

WOOD DALLING PARISH COUNCIL

Draft minutes of the Annual Parish Council Meeting , held on Tuesday 1st May 2018, at 7.30pm in the Village Hall, Wood Dalling.

Present: Kerry Oldfield (Chairman) (KO), Jonathan Rodwell (Vice Chairman) (JRod), Jonathan Rawlinson (JRaw), Alex Clark-Rudd (ACR), Jono Wilton (JW), Rory Harrold (RH), Greg Peck (County & District Councillor) (GP), Kirsty Cotgrove (Clerk).

2 members of the public

18/36. (i) Election of Chairman for 2018-19 and declaration of acceptance of office

JRod asked if there were any nominations for Chairman. JW nominated KO, seconded by JRod, all agreed. KO accepted, and the declaration of acceptance of office was signed.

(ii) Election of Vice Chairman for 2018-19 and declaration of acceptance of office

KO asked if there were any nominations for Vice Chairman. RH nominated JRod, seconded by JW, all agreed. JRod accepted, and the declaration of acceptance of office was signed.

18/37. Chair's welcome and apologies for Absence.

KO welcomed everyone and apologies were accepted for Helen Dixon.

18/38. Declarations of Interest.

Jonathan Rodwell - Church.

18/39. To sign as a correct record the minutes of the Meeting held on Tuesday 13th March 2018

The minutes were agreed and signed as a true record of the meeting. ACR commented on 18/25 that it is not just sugar beet lorries causing damage to the roads, but other large vehicles too.

18/40. Matters arising from the meeting.

Jeff Topp has spoken to the Good Neighbourhood co-ordinator in Reepham, who is keen for Wood Dalling to become active in the group again. He put an article into the newsletter and received 4 responses for volunteers. KO has already volunteered, and JRod also agreed.

18/41. Members of the public register a desire to speak

None.

18/42. Committee reports and recommendations:

Police –

None.

Richard Harrold – Village Hall

The committee goes from strength to strength. There were good figures from the fete last year. A projector has been purchased to enable cinema evenings, which are proving successful. The screen is a bit small, so the committee are looking into a larger screen. Improvements to the car park were considered, as the gravel is problematic for some. However, it was not financially viable to tarmac the car park, so re gravelling is being looked into. Events coming up are film nights, a race night and open gardens. There are two new committee members. New suggestions for events and improvements are always welcomed.

Jeff Topp – Newsletter

Jeff Topp reported that he is grateful to the Parish Council for their support, and also to Posters by Design for their excellent and efficient printing. Every household gets a copy of the newsletter and the surplus are left in the Church. JT thanked the volunteers who deliver the newsletter; Alex Clark-Rudd, Susan Philcox, Becky Marshall and Ed, Sami and Gerri Williams, Tony Karger, Helen and Alvin Dixon, Jonathan and Amanda Rodwell, Kerry Oldfield. Contributions are always welcomed, and recently there have been articles about local business and farming. KO thanked Jeff for all his hard work.

Jonathan Rodwell – Church

We held our Annual Parochial Church Meeting on 11th April. Pat Perry-Warnes decided that it was time to retire as churchwarden and secretary of the PCC after fulfilling these roles for over 30 years, and the chairman and all present recorded their heartfelt thanks to Pat for the wonderful work she has carried out over this long period. Jonathan Rodwell was elected as

the only churchwarden, and he will also carry out the duties of secretary to the PCC. There was a discussion about the fact that only 3 people were listed on the electoral roll for the church, and it was agreed that we should encourage more people to put themselves on the roll. This does not entail any greater commitment to the running of the church but allows those on the roll to have a greater say in any changes that may be proposed. With reference to this, Revd. Helen Rengert suggested we should consider applying to become a "Festival Church". Under Canon Law, we are actually required to hold a service of Holy Communion every week, and this has obviously become impossible in the present situation with only two licensed clergy looking after 12 churches. A Festival Church only has services on Feast Days, such as Christmas, Easter, Harvest Festival or any other special event which the parish decides. The Church remains open however, and is available for Baptisms, Weddings, Funerals etc, as well as concerts, exhibitions and general community use. There will have to be further discussion about this, but we would welcome any suggestions or thoughts from parishioners. Further progress has been made on the proposed improvements to the church and we are awaiting the architect's preliminary layout for the project. Preparations also continue for the concert and art exhibition on 1st July, and we hope that as many people as possible from the parish will attend.

Greg Peck – County & District Councillor

The Northern Distributor Road is now open. The next step is the Western Link, and GP is on the committee for this. A consultation on routes starts on 8th May to 3rd July. The closest place to view potential routes will be Weston Longville Village Hall, on 22nd May 10:30am – 8pm. GP will push for a route with no junctions between the NDR & A47, to avoid rat runs. The Red Pits enforcement appeal has started and an inspector has been nominated. There will be a site visit at some stage. Another property which had been reported for building without planning permission has been visited, but the enforcement officer is satisfied that no new buildings have been erected. KO thanked GP.

Kerry Oldfield – Chairman's Annual Report

As evidenced by the annual accounts, WDPC are in a secure financial position, wholly due to the fact that the parish owns Town House and receives a monthly rental income. This ensures that we are able to keep the Parish precept to the minimum required, to cover public liability insurance and the Clerk's salary. Profits from the Town House rent pay for the regular grass cutting at Church Field, the Churchyard, a small area at Red Pits and around the pond adjacent to Town House – an area also owned by the Parish. Some funds are used for covering the costs of the village newsletter, maintenance and repairs at Town House and WDPC decide on how any remainder should be spent for the benefit of the Parish. WDPC have had an ongoing programme of works at Town House over the past few years to rectify a number of problems, which date back to poor renovations in the past. This financial year we have had nearly all the plumbing and heating pipes replaced, all bar those which are under downstairs concrete floors and under the bathroom floor. We have replaced the problematic plastic piping, installed a new towel rail in the bathroom and made some other minor plumbing repairs. We have also provided new window catches throughout and paint for restoring decorative damage, caused when the plumbing works took place. We hope we have come to the end of the any major expenditure on Town House for the time being. It now has a new roof, properly insulated and leaks sorted; additional insulation in the loft; a newly built chimney; newly installed septic system; replacement internal doors; new boiler, relocated from upstairs where it never worked properly, to downstairs; new hot water tank; plus the works I have already detailed. There are some minor works outstanding, but I feel that WDPC should be congratulated on bringing the cottage up to a good standard. I would like to thank our tenants, Lisa, Rocky and their three boys, who have been extremely cooperative throughout all the programme of works, despite not inconsiderable inconvenience to themselves. I would also like to thank Alex Clark- Rudd for allowing us use of her holiday cottage at reduced rates to house our tenants during the recent upheaval. Planning has been an ongoing issue for WDPC this year due to problems in the Red Pits area. WDPC have had great support from our District/County Councillor; Greg Peck and at the moment one issue is under consideration by a planning appeal inspector, the result of which will impact on the

wider area. WDPC have a determination to regularise any developments from the past that went under the radar and to ensure that all developments in the Parish in the future go through the proper planning process with BDC. The grass cutting contract ran well through 2017/18 and has been re awarded to Mow and Grow for this year. My sincere thanks to Cllr Helen Dixon for her hard work, she runs the contract for us and sorts all issues. Helen also organises the village litter pick, the most recent of which was held early in March, when several residents worked hard to ensure that Wood Dalling was litter free for at least one weekend. The Parish finally has a new notice board near the Church, organised by Cllr Alex Clarke-Rudd and installed by Cllr Rory Harrold and Robert Benfield. My thanks to them all. We will brush quickly over the fact that despite the best efforts of Rory, Robert and myself we managed to hit an underground power cable during this installation. No one was injured, it was quickly repaired and the resulting repair costs are being dealt with by our insurers. All will be aware that potholes in the Parish are an ongoing issue, as they are for all villages. The repairs by NCC Highways dept are poor and do not last. It is of course a 'lack of funding' issue and all we can do is to keep reporting them as they appear. Any resident can make these reports online and WDPC endeavour to keep the Highways dept informed of repairs needed after each meeting. I would like to thank Kirsty Cotgrove for her work as Parish Clerk. There is always something on her plate with the 7 parishes she covers. Currently the new data protection laws loom large. I would also like to give my sincere thanks to all WD Parish Councillors who give their time to represent residents on the parish council. Also to all others such as those on the village hall committee and Jeff Topp our village newsletter editor, who all contribute so much to our community. Thank you very much.

18/43. Highways/potholes/hedge cutting

A number of potholes were identified in the Parish, along with some areas of flooding. The Parish Rangers are due to visit in the next month, so the Clerk will pass the details to them for action.

Action: Clerk

18/44. To update on the land at Red Pits

Already covered in District Councillor's report.

28/45. To update on grass cutting

HD was not present at the meeting. Concerns were raised at the amount of litter and debris left in the Church Field, which makes it difficult to cut the grass. ACR reported that one of the trees on the Millennial Green has died and the top has snapped out of another. It was agreed that RH will remove the dead tree.

Action: RH

18/46. An update on the Town House, and to agree any payments necessary.

The plumbing work has now been completed, and an invoice has been put in. The plumbing work came in less than quoted, but there was a small amount of additional work. All agreed to pay the invoice. Two additional payments were made, one by the tenant for paint to make good where the plumbing work was done, and one for the window catches, as agreed at the previous meeting. All agreed to pay the additional invoices. A quote was received for boxing in the new bathroom pipes, as they are hot, all agreed. Another quote was presented for repairs to the brick shed, which has been patched with concrete in the past. All agreed.

18/47. Correspondence

- (i) Zurich liability claim settlement – The Clerk reported that the liability claim for the electricity cables at the church has been settled.
- (ii) Consultation on the draft Norfolk Access Improvement Plan – It was agreed not to make representation.

18/48. Planning

- (i) Grove End, Heydon Lane, Wood Dalling. 20180583. It was agreed that the PC have no objection in principle to the application but commented that the plans were of very poor quality.

18/49. Finance and Payments

- (i) Copies of the current financial position were given to all councillors prior to the meeting. The May cash book and budget update were approved and signed.

- (ii) Payments were approved and cheques were signed by ACR &KO for-

a. Mow & Grow – grass cutting (paid 17.04.18) (chq 100688) £390.60

b.	Mow & Grow – grass cutting (paid 24.04.18) (chq 100669)	£390.60
c.	Nigel High – plumbing work (100670)	£3846.00
d.	Norfolk ALC – annual subs (100671)	£124.91
e.	K Cotgrove – Apr & May salary (100674)	£218.34
f.	HMRC – Clerk’s tax (100675)	£25.80

The following additional payments were approved, and cheques signed by KO & ACR:

a.	Paul Seaman – Town House paint (100676)	£155.40
b.	J Boxall – internal audit (100673)	£50.00
c.	Halls Property Services – Town House window catches (chq 100677)	£65.11

(iii) To declare the Parish Council exempt from external audit:

The Clerk reported that as the payments and receipts for 2017-18 are both under £25,000, the Parish Council can declare itself as exempt from External Audit. It was agreed (prop. JRod, sec. ACR) to sign the AGAR certificate of exemption.

(iv) To approve the AGAR Annual Governance Statement 2017-18:

The internal auditors report and Annual Governance Statement was read to Councillors and agreed (prop. ACR, sec. RH) to sign the Annual Governance Statement.

(v) To approve the AGAR Accounting Statements 2017-18

It was agreed to accept and sign the Accounting Statement (prop. JRaw, sec. RH, all agreed).

18/50. To adopt a Planning Applications Policy

A draft policy has been circulated to Councillors prior to the meeting. It was agreed to adopt the policy.

18/51. Matters for further discussion

HD will obtain quotes for litter pick equipment for the next meeting.

An email had been sent out regarding planning training for Parish Councillors. KO, JRaw & JW all expressed an interest in attending, and can all attend on 19th June. The Clerk will let Linda Mockford at BDC know.

Action: Clerk

18/35. Date of next meetings

Tuesday 3rd July 2018

There being no further business, the Chairman closed the meeting at 8:30pm

Approved as a correct record

Date