

SYDERSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting
held on Thursday 16 June 2011 in Amy Robsart Hall

PRESENT: Cllr R Thompson (Chairman)
Cllr M Askew
Cllr D Daly
Cllr A Schmidt
Cllr G Taylor
Cllr Ms M Thompson
The Clerk
Two Parishioners

1. Apologies for Absence
None.
2. Parishioners Time
Parishioner John Felmingham advised that he is interested in starting up a Community Composting Scheme for the village and he will report back to the Council in March 2012 with his proposals.
3. Declarations of Interest
Chairman declared a personal interest relating to Item 10.3 due to being a member of CAPE.
4. Minutes of Annual Parish Meeting held on 19 May 2011
Minutes of above meeting had been circulated. Cllr Schmidt proposed that they be accepted. All in favour. **Resolved to approve the Minutes.**
5. Minutes of Annual Council Meeting held on 19 May 2011
Minutes of above meeting had been circulated. Cllr M Thompson proposed that they be accepted. All in favour. **Resolved to approve the Minutes.**
6. Minutes of May Council Meeting held on 19 May 2011
Minutes of above meeting had been circulated. Cllr Schmidt proposed that they be accepted. All in favour. **Resolved to approve the Minutes.**
7. Ongoing Items from the Minutes
 - 7.1 Football & Cricket Club Funds
Cllr Askew advised that he had held discussions with the previous officials of the above Clubs regarding use of their residual funds for children's amenities/equipment on the playing field. **Resolved Cllr Askew to provide the Clerk with contact addresses, so that written agreement to this proposal may be obtained from the clubs' previous officials.**
 - 7.2 Candidates Expenses Returns
All now received.
 - 7.3 Declaration of Interest Forms
Amendments declared for three Cllrs and recorded on the forms at the meeting.
 - 7.4 Co-option
Nothing further to report.

- 7.5 Bank Mandates
Chairman advised that a further mandate has been applied for so that the Clerk can transfer funds between the accounts and make statement enquiries etc., as authorised in the May minutes
- 7.6 Email & Web Site
All agreed that Emails/Web site working successfully.
- 7.7 Parish Records Handover
The Clerk advised that he had received all records from the previous Clerk on Monday 13 June 2011. **Resolved planning records to be retained for 1 year and financial records for 7 years. Clerk to contact Avril MacArthur to establish which additional material would be useful for the village archives.**
8. Highway Rangers
- 8.1 Items Reported
Clerk advised the meeting of the items reported to the Highway Rangers on the 4/5 June 2011. **Resolved that if any items remained unactioned, the Clerk be authorised to write to the respective owners for them to take responsibility.**
9. Street Lighting
- 9.1 Inventory
The Chairman reported that he had carried out a recent survey in order to verify the accuracy of the inventory. **Resolved for the Clerk to reply to energy company confirming the inventory subject to minor description amendments.**
- 9.2 Continuous Supply
Chairman advised that the continuous supply is for the control equipment. No further action required.
- 9.3 Overgrown Street Lights
Three lamps are suffering from overgrowth which has been reported by the Clerk to the Highway Rangers.
- 9.4 Maintenance Contract
Three year renewal contract had been signed and returned to the Contractor. **Resolved for the Clerk to check if contract includes clearing vegetation from lamp columns.**
10. Planning Matters
- 10.1 Applications (PP/C/2/2011/2002 Longwater Gravel)
All Cllrs expressed concern that the applicant is seeking to remove Condition 19 (backfilling), which would increase the surface area being worked at any one time. **Resolved for the Clerk to raise objection to the planning application in respect of the removal of Condition 19 (backfilling).**
- 10.2 Decisions (11/00530/RM Mr D Rust)
Notice of Decision read out by the Clerk of approval granted subject to 4 Conditions.
- 10.3 Other Planning Matters
Triton Wind Farm (Off Shore)
Chairman explained the details of the proposed Triton Knoll Offshore Wind Farm and the Clerk handed out explanation leaflets. There is a consultation meeting at Wells Community Centre at 1pm on Monday 20 June 2011, which members may attend.
Progress report on Jacks Lane
No progress to report. Concerns continue to be raised by Cllrs regarding visual impact, high point siting and cumulative effect of both Chiplow and Jacks Lane.
Chairman reported that the Chiplow appeal papers were filed by E.ON on Friday 10 June 2011.

11. Financial Matters

11.1 Introduction

Chairman explained some new procedures and reports as outlined below:
 Agreed handover balance of £14,220.29, this amount has been agreed and bank reconciled as at 1 May 2011 for handover to the new Clerk,.

Electricity Bills (Direct Debit)

Resolved for all monthly charges to be recorded in Minutes.

Expenses Procedure

Chairman explained that to satisfy HMRC/PAYE requirements, petty cash vouchers with supporting receipts to be completed and authorised by Chairman or Vice Chairman. **Resolved to comply with this procedure.**

Management Accounts Spreadsheet

Chairman explained the proposed spreadsheet showing monthly available funds.

Resolved the Clerk to issue spreadsheets showing quarterly figures to date for June, September, December and March.

Clerk's Training Course £35

Resolved to approve payment.

11.2 Balance as at 1 May 2011

Community Account	3992.89	
Tracker Account	11164.99	
Less Football Club Funds	(600.04)	
Less Cricket Club Funds	(181.27)	
Less unpresented cheque 100995	(14.00)	
Less unpresented cheque 100996	(49.94)	
Less unpresented cheque 100997	(54.34)	
Less unpresented cheque 100998	(38.00)	
Available funds at 1 May 2011	TOTAL	14220.29

Resolved to agree above balances.

11.3 Balance as at 1 June 2011

Community Account	4322.86	
Tracker Account	11164.99	
Less Football Club Funds	(600.04)	
Less Cricket Club Funds	(181.27)	
Available funds at 1 June 2011	TOTAL	14706.54

Resolved to agree above balances.

11.4 Receipts

7 June 2011 Barclays Bank Interest	1.15	
(Interest period March – June)		
	SUB TOTAL	1.15CR

Resolved to agree above balance.

11.5 Payments (Require authorisation)

E-on Street Lighting (DD payment 13.6.11)	62.21
Amy Robsart Hall Hire (May & June)	28.00
MHB Street Lighting maintenance (Apr & May)	99.88
I Woods (April salary)	166.43
B Lloyd (May & June salary)	320.00
HMRC (tax)	121.40
B Lloyd (Expenses: Course + Postage)	61.88
Came & Co (Insurance)	704.64
G Taylor (Newsletter Printing/Distribution)	50.00
Open Spaces Society (Renewal)	40.00
Norfolk RCC (Renewal)	15.00

NALC (Renewal)	119.33	
NPFA (Renewal)	20.00	
	SUB TOTAL	1808.77

Resolved to approve payments. Chairman expressed concern regarding significant cost of Came & Co Insurance. Clerk to look at the cost of insurance before renewing next year and to check the asset register valuations.

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| 11.6 | Available funds carried forward
Resolved to agree balance. | TOTAL | 12898.92 |
| 11.7 | Funds Transfer (nil) | 0.00 | |
12. To receive items from Borough Council
12.1 Proposed Saddlebow Incinerator, letter previously circulated.
Chairman explained that no breakdown of the Borough poll is available by Parish or Ward. All Cllrs expressed opposition to the incinerator due to concerns regarding 'fallout', increased traffic, insufficient environmental monitoring etc. **Resolved Clerk to write to Rt Hon. Caroline Spelman MP to express concerns.**
13. To receive items from the Police
13.1 Crime Report from PCSO Taylor
Chairman read out report for period 14 April 2011 – 7 June 2011.
14. To consider a request for a Community Composting Scheme
The Chairman briefly outlined the scheme, full details of which are also available at the Norfolk County Council web site. In essence the village garden waste is collected by a team of volunteers and composted locally. The compost is bagged and sold on, and Norfolk County Council presently grant £47.64 per metric tonne of garden waste collected, but there would be start up costs and running costs to consider. **Resolved to await John Felmingham's proposals (see Parishioners Time above).**
15. To receive items from Norfolk ALC
15.1 Norfolk Link Extra
15.2 Summer Seminar
15.3 Executive Committee Election
15.4 AGM Officer nominations and propose resolutions for debate
The above items were noted and circulated at the meeting.
16. To receive other correspondence
16.1 Correspondence re Bus Services
Correspondence noted at the meeting.
16.2 Gt Massingham Area Community Cars Report
Correspondence/reports noted and the Council would like to continue to support these community cars.
17. To receive items for next Agenda
The following issues were raised for report at the next Meeting.
17.1 Cllr M Chenery of Horsbrugh to be sent copies of agendas and minutes, together with an invitation to attend future meetings.
17.2 PCSO Taylor to be informed of safety concerns regarding vehicles parked in The Street very close to the corner of Rudham Road.
17.3 Norfolk Wildlife Trust to be advised regarding overgrown hedges along Mill Lane which is affecting forward visibility for oncoming traffic.

17.4 Norfolk County Highways to be advised regarding the poor condition of the road at bottom of Tattersett Road past Wicken Green pond.

18. Date of next meeting 21 July 2011 at 7.30pm - Agreed

There being no further business the Chairman closed the Meeting at 9pm.