framework
- 17.2 Bus Shelter
- 18. **Portfolio Holders' Update**
  - 18.1 **Affordable Housing**
    - 18.1.1 **Flagship Housing** No reply had been received following the letter sent after the previous meeting.
  - 18.2 **Communications**
    - 18.2.1 **Beetley Buzz**

It was agreed to accept articles from Link-up, Air Ambulance, Fireworks, the Mobile Library, the Village Hall's Christmas event but not to advertise a craft fair.
  - 18.3 **Environment**
    - 18.3.1 **Parish lands and Footpath Leaflets**

The Clerk had obtained prices from Lanceni Press of between £1100 and £2400 depending on whether it was colour or black and white. It was agreed not to proceed with a leaflet but to post the information on the website when it is active.
  - 18.4 **Transport**

Councillor Silk is to investigate the provision of a bus for Old Beetley and East Bilney
  - 18.5 **Highways**
    - 18.5.1 **Elmham Road Parking**

A site visit is to be arranged with the new traffic engineer.
    - 18.5.2 **East Bilney.**

Further lining is to be carried out on the approach to the bridge from the north. It was proposed by Councillor Leigh and seconded by Councillor Campbell-Smith that a flashing sign be purchased for £3500 for the approach to the bridge from the north. All were in favour.
    - 18.5.3 **Old Beetley Speed Limit.**

After the Parish Council had objected to the decision by Norfolk County Council not to recommend a speed limit they had now agreed to implement a 30 m.p.h. limit through the village along Church Road, School Road, Hall Road and off Hall Road. All were in agreement with this proposal.
  - 18.6 **Community**
    - 18.6.1 The reports from Homewatch were noted.
  - 18.7 **Health and Safety**

Councillor Campbell-Smith stated that he had been doing some research and felt that it was necessary for all to note items when walking the Parish so that decisions made by the Parish Council could be placed in a risk assessment register and formally recorded. He stated that one of the first decisions to be made must be about the gates from Beetley Meadows onto the Fakenham Road.
- 19. **Projects**

Nothing to report
- 20. **Date of the next Parish Council Meeting**

This was confirmed as Thursday 2<sup>nd</sup> November 2006 at 1930 to be held at Beetley and East Bilney Village Hall. John Hayes Development will be giving a presentation to the Council on Affordable Housing at 1900.

The meeting closed at 2238 hours