

Honingham Parish Council

Draft Minutes of the Meeting of Honingham Parish Council
Wednesday 13th November 2019, 7.00pm at Honingham Village Hall
www.honinghampc.info

Present

	Present	Apologies	Absent		Present	Apologies	Absent
David Bishop (DB) (Chair)	✓			Michael Eales (ME)	✓		
Linda Human (LH) (Vice Chair)	✓			Sam Steggles (SS)	✓		
Roger Human (RH)	✓			Vacancy			
Richard Kirkham (RK)	✓			Jordana Wheeler (JW) (Clerk)	✓		
Members of Public in Attendance		8					

1 To receive apologies for absence

1.1 No apologies were received, all Councillors were present.

2 To receive declarations of interest in items on the agenda and requests for dispensation

2.1 No declarations of interest were declared in relation to items on the agenda.

3 To approve and sign the minutes of the Council meeting held on 9th October 2019

3.1 The minutes of the meeting held on Wednesday 9th October 2019 were received and read by councillors prior to the meeting. They were agreed by all as a true reflection of that meeting with no amendments and signed by DB.

4 To report on progress of matters arising from previous meetings (not on the agenda) – Information Only

4.1 Konectbus are amending the timetable for the number 4 bus from January. Details of the proposed changes can be found on the Konect website. Members of the public can submit comments on the changes directly to Konectbus.

4.2 There will be a meeting on Monday 16th December in the village hall regarding an update on plans for the new A47. Full details of the meeting will be provided when confirmed.

4.3 The new Grants Policy is now available on the website, local groups will be contacted to make them aware and encourage applications.

5 Finance

To review and approve the bank reconciliation for October 2019 and approve payments for the following;

The bank reconciliation for October 2019 was considered and approved. The Clerk noted that since the receipt of some CIL money the Council had £17,524 in the bank. The Clerk will now enquire about options for opening up a separate deposit account where reserved funds could be held separately. The schedule of payments and invoices were submitted to the Council by the Clerk to be paid. The Council **RESOLVED** to authorise the payments. DB and LH signed the bank reconciliation & payments schedule. The Clerk noted that payments 5.1 & 5.2 were to be paid by cheque. DB & LH signed the cheques.

	Description	Payment Type/Cheque	Amount
5.1	Ray Grant – Reimbursement for fence repairs at play area	100434	£59.06
5.2	NARS – Donation under Grants Policy	100435	£100.00
5.3	Barnham Broom Parish Council – Invoice for Councillor Introductory Training	BACS	£17.85
5.4	Clerk's Salary & Expenses (Oct)	BACS	£281.62

Other Finance matters

5.5 To confirm receipt of the Community Infrastructure Levy and consider options for its use

5.5.1 The Clerk confirmed the receipt of £5863.55 Community Infrastructure Levy (CIL) money issued in relation to 2 planning applications at Honingham Thorpe Farm from 2016 & 2018. CIL money, under regulations, must generally be spent on improving infrastructure in the parish and cannot be used for day to day

	expenses. It must be spent within 5 years. Examples of CIL expenditure in other parishes were given including new play equipment, noticeboards, street furniture, SAM2 speed signs, bus shelters and refurbishing village hall car parks. The Clerk noted additional CIL money which is expected in April 2020 for approx. £400 in relation to the application for the new factory at the Food Enterprise Zone.
5.5.2	It was suggested the CIL money could be used to pay for the new slide in the play area. The Clerk summarised the costs. Excluding VAT the total cost quoted including installation is £3972.00. A possible donation for 50% of the cost of the slide (not including installation) would leave £2361.00 for the Council to contribute. The Clerk was due to apply for grants for the Council proportion but has not yet applied pending the outcome of use of the CIL money.
5.5.3	LH proposed using some money to improve the drains along the driveway to the village hall. The land is owned by the Council and regularly floods in heavy or persistent rain. A discussion about the drains in the area took place, noting that it is believed the drains are either not big enough or connected incorrectly. A suggestion to reconnect drains from Council land to drains near the war memorial was put forward. This would require permission from Highways and be expensive. ACTION – Clerk to request Highways visit the site to assess drains and obtain options and quotes for improving drainage from village hall driveway into the main public drainage system.
5.5.4	ME enquired why the amount of CIL money expected from the new factory was low compared to that just received. The Clerk confirmed CIL money is calculated based on the square metre floor space of the building and the type of building. Full details are available from Broadland District Council.
5.6	To consider the draft budget for 2020-21
5.6.1	The Councillors were in receipt of the draft budget for 2020-21. The Clerk summarised the position regarding general reserves. The recommendation is for the council to hold between 3-12 months precept as general reserves with smaller Councils being closer to the 12 month figure. At the end of 2019-20 it is estimated the Council will have between 9-10 months reserves which has been built up over the last 3 years. The Clerk recommended the Council introduce a reserves policy at the beginning of the next financial year to monitor and maintain this figure long term.
5.6.2	The current tax base is estimated to increase from 151 to 156. The Clerk explained options for the precept and the impact this will have on the band D rate. Option 1 – Maintain the same band D rate as 2019-20 (£56.29). The precept would increase due to the increased tax base to £8781. Option 2 - Maintain the same precept as 2019-20 (£8500). The band D rate would decrease by 3% to £54.49. The Clerk used option 1 when considering the draft budget as this would see no change for parishioners but would increase the precept.
5.6.3	The Clerk summarised key points from the draft budget as follows: <ul style="list-style-type: none"> • Salary costs have gone down overall. This includes the proposed salary increase of 10% and the expected pay scale incremental rises but a decreased overtime budget • A donation to the village hall of £200 has been introduced to contribute towards the hall running costs incurred from meetings (e.g electricity and heating) • Election costs – this is to contribute towards a named reserve to cover the cost of future elections which can be high • A reserve for future computer purchase (£100 per year) has been introduced, with the intention of saving money over a 5 year period when equipment is anticipated to need replacing • Bowls Club maintenance has been reduced from £800 to £500 a year. Costs have been kept to a minimum this year and any over spend next year could be covered by unspent sponsorship money • Play area maintenance is kept at £300. The current equipment is showing signs of needing to be replaced in the next few years so the Clerk advised the Council they will need to start thinking about a long term plan for how to fund this • Dog bin emptying has been introduced to pay for the emptying of a possible new bin, to be discussed in item 9

	<ul style="list-style-type: none"> Grass cutting contingency has been introduced for £200. Currently maintenance work is carried out by volunteers. Should they be unable to assist this would cover the cost of 2 grass cuts of the play area and grassed area (not Bowls Club), i.e. one month's contingency.
5.6.4	<p>The Clerk invited questions. RK asked about a contingency for pension contributions for the Clerk.</p> <p>ACTION – Clerk to confirm potential costs for pension contributions and report back at December meeting for consideration.</p> <p>SS queried where the 10% pay increase has originated from. The Clerk confirmed this was the proposal from the Unions representing local government workers. Clerks are paid on a nationally recognised pay scale. The final agreed pay offer should be available before the budget is agreed in December.</p> <p>No other questions were raised. The Clerk invited other comments via email before the next meeting where the final budget will be presented for approval.</p>
6	To receive an update on the newly formed 'South of the A47 Working Group' and agree future membership
6.1	LH, RH and DB attended a meeting organised by Kimberley & Carleton Forehoe Parish Council. The meeting of local Parish Council representatives sought to bring together the wishes of parishes south of the A47 which will be affected by the Norwich Western Link (NWL) and seek to have measures put in place to limit the impacts, such as the closure of Berrys Lane. Other suggestions were speed humps and lowering the speed limits.
6.2	A suggestion to create a website for the issue was discussed which would include details of the potential impacts of the NWL on parishes between Honingham and Wymondham which is often used as a rat run for people cutting across from the A47 to the A11. The Council were keen to ensure Honingham was equally represented on this new website.
6.3	George Freeman MP was in attendance and is supporting the group. It was noted that all other parishes in the group fall under South Norfolk and that George Freeman was not the MP for Honingham.
6.4	The issue of rat running was discussed. It was felt that the issue is not specifically related to Berrys Lane but that when the A47 is congested traffic seeks to get to the A11 by other routes and that any rat running is often south bound, rather than north bound. There was uncertainty as to whether north bound rat running would increase with people trying to access the NWL until further details on the road junctions were available.
6.5	The group will meet again in early January. The Council did not wish to elect an individual Councillor to represent the Council on the group but will consider attendance as and when meetings take place.
7	To receive an update on local concerns regarding the impacts of the Norwich Western Link
7.1	<p>DB reported he had spoken to other Parish Councils south of the A47 which may also be affected by the Norwich Western Link but were not part of the 'South of the A47 Working Group' including Mattishall, Yaxham and East Tuddenham. Discussions are taking place about whether collective meetings would be useful to discuss the wishes of each parish in terms of limiting the potential impact of the Norwich Western Link and how to represent these views, similar to the other newly formed group.</p> <p>It was noted the Council will be better informed following the meeting regarding the A47 in December as the Council will have further information on the road junctions at this point.</p> <p>DB noted that Honingham, Hockering, North Tuddenham, East Tuddenham and Easton were all due to hold meetings with Highways England in the same week to share further details on the A47 plans.</p>
8	To consider a response to the following planning application:
8.1	Consultation on Non Material Amendment following grant of planning permission 20181294 – Changes to height and diameter of 3 no. Silos, Greater Norwich Food Enterprise Zone, Red Barn Lane, Honingham
8.1	<p>DB shared a proposed response to the application. A summary of the points are:</p> <ul style="list-style-type: none"> The increase in height above the 10m limit will have a negative impact on the long range views of the site Further actions need to be taken regarding screening to mitigate the visual impact of the site, particularly from the Taverham Road area If there is the option for the height of the silos to be maintained at the lower height whilst the diameter increases, rather than increasing the height, this should be adopted instead.

	Comments were invited. RH felt screening should be held up to scrutiny as this was important to mitigate the visual affects of the factory. LH reiterated previous concerns that the approval of an application above the 10m height limit set in the Local Development Order (LDO) would set a precedent for future applications. ME noted he believed the silos in question had already been built. The Council RESOLVED to OBJECT to the planning application detailing the reasons discussed.
9	To receive an update on complaints regarding dog fouling in the village
9.1	LH reported on recent problems with dog fouling in the village. A duvet had been left in the bin at the Pump and subsequently bagged dog waste had been left on top and on the floor next to the bin. The bin has now been reported and emptied. Other reports have been received of dog waste being left on the ground along Colton Road and on verges outside people's houses.
9.2	The Council considered again the option of installing another dog waste bin. It was proposed to site it on the post for the old bus stop. The Clerk confirmed the costs to buy a new bin (£84.50) and for once weekly emptying (£182.00 per year). Money has been provisionally allocated in the proposed budget for emptying costs and there is money available this year to buy the bin. The Council RESOLVED to buy and install an additional dog waste bin at the Pump. ACTION – Clerk to obtain necessary permission to install bin and to purchase bin.
10	Summary of communications
10.1	Temporary closure of Colton Road (19-25 November 2019)
10.1	The Clerk noted that Colton Road will be closed between 19-25 November for BT duct/cabling works. Access to Mattishall Road will be via Berrys Lane or Norwich Road.
10.2	Planning Inspectorate appeal in relation to Merryhill Country Park
10.2	An appeal has been made to the Planning Inspectorate in relation to Merryhill Country Park. The appeal is against a decision to refuse to grant a Certificate of Lawful Use which would allow permanent residence at the park. Current permission is for holiday homes only. This decision has been appealed before and this is the next stage of the process. The Council is not required to respond and is for information only.
10.3	Norwich Western Link local area surveys
10.3	The Clerk noted information received on local area surveys which are scheduled to take place as part of the Norwich Western Link project. These include geotechnical surveys looking at ground conditions, traffic surveys, topographical surveys surveying existing natural features and seasonal ecological surveys.
10.4	Integrated Risk Management Plan from Norfolk Fire & Rescue Service
10.4	A consultation is taking place on a draft plan from Norfolk Fire & Rescue service on how they will mitigate fire risks via prevention, protection and response. It was noted funding is provided locally and not by central government and in summary the report is explaining the need for more funding and what services this would provide. LH felt this was an issue everyone should consider and urged parishioners to respond to the consultation. ACTION – Clerk to advertise consultation on Council website and facebook.
10.5	Planning Inspectorate consultation – Dugeon and Sheringham Shoal Offshore Wind Farm Extensions Scoping Report
10.5.1	A consultation is taking place looking at the proposal to extend wind farms currently off the Norfolk coast, the impact of these being the installation of cables in trenches across farmland from the North Norfolk coast to a sub-station south of Norwich. It was noted the maps indicated the cables would follow a similar route as proposed for the cable trenches required for the proposed Hornsea Project 3 windfarm, passing between Honingham and Easton.
10.5.2	It was questioned if the proposed route of the trenches for the cabling would affect people living in Honingham. It is likely to impact those living north of the A47, and specifically farmers if the trenches go through their land. It may also affect Merryhill. Concerns were raised about the installation of cables under the new proposed roads how this would be managed. More detail on the route of the trenches through the Parish was requested before considering a response.

11	Opportunity for public participation
11.1	An enquiry was made whether the CIL money was an annual payment or a one-off payment and if this could be used to reduce the Council precept. The Clerk confirmed it was a one-off payment and could not be used towards the precept. CIL money can only be used towards infrastructure.
11.2	It was noted that the old website had now been taken down and concerns were expressed about the history content previously on the website and if this had been lost. The Clerk confirmed copies of all the information had been kept and were gradually being transferred to the new website, however most had to be changed into a different format and edited in line with new data protection regulations. Updating the new website with history information is ongoing.
11.3	It was suggested an advert for the meeting with Highways regarding the A47 is placed in the Parish Pump. The Clerk reassured everyone that the meeting would be well advertised.
11.4	It was suggested that the ongoing problems with dog waste in the village was highlighted and noted in the Parish Pump as all residents receive this newsletter.
12	To confirm the date of the next meeting
12.1	The next meeting will take place in Honingham Village Hall, at 7pm on Wednesday 11 th December 2019. The public and press are welcome to attend. An additional meeting will be held on Monday 16 th December at 6pm in the village hall to receive an update from Highways England on plans for the new A47. All residents are welcome to attend.
13	To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public for the following confidential items:
	The Council RESOLVED to exclude the press and public due to an employee matter. The public meeting closed at 8.15pm.
13.1	To confirm the outcome of the Clerks annual appraisal
13.1	The Council received a brief report on the Clerks appraisal and considered the completed form. No additional matters were raised. The Council RESOLVED to approve the appraisal form, RH, LH and the Clerk signed the form.

The confidential meeting closed at 8.20pm.

Meeting with Highways England - Update on Plans for the Dualling of the A47

Honingham Parish Council will host a meeting with Highways England on **Monday 16th December in the village hall between 6-7pm.**

Highways England will present an update on progress of the project to dual the A47 and answer questions from the Council and public.

All parishioners are urged to attend.

Further information on the updated plans will be shared via the Council website. Please note these are expected to be available the weekend immediately before the meeting (14-15th Dec).

If you are unable to make the meeting additional meetings are expected to be held in Hockering, North Tuddenham, East Tuddenham and Easton. Details will be made available on the Council website when they have been confirmed.

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