

Scarning Parish Council
Minutes of the Meeting of the Council held in Scarning Village Hall on 22 July 2024

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

In attendance: N Hartley (Parish Clerk), five members of the public.

Public Participation

A member of the public asked if the hedge between Black Horse Close and Hill Rise will be cut. The Council noted that Norfolk County Council will cut the hedge this year as part of its resurfacing of the footpath.

Regarding the Local Plan, a member of the public observed that there was no point in a meeting until the Government announces new legislation.

The meeting went into session.

1 Apologies for Absence

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

2 Declarations of Interest

Cllrs Abel and Hewson declared an interest in any matters relating to Scarning Playing Field Committee.

3 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 17 June 2024 as a true and accurate record, with an agreed amendment to item 16.

4 Matters Arising

None.

5 Report of District and County Councillors

There were no reports as Cllrs Turner, Hewett and Richmond were not able to attend the meeting due to prior commitments. It was noted that Cllr Turner had been working with Bloor Homes to ensure maintenance works were carried out at the Blackthorn Drive pond area and at the open space area at Allwood Avenue.

6 Planning

6.1 Breckland Council decisions:-

Brook Cottage, Washbridge
New front porch

3PL/2024/0392/HOU
Approved

6.2 Application considered:-

Fen Lane (land near Railway Farm)

3PL/2024/0562/F

Change of use from agricultural land to dog walking field with a small allocated space of enclosed hard standing car park

No objection

7 Grass Cutting Contractor

The Council had received a letter from its contractor, KW Services, noting that having made two initial cuts it would need to increase its cost to £350 a cut. This was due to the amount of time spent cutting the Water Meadows area. The Council considered the additional costs in line with its budget. The Council noted that Norfolk County Council has not cut around the Village Sign and voted to include this in its cutting schedule. It was **RESOLVED** to agree to the price of £350 a cut and to ask the contractor to include cutting the area around the village sign as part of the increased cost.

8 Finance

8.1 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, clerk's expenses, £157.95

Logic Red Web Design Ltd, website domain name, £25

Npower, unmetered street light electricity, £426.96

Keith Walpole, grass cutting verges, Water meadows play areas, £700

N Hartley, reimbursement of Microsoft subscription for Council laptop, £59.99

NGF Play Ltd, replacement Air Walker (Blackthorn Drive), £1,938

8.2 The meeting received a report of Actual to Budgeted expenditure. A copy of the report is attached to the minutes.

9 Council Training

Cllr Bradford said Norfolk Parish Training Partnership provides full Council training. It was agreed she will provide costings and the Clerk will see if other councils are interested in joining a session to reduce the overall cost. It was **RESOLVED** that Cllr Bradford would attend the Essential Updates Seminar and that she and the Clerk would attend a Grant Funding course in September.

10 Noticeboards

It was **RESOLVED** that Cllr Bradford will clear the Council's noticeboards of out of date posters and notifications every three months in order to improve their appearance. Cllr Bunn offered to clear the Fen Road noticeboard on the same timescale.

11 Council Laminator

It was **RESOLVED** that the Council will purchase a laminator in order to improve the look and longevity of its notifications. It was **RESOLVED** that the Council will amend its meeting notifications to include specific items that may be of interest to residents.

12 Draft Agendas

Cllr Bradford said the Breckland councillors had requested earlier receipt of the Council's agenda for each meeting to give them more time to prepare for any relevant items with which they may be able to help the Council. The Council acknowledged there may be some items which will not be included on an agenda because they are received after the cut-off point, but noted these can be carried forward to the following meeting. It was **RESOLVED** to send out the agenda a week before each meeting on a trial basis.

Following discussion on how to attract more public interest in Council meetings, and at the suggestion from a member of the public, it was **RESOLVED** that a QR code would be added to the agendas on the noticeboards so that the public may link directly to the full meeting agenda. The Clerk will contact Chris Farnham to see if he can assist.

13 Dog Bin Request on Park Lane

The Council considered a resident's request for a dog bin on Park Lane. The Council noted there is currently a dog bin on Shipdham Lane and that in consequence Breckland Council had previously refused a request for a bin on Park Lane. The Council considered whether to buy a new bin for Park Lane, the installation of which would be subject to the approval of Breckland Council, or to move the bin on Shipdham Lane to Park Lane. It was **RESOLVED** not to install a bin on Park Lane.

14 Cycle Path

The Council considered a request for a cycle path between the school and the older part of the village. Members of the Council had met with Cllr Richmond (Norfolk County Council) and the Highways Engineer. Norfolk County Council was clear that it will not install a cycle path, nor will it apply a uniform 40mph speed limit on Dereham Road as this does not meet its current criteria.

The Council discussed cutting the hedge between Black Horse Close and Hill Rise. It was **RESOLVED** that Cllr Abel will contact the new owner/s of the land next to the hedge with regard to the new owner/s cutting the hedge once a year. The Parish Council will cut the hedge in Spring 2025. Norfolk County Council will cut the hedge in August 2024 as part of its resurfacing work.

15 Amendment to the Budget re LEDS

The Council is gradually changing its street lights to LEDS. It was **RESOLVED** to transfer funds budgeted for the Parish Partnership Scheme toward the installation of LEDS as and when the lamps need changing. Cllr Hewson noted the light in the church lay by needs attention as it is leaning to one side. The Clerk will action this. Cllr Abel said the foliage around the Park Lane light may need attention. The Clerk will action this.

16 Speed Gates

It was **RESOLVED** to apply for three sets of speed gates under the Parish Partnership Scheme, subject to cost. If agreed by Norfolk County Council, these would be located as follows:-

- 1 Dereham Road, at the boundary of Scarning and Dereham
- 2 Dereham Road, near Black Horse Close
- 3 Dereham Road, near the church lay by

17 Speed Watch Group

It was **RESOLVED** to recruit a new Speed Watch coordinator in September.

18 Blackthorn Drive Pond Area

The Council had received an email from Bloors stating that the company had commissioned an inspection in 2022 and again in 2024. It was noted that the area around the pond had recently been cleared. It is the policy of Bloors to carry out inspections every other year on this area. Contact details for Bloors will be added to the Council's website.

19 Equipment for Blackthorn Drive Play Area

The Council had obtained two quotes for new equipment and was meeting a contractor for a third quote.

20 A Frame Netting at the Blackthorn Drive Play Area

This was carried forward to the next meeting as the Council was waiting for another quote.

21 Play Area Safety Report

The Council's current contractor is ceasing after this year's report. The Council received two quotes from new contractors. It was **RESOLVED** to obtain further quotes and to consider an appointment at the Council's October meeting.

22 Feedback on Ted Ellis Play Area

The Council had received an email from a resident thanking it for the new fencing around the small football pitch off Ted Ellis Walk. The Council had received similarly positive comments on social media.

23 Sale of former Highway Surveyors land at Daffy Green

This was carried forward to the next meeting as the Council was waiting for further information from the Charity Commission.

24 Local Plan

It was confirmed that there was no point in a meeting until the Government announces new legislation. It was agreed the Council was in agreement to a holding a meeting, subject to timings.

25 Maui Wau Festival

The Council noted that the Festival is moving to a new location in 2025 and that this will be the last year in its present location. The Council will publish contact details on its website if residents have any issues to report.

26 Representatives' reports

Cllr Hewson (Chair of the Playing Field Committee) said he had been told there was double parking on Shipdham Lane when there was a football match. He said he had checked and had not seen this himself. It was noted that the oak trees are looking good after crowning and that the tennis courts are looking good. Cllr Hewson said that Scarning United is renting the playing field.

Cllr Blackburn said there was a question on social media as to whether there would be a fete or other event in Scarning. There will be no fete in 2024, but Cllrs Abel and Hewson will look into details about future events on behalf of the Playing Field Committee and will report back to the Parish Council.

The Clerk said that Seckar Trust continues to provide support a Speech and Language Development therapist at the Pre School. The Trust will fund this again next term at cost of £3,380 a term. The Pre School is taking children who have been referred to it re special educational needs. The Trust funds swimming lessons at the school. The Trust is also funding music lessons. The Clerk has continued to advise the Pre School that the Parish Council has a grants scheme. The school's head noted that its recent Ofsted inspection went well.

27 Car Parking at the School

The Seckar Trust had considered a request from the Parish Council to utilise some of its land for car parking. The Trust considered that there was insufficient information in the proposal to make a decision and noted that if the Parish Council wanted to make a fuller proposal it

was happy to consider this. It was **RESOLVED** that Cllrs Abel, Bradford and Stewart will put together a proposal and request to meet the Seckar Trust.

28 Photograph of King Charles

Cllr Bradford said that government organisations can apply for an official photograph of the King. She said a member of the Village Hall Trust had indicated it could be put up in the Village Hall. It was **RESOLVED** that Cllr Bradford will apply for a photograph on behalf of the Parish Council.

28 Items for the next agenda

Items are included in the minutes. There were no additions.

29 Next Meeting

The next Council meeting will be on August 19 at 7pm.

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 matters which were considered to be confidential.

30 Clerk's Home Working Assessment

Norfolk Parish Training Partnership noted that by law employers must conduct a 'suitable and sufficient' risk assessment of their employees' working environment. If an employer is not able to carry out a full risk assessment, they should provide their employees with information on working safely at home. This could include asking them to carry out a self-assessment of their workspace and equipment. If changes are needed to make sure an employee can work at home in a safe and healthy way, employers are responsible for making sure they happen. Employers should review risk assessments regularly to make sure their employees' working environments remain safe and healthy.

It was noted that the Clerk had carried out a home assessment on 27 February 2024 and that the Council had provided certain items to improve working conditions detailed on it.

31 Clerk's Timesheet

Cllr Bradford requested, for historical reasons, an addition to the Clerk's contract to show the original number of hours worked by the Clerk from his employment in 2005, together with any subsequent increase in hours. It was **RESOLVED** that the Council did not think this was necessary.

Cllr Bradford proposed a new timesheet for the Clerk. It was **RESOLVED** that the Council did not think this was necessary.

The meeting was closed at 9.40pm

Signed Chair
Date.....

Report of Actual to Budgeted Expenditure as at 1 July 2024

Administration	Budgeted Expenditure	Actual Expenditure	Over/under spent
Insurance	1,000	896.95	
Clerk's salary	11,000	2,972.77	
Clerk's expenses	450		
Clerks Paye	150	17.60	
Council phone	50		
Payroll services	100	18.00	
Office supplies	150		
Photocopier ink	-	71.32	
Keyboard and riser		45.88	
Internal Auditor	150	120.00	
External Auditor	400		
Norfolk Parish Training Subscription	450	440.00	
Information Commissioner	40		
Microsoft subscription – Council laptop	60		
Community Action Norfolk subscription	-	50.00	
Council website - Wix	100		
Parish website Costs	130		
Hire of Village Hall	320		
Council Training	300	54.00	
Capital costs			
Cutting roadside verges/meadows play areas (see below)	4,500	1,172.36	
Cutting hedge – Dereham Road	700		
Street lighting energy	1,650	536.89	
Street light maintenance	1,700	942.59	
Tree survey	500	408.00	

Tree works	500		
Solar lights – repairs	300		
Church clock maintenance	250		
War memorial	-		
Defibrillator costs	352	52.00	
Noticeboard maintenance	-	120.00	
SAM2	-		
Flower boxes – flowers	60	27.20	
General repairs	488		
Grit/dog bins	-		
Blackthorn Drive Play Area			
Grass cutting	Included in verges figure above		
New play equipment	5,000		
Repairs to play equipment	500	165.00	
Play Safety Report	250		
Maintenance of Outdoor Fitness equipment	2,000	2,296.80	£2,000 c/f from earmarkd reserves
Ted Ellis Play Area			
Fence/gates	-	3,895.00	£4,000 c/f from earmarkd reserves
Shipdham Lane Playing Field			
Maintenance costs – grant to Playing Field Committee	3,100	3,100.00	
Outdoor Fitness equipment maintenance	-		
Zip wire maintenance	200		
Tree works			

Grants and Donations			
Grants	2,000	688.82	
Grass cutting in churchyard (Section 137)	1,600	396.92	
Remembrance Day wreath (Section 137)	50		
Community Grants Scheme			
Additional			
Christmas tree	400		
Litter picking	50	7.00	
Events	1,000		
Parish Partnership Scheme	2,000		
TOTAL	£44,000	£18,495.10	
Bank reconciliation as at 1 July 2024			
Barclays Current Account £30,780.60			
Scottish Widows £22,084.20	£52,864.80		
Balance c/f £47,578.17			
Add receipts £23,781..73			
Less payments £18,495.10	£52,864.80		