

**Minutes of the Annual Parish Council Meeting  
held in the Village Hall on 21 May 2018**

Councillors Present: W Brown (Chair), T Abel, C Farnham, S Faulkner, P Page, M Steward.

Mr W Richmond (Norfolk County Councillor) Mrs L Turner (Breckland Council)

In attendance Mr N Hartley (Parish Clerk). Eight members of the public.

**1. Election of Chairman**

It was unanimously RESOLVED to elect Cllr Brown as Chairman. She signed the Declaration of Acceptance of Office.

**2. Election of Vice Chairman**

It was unanimously RESOLVED to elect Cllr Farnham as Vice Chairman. He signed the Declaration of Acceptance of Office.

**3. Apologies for absence**

Apologies were received from Cllr Bradford, who was on holiday and Cllr Magrath, who was working.

**4. Declarations of Interest**

None.

**5. Minutes**

The minutes of the meeting held on 16 April 2018 were approved and signed by the Chairman as a correct record without amendment.

## 6. Matters Arising

It was noted that the election period has passed, following the resignation of Charles Hewson. The Council will co-opt to fill the vacancy. Mr Hewson was thanked for all the work he had done for the Council.

## 7. Public Participation

The meeting was adjourned for Public Participation. Mrs Hudson spoke in favour of her planning application and explained why she is seeking to have the agricultural tenancy restriction removed from the property.

It was suggested that the Council might consider erecting 'fake' gates in and out of the village to help reduce speeding. Cllr Richmond noted the Council might be able to apply for funding for this through the Parish Partnership Scheme.

Cllrs Brown and Steward had met representatives of the Highways Agency about the A47. It was noted that the Agency has put in all its short term solutions (extra signage and additional road markings). It was noted the signage from the direction of Norwich is confusing. It was also questioned why there is a different surface dressing on the stretch of the A47 over the flyover. The clerk will ask the Highways Agency re both.

## 8. Scarning Playing Field

Mr Steward is to resign as Chairman of the Playing Field Committee. The Committee is concerned about a lack of members and its longer term future. The Council was asked if it will insure the pavilion, the play equipment and the maintenance equipment. The Clerk will look into the request further.

## 9. Planning

### a. Breckland Council Decisions

Mr & Mrs A Clark, Adj The Homestead, Dereham Road  
3PL/2018/0185/D  
Submission of reserved matters for dwelling and garage  
Approved

Mr & Mrs T Abel, Pennymeadow Nursery, Podmore Lane  
3PL/2018/0278/F  
Residential development (two detached bungalows)  
Refused

### b. Parish Council comments sent to Breckland Council

Mrs H Ashford, 7 Norman Close  
3PL/2018/0295/HOU  
Construction of porch  
No objection

### c. Application considered

Mr M French, Peacehaven, Podmore Lane  
3PL/2018/0442/HOU  
Demolition of single storey section & conservatory. Proposed  
extensions & renovation  
No objection

### d. Consultation

Mrs H Hudson, Fenacre, Fen Road  
2018/0483/EU  
Occupation of dwelling in breach of agricultural occupancy condition on ML2934  
No objection and no comments to add.

3PL/

## 10. Finance

a. Current balances

The Council's current balances were noted as follows:

Barclays £3,019.44    Scottish Widows £20,897.49

b. The Council resolved to approve the following payments:

Chq 101972 TOP Garden Services, grass cutting Scarning churchyard, £180 (Section 137)

101973 Thinking Rural, payroll services, £12

101974 Norfolk Parish Training & Support, training course for T Abel, £36

101975 D Harrow, Internal Audit fee, £150

c. Payment received

T Rudling, rent in respect of Fir Acre, £5

## 11. Dereham Road Bus Shelter

Following its demolition, it was noted the bus shelter on Dereham Road near Black Horse Close has been removed from the Council's Asset Register

## 12. Audited Accounts

It was unanimously RESOLVED to receive the Parish Council's audited accounts for the year ending 31 March 2018.

## 13. Internal Auditor's Report

The clerk read the Internal Auditor's report to the meeting. The report noted that the Council's systems complied with all the necessary regulations and there were no discrepancies in the accounts.

#### 14. Annual Return

It was unanimously RESOLVED to sign the completed Annual Return. The Chairman and the clerk signed the Return on behalf of the Council.

#### 15. Appointment of Internal Auditor

The appointment of Luisa Cantera as Internal Auditor for 2018/19 was confirmed.

#### 16. Appointment of Internal Control Officer

It was unanimously RESOLVED to re-appoint Cllr Farnham as the Council's Internal Control Officer.

#### 17. Appointment of Representatives to Scarning Playing Field Committee

It was unanimously RESOLVED to re-appoint Cllrs Farnham and Page as representatives to Scarning Playing Field Committee.

#### 18. Appointment of Representatives to Scarning United Charities

It was unanimously RESOLVED to appoint Cllrs Brown, Abel and Page as the Council's representatives to Scarning United Charities

#### 19. Appointment of Representative to the Seckar Trust

It was unanimously RESOLVED to re-appoint Mr Hartley as the

Council's representative to the Seckar Trust.

## 20. Appointment of Representatives to Scarning Conservation Volunteers

It was unanimously RESOLVED to re-appoint Cllr Brown as the Council's representative to Scarning Conservation Volunteers

## 21. Insurance

The clerk provided two quotes. It was unanimously RESOLVED to appoint BHIB Ltd as the Parish Council's insurer for 2018/19.

## 22. Grass Cutting

It was unanimously RESOLVED to award the contract for the remainder of the season to Tom Duquesne.

## 23. World War One Funding

The Clerk made an application on behalf of himself and Tim Farnham for up to £100 toward a display to commemorate the end of the First World War. This will be held in Scarning Church. It was unanimously RESOLVED to approve this, all payments to be made by the Parish Council.

An application for a donation towards the cost of a flagpole outside the church was made by Alan Glister. The Council directed him first to the Armed Forces Covenant Board, which may be able to provide the additional funding.

## 24. Correspondence

None.

## 25. Items for Next Agenda

None.

## 26. Next Meeting

The date and time of the next Parish Council meeting was noted as Monday 18 June at 8pm. The meeting will be preceded by the Village Tour.

### **The meeting was closed to the public.**

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that, because of the confidential nature of the business transacted, the public were asked to leave the meeting so that the Council could discuss the clerk's salary following completion of Cilca.

## 27. Clerk's Salary

It was noted that following his attainment of his Cilca, under the terms of his contract the clerk should be moved up one salary point in addition to that agreed after his appraisal. It was unanimously RESOLVED to approve this.

There being no further business, the meeting closed at 8.30pm.