**WOOD DALLING PARISH COUNCIL**

***Draft Minutes of the Meeting of the Council Held on Tuesday 15th September 2015 at 7.30pm in the Village Hall, Wood Dalling.***

**Present:** Kerry Oldfield (Chairman) (KO), (JRod), Rory Harrold (RH), John Rawlinson (JRaw), Alex Clark-Rudd (ACR) Helen Dixon (HD), John Child (JC) Kirsty Cotgrove (clerk) (KC)

1 member of the public

**15/68. Apologies for Absence**

J Rodwell

**15/69. Declarations of Interest**

JRaw – Village Hall.

**15/70. Minutes of the Meetings held on Tuesday 17th July and 8th September 2015.**

These were signed as true records of the meetings. All agreed.

**15/71. Members of the public register a desire to speak**

None.

**15/72. Matters arising from the meetings**

None.

**15/73. Committee reports and recommendations**:

**Newsletter**

Jeff Topp reported that as he was on holiday when the last issue of the newsletter was due, HD kindly collected & distributed them at short notice. Peter Davies will not be delivering the newsletters anymore, but Becky Marshall has offered to take over. Jeff Topp will email a pdf copy of the newsletter to the clerk to put the newsletter on the website. KO thanked Jeff.

**Police**

PCSO Bridges was unable to attend the meeting, but had emailed a report to the Clerk: From 1st July to 31st August, there were 5 calls made to the police, with no crimes recorded. With the nights pulling in and winter weather just around the corner, historically we start to see a rise in diesel and oil fuel thefts. Such thefts can be prevented by installing additional security such as oil/fuel monitor alarms, these trigger an alarm within your premises should a sudden reduction be identified in the tank. There are other less costly crime reduction methods for the would-be thief by creating a ‘thorn in their side’ by planting prickly bushes, installing bamboo fencing around the tank and making regular checks on the oil levels/usage. If you would like further advice on how to protect your property or wish for a crime prevention survey then please contact your local Safer Neighbourhood Team (visit ‘My Neighbourhood section at [www.norfolk.police.uk](http://www.norfolk.police.uk/)) or alternatively telephone 101. The next SNT meeting is 29th Sept, at 7pm, in the Bircham Centre, Reepham.

**Village Hall**

JRaw reported that the blinds are now up in the hall. KO asked why the marquees are still up from the Village fete? JRaw reported that 2 groups to take them down had to be cancelled due to the weather. It should be done Wednesday or Thursday, weather permitting.

**Church**

JRod was not able to attend the meeting, so the Clerk read the following report on his behalf:

The annual charity bike ride took place last Saturday. Several people rode for our church and we hope to have raised a fairly substantial sum, both for the Norfolk Churches Trust and for our own church (the money raised is shared 50/50 between us). Also, in spite of the inclement weather in the morning, we had more riders visiting our church than last year, and this is an encouraging sign. The Harvest Festival will take place at 5pm on Sunday 4th October, and we look forward to seeing a good congregation at that celebration. From 1st November we intend to restart the village service in the village hall on the first Sunday of each month.

1.

**Clerk**

The Clerk reported that she has started her CiLCA training course, attending the first of seven sessions. There will be a lot of work involved for 30 sections of the portfolio which will need to be submitted. She will keep the Council updated with her progress.

**15/74. Matters for report**

None.

**15/75. Highways** **/ potholes/ hedgecutting**

KO reported that potholes are still bad throughout the village, but the Rangers are due to come this week. It was agreed that all Councillors will see if all the work is done, and the Clerk will contact Highways if there is anything missed. **All/Clerk**

**15/76. To agree the allocation of the New Homes Bonus**

KO reported that there is now £971.58 New Homes Bonus to spend for the benefit of the village. There have been 3 requests; blinds for the village hall, repairing the bench in front of the church and a community defibrillator. JRaw reported that although the village hall committee have installed the blinds, they were still hoping for a contribution. The metal frame of the bench is fine, but the rotten wood needs replacing, at a cost of approx. £100. KO asked the Council how they feel about the defibrillator following last week’s meeting? It was largely agreed that it would be good to get one, after Simeon Tomlinson explained how they work and that there is a longer timescale to get it in an emergency than previously thought. It was discussed whether to get one in a locked or unlocked cabinet. It was agreed that although it may increase the time to get back to the patient, it would be better to get a locked cabinet to keep it secure. Costings were discussed, and KO reported that the Ambulance Service have put the Council in touch with companies who can offer a defibrillator at a lower price. The best quote received is for £800 for the defibrillator, £495 for the cabinet, £50 for installation and £10 delivery, a total of £1355. The running costs would amount to approx. £100 per year, including new pads every two years or when used and a battery every four years. KO and the Clerk has been looking into grant funding to cover the difference. JC asked where the defibrillator be put. It was agreed it would need to be in a fairly central location, eg outside the village hall, the phone box or outside the shop. KO reported that the shop may not be operating in a few years and whoever buys it may not want a defibrillator outside, due to it needing an electricity supply. The phone box does not have anywhere to safely stop in a car immediately outside. It was agreed by all that the village hall would be the best location. KO proposed a fully automatic defibrillator in a locked cabinet – all agreed. KO proposed siting at the village hall (subject to the village hall committee’s agreement) – all agreed. It was agreed that the Council will accept the quote from Cardiac Science, unless a parishioner can obtain a better quote, and subject to grant funding. Otherwise to revisit in the spring. The Clerk will contact the village hall committee to request permission to locate the defibrillator there, and Louise Doyle to see if she can obtain a more competitive quote. It was also agreed that if there were sufficient funds after purchasing the defibrillator, repairing the bench will be looked into, by ACR **Clerk** **& ACR**

**15/77. To discuss and agree Town House improvements**

KO reported that three quotes have been obtained. These were discussed. She advised that the builders identifies that there may need to be additional work done to rebuild the chimney while the builders are re-tiling the roof. RH has spoken to Grania Ward-Brown to advise her of this, and to ask if she would like to contribute as the chimney stack services her property too. She has declined, as she had her side of the chimney repaired and partially rebuilt three years ago. The specifications of all three quotes are the same, with possible chimney work extra. All agreed to go with S M Piggott. The finances were discussed and it was agreed that the Council needs to keep £3000 in reserve for contingency. KO advised that the Council needs to be prepared to repair the chimney as well, as it will be cheaper to do if the scaffolding is already up – all agreed. It was agreed that the Clerk will email Grania

Ward-Brown to advise that the work will be done and to gain permission to gain access to her roof if the chimney needs rebuilding. **Clerk**

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**15/78. To discuss the seat by the pond and its possible repair / replacement**

Already covered in 15/76.

**15/79. Correspondence**

None.

**15/80. Grass cutting**

KO reported that JRod has advised that not all of the churchyard had been cut, and if it is done in the last cut, then the long cuttings will be left all winter. HD confirmed that Mow & Grow are due to come this week to finish off various areas, and that we have one more cut due in October. The invoice for approval is fine to pay, as does not cover the most recent incomplete cut. HD advised that as the company used are a community organisation, which is why the price is half that of other companies. She will look at the churchyard on Friday and email Mow & Grow to see what can be done about any longer areas of grass **HD**

**15/81. To agree and adopt the following policies;**

(a) Grant Awards policy – KO explained that as the Parish Council often give the NHB money to community groups, it is a good idea to have a policy and application process. It was agreed to adopt the policy.

(b) Complaints policy – JRod had emailed the Clerk with a minor alteration to the policy. The policy was adopted by the Council

(c) Equality policy – This policy was adopted by the Council

(d) Freedom of Information policy – The Clerk explained that, should a request be received by the Council, it could prove costly unless a policy is in place. She advised that if there is no policy, the Council can only charge photocopying costs. The Council agreed to adopt the policy.

**15/82. Planning**

(a) An update on the caravan at Red Pits - KO reported that this has been allocated to Steve Kenny at BDC, who is dealing, but there is no further news at the moment.

(b) An update on application 20150767, application for lawful development – KO reported that this application has been withdrawn, but BDC feel that it could be resubmitted in the future. Greg Peck (District Councillor) will look into this to see what can be done.

(c) Late application – 20151367. Grove Lodge, Red Pits, Wood Dalling. Erection of cart shed. This application was discussed in depth, and concern was expressed by the height of the building, and its proximity to the property and road. It was agreed to object to the application on these grounds. **Clerk**

**15/83. Finance and Payments**

Copies of the current financial position were given to all councillors and payments were approved for

1. N High – emergency Town House repairs (chq 100585) - £117.60 (retrospective).
2. NPTP – 25% clerk’s CiLCA course fee (chq 100586) - £62.50.
3. Wood Dalling Village Hall – hire for four meetings (chq 100587) - £80.00.
4. Mow & Grow – grass cutting (chq 100588) - £397.99
5. HMRC – clerk’s tax (chq 100589) - £144.40
6. K Cotgrove – clerk’s salary Mar – Sep inc. & expenses (chq 100591) - £582.23

In addition, KO provided receipts for light bulbs for the Town house. Payment was agreed to reimburse KO £28.34 (chq 100592)

**15/84. Matters for further discussion**

KO has looked at the new Parish Council website and thanked the Clerk for the work she has done to get it up and running.

**15/85. Date of next meeting**

Tuesday 10th November 2015, at 7:30pm (preceded by a finance meeting at 7pm)

**The Chairman closed the meeting at 9 pm**

**Approved as a correct record Date**

3.