

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY, 6<sup>TH</sup> NOVEMBER 2012 AT 7.15 P.M. AT NORTH WOOTTON COMMUNITY SCHOOL**

**Present:** Councillors Armiger; Cox; Crome; Kerkham; Kilham; Merrey; Milne and Nurse  
In attendance: Mrs. E. Wymer (Clerk)

In the absence of the chairman and the vice-chairman, Councillor Armiger proposed, seconded by Councillor Merrey that Councillor Milne should take the chair. All agreed.

**1. Apologies** – Councillors Malik, Marshall-Grint, Pulsford-Harris and Towler.

**2. Declaration of Interest –**

The Clerk had obtained a second opinion from NALC with regard to declaration of interests but this did not clarify the situation.

Councillor Armiger had personally obtained a ruling from CPALC which stated that Councillors Cox and Merrey were not required to declare an interest in the car park on Wootton Park.

After discussion, Councillor Armiger proposed, seconded by Councillor Kerkham, that the ruling from CPALC should be adopted. All in favour.

**3. Minutes of last meeting -** It was unanimously agreed that the minutes of the meeting held on 2<sup>nd</sup> October 2012 be signed as a true record of the meeting.

**4. Matters Arising** – None.

**5. Law and Order –**

The PCSO had reported to the Clerk that criminal damage had taken place in Tyndale and was being dealt with.

In the absence of the chairman, the Clerk reported that the matter of the skip hire business in Meadow Close is ongoing with the skip lorry still being parked on the road. The chairman is pursuing the matter on behalf of residents with the Borough Council, Lord Howard, highways and the police.

The meeting was closed for Open Forum

**6. Open Forum**

Column number 143 in Hugh Close is a dayburner. The Clerk will report to the contractors.

The ‘caution no white lines’ sign needs removing from the corner of Manor Road/Priory Lane. The Clerk will report to highways.

The meeting was re-opened.

**7. Correspondence**

CPRE	Annual Lunch 16 <sup>th</sup> Nov. at Knights Hill Hotel. Tickets £18.50
SWPC	Open meetings 9 <sup>th</sup> Nov 4-8 pm and 10 <sup>th</sup> Nov 10-12 re Neighbourhood Plan. Also applying to designate their Parish as Neighbourhood Area as part of developing Neighbourhood Development Plan documents.
B.C.	Change of bin service meetings – Gt. Massingham, 13 <sup>th</sup> November, B.C. 19 <sup>th</sup> November both at 7 p.m.
NALC	Parish Liaison Officer would like to come along to PC Meeting.
Village Hall	Survey results – no support- 13; regular annual support of up to £2000- 5; site to be sold and new facilities sought-8; seek major investment- 13. Total 39 responses.
B.C.	Review of Gambling Act – Amendment for small society lotteries for new applications or change of promoter. Promoter to produce statement declaring that they had no Relevant convictions that would prevent them from running a lottery.
Leziate P.C.	Incinerator - Calling for other parish councils to actively participate at public inquiry on 26 <sup>th</sup> Feb. Seeking financial assistance – NWPC has previously refused, up to individuals.
Planning	Plans for revised design at The Lodge, Manor Road approved by planning committee.
Highways	Training event – 7 <sup>th</sup> or 8 <sup>th</sup> February 9 a.m. – 12 pm Online reporting requesting works at <a href="http://www.norfolk.gov.uk/highwaysenquiry">www.norfolk.gov.uk/highwaysenquiry</a> tracker
B.C.	Mayors Design Awards to recognise efforts made by individuals within the Borough.
NCC	Public Rights of Way – assurance of NCC's commitment to looking after countryside paths.
NALC	To report a problem <a href="http://www.norfolk.gov.uk">www.norfolk.gov.uk</a> Tendering – circulated to all councillors. Sealed bids for very large contracts £50,000+. Anything under that will be by quote or estimate. Declaration of interests – circulated to all councillors for discussion at item 2 on agenda.

The Clerk will invite the Parishion Liaison Officer from NALC to attend a Parish Council meeting in 2013.

## 8. Finance

<b>Bal. b/fwd.</b>	<b>36719.05</b>
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**Add:**  
SWPC

<u>224.76</u>
36943.81

<b>Less:</b>	
E-ON	661.66
E. Wymer	430.92
E. Wymer (expenses)	20.72
CGM (Greens – Sept.)	127.55
CGM (Greens- Oct.)	127.55
CGM (Park – Oct.)	428.11
Bidwells (land report)	300.00
J. Milne (Survey Monkey)	48.00
Westcotec (street lighting)	250.48
M. White (mole control)	275.00
SWPC	1531.38
NPTP (J. Merrey pc training)	35.00
B.C. (printing)	85.25
RBL Poppy Appeal	<u>25.00</u>
	<u>4346.62</u>

**Bal. c/fwd.** **£32597.19**

Made up as follows:

Saffron Building Society	13000.00 (matured)
Lloyds TSB	<u>19597.19</u>
	<u>32597.19</u>

Above expenditure approved for payment.

The investment with Saffron Building Society matures today. It was proposed by Councillor Armiger, seconded by Councillor Merrey, that the £13,000 + interest should be reinvested for a further 1 year at 2.5% with Saffron Building Society. All agreed.

Councillors had been circulated with correspondence from NALC with regard to declaring a personal interest when setting the precept each year. It was agreed that all councillors would be required to sign a dispensation on setting the budget up to the date of the next election in May 2015. Councillor Milne will forward a completed form to all councillors for their signature.

The expenditure of £700 + VAT for topsoil/grass seed which the Parish Council had paid on behalf of Wootton Park Association will be discussed at the next Wootton Park Association meeting.

The Vice-Responsible Finance Officer will meet with the Responsible Finance Officer to further enhance the internal effectiveness of council income and expenditure.

The estimate for refurbishment and painting of the village sign by Mr. Parsley amounted to £350.00. It was unanimously agreed that this should be accepted.

The Clerk had obtained a quote for a new seat to be placed at the top of Manor Road near the bus stop. The purchase of the seat plus installation amounted to £1,102.45. Councillor Armiger proposed, seconded by Councillor Cox, that the decision should be deferred until 2013. A vote was taken: 6 in favour, 2 abstentions. Agreed to defer.

The new edition of the Parish Councillors Guides should be purchased for all councillors when published to take into account recent changes in regulations. The Clerk will e-mail the existing standing orders to all councillors which should be reviewed at the December meeting.

#### **9.Highways -**

The Community Highways Rangers should have visited week commencing 29<sup>th</sup> October.

There is a large hole near the gravel drive in Nursery Lane. The Clerk will contact Highways to ascertain whether it is their responsibility or that of the resident of the property.

#### **10.Wootton Park –**

The licence for the skate park had been circulated to all councillors. However there is still reference to the car park in it and this is being amended by the Borough Council. When the proper licence is received, Councillor Kerkham proposed, seconded by Councillor Armiger, that it should be signed by the chairman. All agreed.

Councillor Kerkham reported that the holes in the ground left by the goalposts had been covered up by the Football Club.

An estimate for levelling out of the two football pitches to make them safer had been received amounting to £2,300

It was agreed that if trees which are causing a nuisance to residents are to be removed they should be replaced.

#### **11.Wootton Park Car Park**

Councillor Kerkham gave a presentation on behalf of Wootton Park Association showing plans for the proposed car park in Cranmer Avenue whereby the existing car park would be resurfaced and extended to accommodate more cars. Councillor Kerkham asked the council to authorise the expenditure which would amount to no more than £2,100 from North Wootton Parish Council's reserves and approve the licence.

After a lengthy discussion, it was agreed that the quality of the car park needs improving but that the proposals would not significantly increase car parking spaces and would only be a short term option.

Councillor Armiger proposed delaying a decision until further investigation had taken place into other options for siting of a car park which could be taken into consideration when setting the precept for 2013/14.

The two proposals were put before the meeting.

Councillor Kerkham's proposal: That the plans for the Cranmer Avenue car park should be approved. Seconded by Councillor Kilham. 2 in favour; 5 against.

Councillor Armiger's proposal: That the decision should be delayed until other options had been explored together with budgets for said work. Seconded by Councillor Cox. 5 in favour; 2 against.

Therefore Councillor Armiger's proposal was accepted.

Wootton Park Association should provide a budget for all work to be undertaken on the park before the precept is set each year. It was discussed whether the Parish Council should delegate expenditure decisions within the budget to the park committee or should there be a level of expenditure over which individual approval should be sought from each parish council. This would need to be discussed with South Wootton Parish Council at the forthcoming Liaison Meeting.

Councillor Kerkham announced his resignation as Chairman of Wootton Park Association and also as a parish councillor as he did not feel he had been supported by North Wootton Parish Council. He stated that the issues had been fully and properly debated at Wootton Park Association meetings and their decisions were being undermined.

Councillors Cox and Merrey had also resigned as park representatives prior to the meeting.

Councillor Towler's e-mail proposing other options than using cars to travel to football matches and staggering the start times were discussed but not considered viable.

**12. Street lighting** – see Open Forum.

**13. Planning –**

12/01588/F      The Lodge, Manor Road      Revised design of proposed dwelling

Approved by Planning Committee since last meeting.

**14. The Village –**

The flag will be raised to commemorate Remembrance Sunday on 11<sup>th</sup> November.

There being no other business the meeting closed at 9.00 pm

..... Chairman ..... Date