

MINUTES OF BEACHAMWELL PARISH COUNCIL MEETING

Monday 9th May 2016 at 7.45pm in the Memorial Hall.

Present:

Councillors: Tom Sanderson (Chair); Diana Lambert (Vice Chair),

John Adcock Julie Ive; Pat O'Donnell; [see below] Mark Powell and Philip Spencer

District Councillor: Peter Wilkinson

Parish Clerk: Eileen Powell

Members of the Public: One

Cllr Sanderson took the Chair and thanked Cllr Adcock for all the work he has done over the years. He then continued with the meeting.

Apologies:

County Councillor Ian Monson [had to attend two other Parish Council meetings]

Declarations of interest in items on the agenda:

Cllr Powell: [Matters Arising item 4](#)

Confirmation of the minutes of the meetings held on 14th March 2016

Cllr Ive stated out that the following were missing from the minutes

- the suggestion for one of the PC to meet the County Council representative to consider the ongoing issue of the blockage of FP13
- the discussion relating to the recent loss of emails experienced by Mrs Powell (relative to the security and back up discussion)
- the wording of the minute relating to the further work required to finalise the clerk's contract.

Cllr. Adcock proposed that they are accepted, Cllr. Lambert seconded the proposal, passed nem con and signed by Cllr Sanderson. Cllr Spencer suggestion was made that formal proposals are not made in future. This was agreed.

Co-option of a Parish Councillor to fill Vacancy.

Two names have been put forward – Mr Mike Walker and Mrs Pat O'Donnell

- Mr Walker would not be able to attend Parish Council Meetings if held on Mondays. Several Councillors have commitments on other days. Mr Walker's co-option was not considered. Mrs Powell will write to Mr Walker.
- Mrs O'Donnell was proposed by Cllr Adcock, seconded by Cllr Lambert and agreed nem con. Mrs O'Donnell accepted and signed the necessary forms.

Public Participation

To consider a motion to suspend the meeting to allow members of the public and the District/County Councillor opportunity to inform the meeting

At the commencement of each meeting, the Chair advises any public present to raise their hand to indicate their wish to comment on any item. The Chair, upon seeing a raised hand, will suspend the meeting to allow for public participation.

Planning Applications for Consideration / Considered:

1. 3PL/2015/1049/F: Planning Permission Letter received

Cllr Wilkinson reported back about the query Cllr Spencer raised last meeting re loophole.

2. 3PL/2016/0529/HOU: 15 All Saints Way Beachamwell: Conversion of existing garage including raising roof to create new bedroom above garage. Construction of sun room. The email regarding this planning application was received by Mrs Powell late afternoon on the 9th May therefore it couldn't be discussed. Mrs Powell is to request an extension and arrange an extraordinary meeting if necessary.

Matters Arising

1.	Highways	Highways Rangers visit 20 th June; Potholes at Narborough Hill reported ref Enquiry: 0029472 Mrs Powell to contact Swaffham Town Council about 'flooding' on road to Swaffham
2.	Pathways	Mrs Powell spoke to David Mills. He sent an email – "Following our recent conversation I can confirm that as part of the ongoing issues regarding routes in the Hall Barn area, it had been agreed that the Norfolk Trails Team would take on the obstruction issue on FP13 whilst dealing with similar issues on the adjacent Restricted Byway 19a through the property. I am aware that they are currently looking into this issue but I do not have the details of progress on this matter For further updates I would suggest that you contact norfolktrails@norfolk.co.uk " Mrs Powell to ask Cllr Monson to have a word with David Mills FP10 – Toothill Northern section has been cultivated so now lost.
3.	a. Security and backup systems b. Archives c. Planning Applications	a. Proposed that PC email is changed and use I Cloud for storage of documents. Cllr Sanderson suggested that Cllr Spencer discuss with Mrs Powell. b. Mrs Simmons had found papers which are now with Cllr Ive and Cllr Spencer. They will sort it ready for rest of Parish Council to see. c. Planning applications/plans will be stored with Local History Group minus comments.
4	Clerk's Contract	Cllrs Sanderson and Ive to continue working on this Proposed 5 hours per week at £10.26 per hour by Cllr Spencer and seconded by Cllr Adcock.
5	Internal Audit Review and Annual Report for Mazars	Everyone happy with situation. Cllr Sanderson stated that Section 2 will only be signed after internal auditor has approved audit report for 2015/2016
6	Standing Orders to be reviewed	Pending
7.	The Green Access Track	Cllr Sanderson has this in hand. Mr. Mackenzie will check with residents to see how much they are going to pay. Parish Councillors agreed the Council had no responsibility to the householders therefore money will not be contributed.
9.	Cleaning of Parish Council Notice Board	Still pending but will be done asap. Mrs Powell will phone The Stebbings

Finance:

1	Current A/C	£4707.06
2	Business A/C	£998.36
3 .	Cheques paid and to be paid	1. Hire of BMH for meeting 2016.05.09: cheque 100641 £15.00 2. Travel Expenses for clerk from Transparency Grant: cheque 100642 £25.20 3. NALC Subs 2016 -2017: cheque 100643 £105.86 4. Hours for clerk from Transparency Grant 5. Tax re hours for clerk from Transparency Grant:
4 .	Budget 2016 - 2017	A long discussion took place. It was decided that Cllr Spencer and agreed by Cllr Ive that he prepares a budget if he so wishes.

Correspondence

As always, emails from County, NALC, Rural Services etc are circulated to Councillors and if relevant to Parishioners.

Information

1. 2016.03.23 Christmas Lights
2. 2016.03.23 One Stop Promotions
3. 2016.03.30 Fitness equipment for Parish
4. 2016.03.30 LAIS1389 Broadband
5. 2016.04.18 NALC - recruitment

Decisions

1. 2016.03.22 Electronic Consultation for Planning Applications [Print plans for Cllrs Lambert and O'Donnell](#). [Cllr Sanderson will arrange this](#)
- 2.1 0.12016.03.24 NALC Planning changes [Deadline passed](#)
3. 2016.03.31 Keepsakes for HM Queen Elizabeth's Birthday
4. 2016.04.16 Help us reduce pollution in your parish!
5. 2016.05.04 Norfolk Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review- Pre-Submission representations period
6. 2016.05.05 Parish Paths Seminar [Cllr Spencer will attend](#)
7. 2016.05.06 The Future of the Parish Sector

Other Business:

1.	Letter from Mr Bob Boughen	It was decided that Mr Boughen should deal with this himself in the first place by approaching the neighbours and then Environmental Health if necessary
2.	Heritage Open Day 2016	It was decided not to take part this year. Cllr Spencer suggested that it might be an option to take part every two years.

County Councillor's Report:

No report as Cllr Monson was unable to attend the meeting

District Councillor's Report:

- [As Breckland District Council is now on line payments can be made on line](#)
- [Grants for Transparency will be available](#)
- [See attached full report](#)

Cllrs Wilkinson was thanked for his report

Items for next agenda: None

Dates of forthcoming meetings:

Meetings will continue to be held on the second Monday of the month

2016: July 11th September 12th November 14th

2017: January 9th March 13th May 8th

Cllr Sanderson thanked Mrs Powell and then declared the meeting closed **at 9.20 pm**

[Cllr D. Lambert signed as correct 11th July 2016](#)

BEACHAMWELL P.C. MEETING 9TH MAY 2016

DISTRICT COUNCILLOR REPORT.

Breckland Success during 2015/2016

Our 4 Priorities

- **Supporting Breckland to develop and thrive**
- **Providing the right services at the right time in the right way**
- **Developing local economy to be vibrant with continued growth**
- **Enabling stronger and more independent communities**

Recycling revolution: launched Norfolk wide. In Breckland we have worked to promote the benefits of recycling to communities, eg cost reduction to council, black bins not overflowing. This has led to a reduction of contamination from 17 to 12 percent. We are targeting problem areas rather than a blanket approach. Parishes have been really helpful in promoting of recycling, please continue.

Green waste: Breckland has launched its "on line book and pay" via the website...to make it easier for residents to buy or renew a green waste bin. Take up has been really good, 200 transaction in first 10 days. Benefits include cost reduction again to the council, we get recycling credits on compostable materials and it reduces the need to travel to household centers, whose operational hours and locations are being reduced by NCC.

Community Grants: Breckland provides match funding and smaller grants schemes across the district and these continue to be popular with the community. Grants for 2015/2016 totaled £133,000 paid in match funding. The council has provided match funded to a range of projects from play areas to dementia cafes.

Early help hubs: Collection of public agencies including councils, children services, police, fire service, housing associations...working together aimed at all residents to support and provide expert advice in times of need. The benefit is to help prevent minor issues escalating to major intervention by public services. This provides better outcomes for families and better outcomes for public services with costs reduced. The first one will be in Thetford which is currently in progress with a second in Dereham autumn 2016.

Our approach to supporting Dementia within the Community: Breckland is a dementia friendly council as accredited by Norfolk Age UK, which means that our staff, councilors and contractors are trained to identify the signs of dementia and support residents accordingly in accessing our services. Our facilities eg leisure centres and council offices have made physical improvements to help those with dementia. We also deliver "our day out" programme, for those with dementia and their carers, and have held events in supporting dementia awareness in Attleborough, Dereham and Watton

Leisure Centres: Participation in our leisure centres has reached an all time high, over 1000 members at Thetford and Dereham, and on average 30,000 visits per month to our centres. This provides access for the community to enable them to take part in activities which benefit their health and wellbeing. We also provide discounts for carers and the cared for at our leisure centres. Carers are some of the most important volunteers in the community and the council acknowledges that the valuable work they do can mean that looking after themselves is sometimes difficult. We are the only council to have done so far.

Health: Delivering the Breckland Fit Families project in Primary schools to encourage activity and healthy eating for children and parents - Norfolk Health and Wellbeing Board has funded a Breckland Council project targeting 'healthy behaviour change' in families from 5 Breckland Areas highlighted by the National Child Measurement Program as having a high prevalence of Reception age children at risk of development 'Weight Related Illness' in later life. A total of 400 families have taken part in one of five 8 week programmes that were carried out in the following primary schools: Westfield Infants (Watton), Carbrooke Primary, Watton Sure Start, Swaffham Infants, Raleigh Infants (Thetford).

CCTV: system continues to work in all our market towns, operated by a partnership with Kings Lynn. This delivers helps in prosecutions and it's deemed as an effective deterrent.

Operational partnership: Working with the Police and our anti-social behaviour team we have seen a reduction of ASB across the district of 10.1% reduction compared to same period last year. This partnership support victims of crime and ASB as well as practice prevention through street briefings at hotspot areas engaging with communities and trouble shooting.

Customer Portal for Choice based lettings and housing options: Working with Home Connections we have to deliver an operational website, providing residents with information on housing options as well as an online service to register for services, process changes and a list of available properties. The portal enables residents to access this critical council service at any time, making it more convenient for those who cannot contact the authority during office hours

Building stronger relationships with the Department of Work and Pensions by having members of the team co-located in Elizabeth House – The preparations for shared office space have been completed and the DWP centre is now operational. Working relationships between DWP and Breckland staff are developing and options for working across related services (such as housing/homelessness or revenues and

the delivery of the sustainable urban extension which will see 5000 additional homes for the Greater Thetford areas. The opportunities of this growth need to be harnessed for all the communities both new and existing. Outline planning permission has been granted for 5000. The Attleborough Development partnership is likely to have an application by end of calendar for 4000 homes.

Engaging with partners to enhance the digital broadband speeds and connectivity through our financial contribution to influence Better Broadband for Norfolk BDC has coordinated responses from the district's businesses and worked with NCC to inform their roll-out. Breckland Council has provided £950,000 in contribution towards the cost of the infrastructure but is not a directing partner in the project, its role in coordinating the responses has been more advisory.

Encouraging local suppliers to provide goods and services to the council including holding a 'Meet the Buyer' event – first Meet the Buyer event held September 2015, further events under discussion. The event introduced local businesses to the council's procurement process and encouraged more to consider applying to provide services to the authority. These events are designed to make the procurement process more transparent and to increase competitiveness – helping the authority make savings and promote local business.

Creating a discretionary business rate relief scheme aimed at reducing the number of empty shops and encouraging a wider variety of retail offering (to be piloted in Dereham from April 2016) – The planned scheme allows new independent small businesses to apply for up to 80% business rate relief in the centre of Dereham with the aim of filling vacant shops with a mix of enterprising businesses. The council believes that making improvements in the retail options in the market towns is key to strengthening the local economy. A budget of £10,000 has been allocated to the Dereham trial scheme and if successful Breckland will look to introduce it to the other market towns across the district.