

**Minutes of the Annual Parish Council Meeting held in
Scarning Village Hall on 20 May 2024 at 7.30pm**

Councillors present: F Bradford (Chair) T Abel, M Blackburn, S Bunn, C Hewson, M Steward.
In attendance: N Hartley (Parish Clerk), one member of the public.

1 Election of Council Chair

It was **RESOLVED** to elect Cllr Bradford as Council Chair. She signed the Declaration of Acceptance of Office.

2 Election of Council Vice Chair

It was **RESOLVED** to elect Cllr Bunn as Council Vice Chair. He signed the Declaration of Acceptance of Office.

3 Apologies for Absence

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

4 Code of Conduct

Councillors re- signed the Code of Conduct.

5 Declarations of Interest

Cllr Hewson declared an interest in any matters relating to Scarning Playing Field Committee.

6 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 15 April 2024 as a true and accurate record.

7 Matters Arising

None.

8 Public Participation.

The meeting was closed for a period of Public Participation.

It was noted that the restored Village Sign looked brilliant, and Cllr Abel was thanked for his work regarding this. It was noted that more flowers and bulbs have been taken from the flower box next to the church layby. It was proposed that next year these are seeded with wild flowers. It was suggested that later in the year the Council might consider a Parish Partnership Scheme bid for white village gates and to retain the flower boxes.

The Council was asked if the bus shelters could be cleaned. It was noted this was on the agenda for the meeting. Cllr Hewson had cleaned the shelter next to Black Horse Close.

The Council was asked if it would clean its grit bins. It was noted that the Council had made a previous decision to not clean the grit bins.

The meeting was re-opened.

9 Reports of District and County Councillors

Cllr Turner (Breckland Council) sent a report encouraging councillors to attend briefing sessions re the Local Plan. She noted that Household Support grants are available up to £300 per applicant and that the Inspiring Communities grants are going fast.

Cllr Richmond (Norfolk County Council) sent the following report. The proposal to change the 50mph speed limit on Dereham Road, between the two 40mph speed limits, to a 40mph speed limit, has not been approved under the Road Safety Community Fund. The feedback from NCC Highways is that the speed limit on this section of Dereham Road needs to align with the criteria set out in the Norfolk Speed Management Strategy, and looking at Dereham Road objectively the 50mph speed limit is more appropriate. Cllr Richmond had sent the Council a copy of the Norfolk Speed Management Strategy which sets out the criteria for 40 and 50mph speed limits.

It was agreed to invite Cllr Richmond (Norfolk County Council) to the next Parish Council meeting in relation to the above decision regarding a reduction in the speed limit.

A member of the Council raised a request for a cycle path from the school to the older part of the village. This will be discussed at the next meeting.

10 Planning

10.1 Breckland Council decisions:-

Hope Springs, Dereham Road 3PL/2024/0170/F
Proposed change of use of land from paddock to residential curtilage/garden Approved

Honeysuckle, Dale Road 3PL/2024/0168/F
Change of use from holiday let to residential let Refused

15 Blackthorn Drive 3PL/2024/0063/F
Change of use of domestic outbuilding to use Class E (Dog grooming salon) Approved

10.2 Planning Applications considered:-

Brook Cottage, Washbridge 3PL/2024/0392/HOU
Proposed new front porch

It was **RESOLVED** that the Council had no objection to the application.

6 Richard Hicks Drive

3PL/2024/0293/HOU

Install antenna mast for amateur radio and Raynet use (Retrospective)

It was **RESOLVED** to reiterate the Council's decision that it is against all retrospective planning applications.

11 Finance

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

N Hartley, clerk's salary, £990.99

HMRC, clerk's Paye, £5.80

N Hartley, reimbursement for ink cartridges for Council photocopier, £71.32

Scarning Village Hall, contribution to annual running cost of defibrillator, £52

Scarning Playing Field Committee, maintenance grant, £3,100

ME Wright, replace fencing at Ted Ellis play area, £3,895

NGF Play Ltd, repair cradle seat at Blackthorn Drive play area, £105

Ravencroft, annual Tree Survey, £408

Top Garden Services, grass cutting (March), £293.09

Top Garden Services, grass cutting (April), £879.27

Top Garden Services, grass cutting Scarning churchyard (March) (Section 137), £99.23

Top Garden Services, grass cutting Scarning churchyard (April) (Section 137), £297.69

Clear Insurance Management Ltd, annual premium, £896.95

11.2 The Council noted receipt of the following:-

HMRC, Vat reimbursed, £1,781.68

11.3 The report of the Internal Control Officer was carried forward to the June meeting.

12 Appointment of the Budget Committee

It was **RESOLVED** to appoint Cllrs Bradford, Bunn and Blackburn to the Budget Committee.

13 Appointment of the Staff Committee

It was **RESOLVED** to appoint Cllrs Bradford and Bunn to the Staff Committee.

14 Appointment of the Internal Control Officer

It was **RESOLVED** to appoint Cllr Blackburn as the Council's Internal Control Officer.

15 Appointment of representatives to Scarning Playing Field Committee

It was **RESOLVED** to appoint Cllrs Bunn and Blackburn as the Council's representatives to Scarning Playing Field Committee.

16 Appointment of a representative to Scarning United Charities

It was **RESOLVED** to appoint Cllr Bradford as the Council's representative to Scarning United Charities.

17 Appointment of a representative to the Seckar Trust

It was **RESOLVED** to appoint the Parish Clerk as the Council's representative to the Seckar Trust.

18 Appointment of the Council's insurer

The Council considered two quotes. It was **RESOLVED** to appoint Clear Insurance Management Ltd (formerly BHIB) as the Council's insurers and to make payment.

19 Community Engagement Policy

The Council considered a Community Engagement policy. It was **RESOLVED** to adopt the policy with agreed amendments.

20 Community Award 2025

The Council considered a proposal for a Community Award. It was **RESOLVED** to approve the award.

21 Publication of the Council's Draft Minutes

The Council considered a proposal to publish its draft minutes. It was **RESOLVED** to remain with the Council's existing policy of publishing the minutes after these have been approved at a Council meeting.

22 Environmental Policy

The Council considered an Environmental policy. It was **RESOLVED** to adopt the policy.

23 Tree Survey

The Council considered the annual Tree Survey. It was noted that the works recommended in the report were on Shipdham Lane playing field. The report had been forwarded to the Playing Field Committee. Cllr Hewson said the recommended actions would be carried out within the timescales stated in the report.

24 Air Walker at Blackthorn Drive play area

It was noted that the Air Walker is damaged beyond repair. It was **RESOLVED** to purchase and install a replacement.

25 Blackthorn Drive Play Area

The Council considered the results of its survey which showed the most popular items requested by those who completed the survey were as follows:- a Zip Wire, followed by better football facilities, a multi use games area, a climbing frame, basketball hoop and court, a slide outside the small children's play area, wheelchair accessible equipment, a roundabout, a basket seat swing. The equipment requested broadly matches the equipment previously considered by the Council and which can be seen in the minutes of the July 2023 meeting (item 10). It was therefore **RESOLVED** to request an update of the July 2023 quote from NGF Play Ltd and to obtain two more quotes from contractors, and to apply for grants.

26 Parish Partnership Scheme bids

The Council considered the cost of its three Parish Partnership Scheme bids. The bids were for a moveable SAM2 with data collection; moving the Children's Play area sign from Dereham Road to Shipdham Lane; installing a sign to Village Hall parking on Shipdham Lane playing field.

The Council considered the proposed costs to be excessive. It was **RESOLVED** not to continue with the bid for either a moveable SAM2 or moving the Children's Play Area sign. With regard to the Village Hall parking sign, the Council will consider this when the car park has been completed.

27 Former Highway Surveyor's land at Daffy Green

The Council had received an offer to sell the piece of former Highway Surveyor's land at Daffy Green. It was **RESOLVED** to seek the approval of the Charity Commission.

28 Solar light on Dereham Road near Chestnut Road

It was noted that the contractor has replaced the battery in the light free of charge.

29 D-day Beacon Lighting

The beacon will be lit at 9.15pm on 6 June. Cllr Blackburn and the Clerk will promote this on the website, noticeboards and social media, and through the school.

30 Representatives' Reports

The Council will draw attention to the Local Plan meetings and to a Local Nature Recovery Strategy on its website and social media.

31 Breckland Ward Boundary Review (initial consultation)

This was carried forward to the next meeting.

32 Councillor Tour of the Parish

This was agreed for 6.30pm on 3 June.

33 George Freeman MP

The Council had received a written request from George Freeman MP to meet the Council and to hold a Community Surgery in Scarning. It was **RESOLVED** that this should be arranged by Mr Freeman's office and to suggest a surgery and meeting in line with one of the Coffee Mornings.

34 Cleaning Bus Shelters

Cllr Hewson will clean the shelters either side of Dereham Road near the junction with Chestnut Road.

35 Dogs on the Water Meadows

It was noted that some residents had expressed concern for the safety of children on the Blackthorn Drive playing field/play area regarding dogs that are not on leads and also there are some residents who are fearful of unleashed dogs running up to them. It was **RESOLVED** to ask Breckland Council if the playing field and play area can be designated an all dogs to be kept on a leash area.

36 Items for the Next Agenda

Invite the Police Engagement Officer to the meeting.
Request for a cycle path between the school and the older part of the village.

37 Next Meeting

The next Council meeting will be in the Village Hall at 7pm on 17 June.

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that because of the confidential nature of the business transacted the public were asked to leave the meeting so that the Council discuss the following.

38 Clerk's Duties

The Chair raised a number of matters regarding photocopying, paperwork supplied to the Council Chair, and the Clerk's contract. These were discussed without resolution.

There being no further business, the meeting was closed at 9.35pm.