

## **Minutes of the Parish Council Meeting held in Scarning Village Hall on 17 June 2024**

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

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

### **Public Participation**

A member of the public expressed concerns about proposed developments in Scarning under the Local Plan. He was concerned that development might destroy the rural community and that the voice of local people would not be heard when it came to planning. The Council encouraged residents to attend the public sessions, the dates of which are on the Council's website and to respond to the Local Plan. The Chair informed the three interested members of the public that the Council would be discussing this issue later in the meeting and invited them to stay for the debate to follow which they declined.

In terms of proposed sites, residents can share their views either by leaving a comment on the interactive map, or by emailing [LocalPlan@breckland.gov.uk](mailto:LocalPlan@breckland.gov.uk). Comments can be made on the Commonplace webpage Have Your Say Today – Breckland Local Plan - Commonplace, which contains links to the draft Local Plan and supporting evidence documents. Residents can leave comments either by completing the survey questions or by pinning comments on the interactive map Breckland Local Plan Commonplace.

The Council was asked if the bus shelters had been cleaned. Cllr Hewson said he had cleaned the shelters and will clean them again in July. A member of the public offered to weed inside the shelters. The Clerk will look at the condition of the tarmac in one of the Chestnut Road shelters.

The Council was asked when the hedge between Black Horse Close and Hill Rise is to be cut. The Council noted that this length of hedge is not its responsibility and that it cuts it as a good will gesture to help residents. It was noted that there was an item on the agenda to discuss cutting the hedge (item 17 below).

The Council will invite a Police representative to its August meeting. An officer was not available to attend the June meeting and will send a report to the Council for the July meeting.

### **The meeting went into session.**

#### **1 Apologies for Absence**

Apologies were received from Cllr Blackburn, who had a prearranged engagement, Cllrs P Hewett and L Turner (Breckland Council), who was unwell, 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 20 May 2024 as a true and accurate record. The Chair signed the minutes.

### **4 Matters Arising**

None.

### **5 Report of District Councillor**

Cllr Turner's report noted the dates for the Local Plan sessions. The dates are on the Council's website (scarningpc.info).

### **6 Community Action Norfolk**

It was **RESOLVED** to subscribe to Community Action Norfolk.

### **7 Planning**

7.1 Breckland Council decisions:-

6 Richard Hicks Drive	3PL/2024/0293/HOU
Install antenna mast for amateur radio and Raynet use (Retrospective)	Approved

### **8 Finance**

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

N Hartley, clerk's salary, £990.79

HMRC, clerk's Paye, £6

SCS Accounting, internal audit fee, £120

S Goldsworthy, reimbursed costs for flowers for flower boxes, £27.20

TT Jones Electrical Ltd, install Leds at Shipdham Lane and the Watlings, £942.59

Community Action Norfolk, subscription, £50

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

### **9 Internal Auditor's Report**

The Clerk noted the Internal Audit of the Council's accounts for the year ending 31 March 2024 had been successfully completed and there were no issues relating to it.

## **10 Financial Regulations**

There were some changes to the Model Financial Regulations. It was **RESOLVED** to incorporate these into the Council's Financial Regulations.

## **11 Council Vacancies**

It was noted that the Council has three vacancies. The vacancies have been advertised on social media, the Council's website and on the noticeboards. Cllr Bradford asked if the Council might wish to consider having additional perspex fronted noticeboards as the Council's notifications do not remain on the noticeboards. The Council decided it did not want to change the present position. Cllr Bradford asked if the Council might wish to distribute leaflets to all residents about the vacancies. The Council decided it did not wish to do this. The Council will continue to advertise the vacancies and will extend its advertisements into Dereham.

## **12 Playing Field Committee Terms of Reference**

The Council reviewed the Terms of Reference document. It was **RESOLVED** to add a clause that the two oaks should be crowned every two years; and to amend the clause regarding emptying the bin on the Playing Field to reflect that henceforth the Committee will empty the bin.

## **13 Car Park Sign**

The Village Hall Trust had written to the Council to ask if the Council would proceed with the Parish Partnership Scheme bid for a car park sign. The Council noted that it had made a decision at its May meeting not to proceed with this bid until the car park has been completed and that under the rules of the Council it cannot revisit this decision for six months. It was **RESOLVED** to advise the Village Hall Trust that the Council cannot revisit its decision until November 2024.

## **14 Dogs on the Water Meadows**

The Council had written to Breckland Council to note 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 that there are some residents who are fearful of unleashed dogs running up to them. The Council had asked Breckland Council if the playing field and play area can be designated an all dogs to be kept on a leash area. Breckland Council would not agree to this as there is no way of enforcing it, but added the Council can install signs and patrol the area if it wishes.

The Parish Council considered if it wanted to install its own signs. It was **RESOLVED** that the Council cannot police this area and that it would not install signage. The Council will add to its website a request that dogs are kept under control on the playing field when near children and adults.

## **15 Blackthorn Drive Play Area**

The Council is awaiting an updated quote from Norfolk Games and Frames, and further quotes from contractors. It was noted that after further discussion the details of the quotes have been amended, particularly with regard to the toddler tower in the small play area.

## **16 Grass Cutting Contractor**

Top Garden Services had resigned as the Council's contractor. The Council had obtained quotes from two contractors to cut the verges, Water Meadows playing field/play areas and other designated areas in the parish. It was **RESOLVED** that the cutting needs to be more frequent (every ten days). It was **RESOLVED** to appoint KW Services at £260 per cut. The contract will be awarded for the remainder of June (the next cut to take place as soon as possible) July, August and September. The Council will review the work. The contractor will be asked to add strimming around the inside of the play area at the Blackthorn Drive play area and around the fitness trail equipment.

The Council had been able to obtain one quote for cutting the grass in the churchyard. The Council had approached TTSR for a quote for this and the above, but this company was unable to quote as it could not fit in additional work this year. KW Services was also unable to take on the additional work. It was **RESOLVED** to appoint Nurture Landscapes Ltd at £118.80 a cut.

## **17 Hedge Cut Black Horse Close to Hill Rise**

The Council had been able to obtain one quote in the available time before the meeting. It was **RESOLVED** to appoint Nurture Landscapes Ltd to carry out the work as soon as possible.

## **18 Local Plan (Preferred Options report)**

It was **RESOLVED** that councillors Abel and Hewson would respond on behalf of the Parish Council in line with the Council's previous response to the Local Plan. Councillors will individually respond to the Plan.

## **19 Request for a Cycle Path**

This was held over to the July meeting.

## **20 Repainting the Beacon**

It was **RESOLVED** to ask Chris Farnham if he would assist with removing the basket from the Beacon. Cllr Abel said he would help with a view to having the basket repainted.

## **21 Representatives' Reports**

With regard to Scarning United Charities, Cllr Abel said he was waiting to hear further regarding a proposal to use part of the land as a dog exercise area.

## **22 Blackthorn Drive Pond Area**

The Council noted that a branch had been removed from next to the pond, but there were branches overhanging the path onto the Meadows and there may be trees around the pond area that need attention. Bloor Homes is responsible for this area. It was **RESOLVED** to ask Bloor Homes to cut the overhanging branches and to attend to any trees in need of work.

## **23 Items for the Next Agenda**

Request for a cycle path.

An update on the play area at Blackthorn Drive.

## **24 Next Meeting**

The next Council meeting will be in the Village Hall at 7.30pm on 22 July.

**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.**

## **25 Clerk's Contract**

It was **RESOLVED** to amend clause 5.1 of the Clerk's contract and make an addition to clause 5.2.

It was **RESOLVED** to add to clause 9 the previous number of hours worked by the Clerk before it was amended in February 2021.

With regard to clause 7, it was **RESOLVED** to ask Norfolk Parish Training & Support who should be carrying out the Risk Assessment of the Clerk's home/office regarding working conditions.

There being no further business, the meeting was closed at 8.50pm.

### Scarning Parish Council Actual to Budgeted Expenditure at 1 June 2024

<b>Administration</b>	<b>Budgeted Expenditure</b>	<b>Actual Expenditure</b>	<b>Over/under spent</b>
Insurance	1,000	896.95	
Clerk's salary	11,000	1,981.98	
Clerk's expenses	450		
Clerks Paye	150	11.60	
Council phone	50		
Payroll services	100	18.00	
Office supplies	150		
Photocopier ink	-	71.32	
Keyboard and riser		45.88	
Internal Auditor	150		
External Auditor	400		
Norfolk Parish Training Subscription	450	440.00	
Information Commissioner	40		
Microsoft subscription – Council laptop	60		
Council website - Wix	100		
Parish website Costs	130		
Hire of Village Hall	320		
Council Training	300	54.00	
<b>Capital costs</b>			
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		
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		
General repairs	488		
Grit/dog bins	-		
<b>Blackthorn Drive Play Area</b>			
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	
<b>Ted Ellis Play Area</b>			
Fence/gates	-	3,895.00	
<b>Shipdham Lane Playing Field</b>			
Maintenance costs – grant to Playing Field Committee	3,100	3,100.00	
Outdoor Fitness equipment maintenance	-		
Zip wire maintenance	200		
Tree works			
<b>Grants and Donations</b>			
Grants	2,000	688.82	
Grass cutting in churchyard (Section 137)	1,600	396.92	

Remembrance Day wreath (Section 137)	50		
Community Grants Scheme			
<b>Additional</b>			
Christmas tree	400		
Litter picking	50	7.00	
Events	1,000		
Parish Partnership Scheme	2,000		
<b>TOTAL</b>	<b>£44,000</b>	£16,358.52	
Bank reconciliation as at 1 June 2024			
Barclays Current Account £32,917.13			
Scottish Widows            £22,084.20	£55,001.33		
Balance c/f                    £47,578.17			
Add receipts                £23,781.68			
Less payments               £16,358.52	£55,001.33		