

Forncett Parish Council  
Minutes of the meeting of the Parish Council  
held at Forncett Village Hall on Thursday 15 September 2016 at 7.30pm.

In Attendance: Cllr B Frith (Chairman) Cllr B Humphreys, Cllr A Coleman, Cllr G Gale, Cllr S Allen.  
County Councillor Bev Spratt (for part of the meeting)

5 members of the public

It was noted that Bev Humphreys had now served a continuous 25 years on the Parish Council. At this point in the meeting the Chair announced that he had been informed of the death, earlier in the week, of David Barnes, following a long illness. David had been associated with the Parish Council for many years (including terms as Chair) and was an enthusiastic supporter of many 'good causes' and events in the Village. It was agreed that a condolence card should be sent to David's family.

1. **To consider apologies for absence** – Apologies were received and accepted from Cllrs Barnes and Welsby and clerk Anne Rayner. District Councillor Barry Duffin also sent his apologies.
2. **To receive any declarations of interest** – The Chair announced a late planning application 2016 / 1487 (Barn – Land South of Mill Road) – Cllr Allen declared an interest in this item.
3. **To approve the minutes of the last meeting (21 July 2016)** – The minutes were approved without alteration and signed as correct by the Chairman.
4. **To consider matters arising from the minutes (for information only)** – None noted.
5. **Open forum, to hear from members of the public, including reports from District and County Councillors** – County Councillor Bev Spratt said he was pleased that several roads had been re-chipped recently. He mentioned several aspects of the County Council budget which were severely overspent (even if reserves were 'raided') with clear implications for the creation of a viable budget for next year.  
A member of the public asked to be put in touch with the tree warden to discuss some problems with trees near a footpath.
6. **To consider planning applications, including:**
  - a) **Hope Valley – appeal comments submitted** – The comments to the planning inspector on behalf of the parish council were submitted before the deadline. 25<sup>th</sup> October has been quoted as the date of the appeal hearing, but past experience shows that this could change.
  - b) **Mill Road Barn – update** – The planning officer at South Norfolk Council seems to have noted concerns raised by residents and the parish council and wrote to the agent for further clarification. This has resulted in a revised application for planning permission. Two late notifications were received from South Norfolk Councils. These were circulated to Councillors for consideration, prior to the meeting:
  - c) **2016 / 2144 – Sequoia, Long Stratton Road** – Conservatory at rear of property – Councillors raised no objections to this application.
  - d) **2016 / 1487 – Land South of Mill Road** - Retention of barn for storage of bedding, feed and equipment associated with keeping of horses and the maintenance of the associated land – Cllr Allen left the room. The remaining Councillors agreed that their previous comments, questioning the justification for the building, should stand but if the planning permission is granted there must be watertight terms (including the legal agreement

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suggested by South Norfolk Council) to ensure that the barn is used only for the purposes listed and only in connection with, and inherently linked to, the stables (2016/0696).

7. **To hear of planning decisions:**
  - a) **2016/1489 – 2 Chapel Close, cart lodge** – approved
  
8. **To consider changes to planning administration at South Norfolk Council and discuss possible options to change of parish council procedures** – It is no longer possible to receive an extension to the deadline for comments to South Norfolk Council for planning applications. South Norfolk Council have suggested an alternative procedure, as follows: the clerk circulates details of the planning application to Councillors electronically. Councillors look at the plans online, also noting any comments from neighbours or other consultees. Councillors send their response to the clerk, who collates the comments, drafts an appropriate response which is sent to the Chairman for approval. Once the Chairman has approved the comments, the clerk submits them to SNC. It was agreed to adopt this procedure for applications which cannot be discussed during a meeting, with the proviso that if any Councillor considers the application to be particularly 'problematic' he/she can ask for a special meeting to be called.
  
9. **To review the following policies: Discipline, dismissal and grievance, Equal opportunities, Expenses, Financial risk management, Sickness absence** – All policies were reviewed and Councillors agreed there was no need for change.
  
10. **To consider adding the telephone boxes to the parish council's insurance policy and asset register** – The parish council has two defibrillators in two telephone boxes. The phone box on Mill Road is actually owned by the parish council, with the other box remaining in the ownership of the Community Heartbeat Trust. As owners, it was agreed that the phone box should be added to the insurance policy at a value of £3000 (obtained as a reasonable price based on the same model for sale and previously sold on E-bay). The phone box will also be added to the asset register, at a value of £1 which was the price paid.
  
11. **To hear a report from the Greater Norwich Local Plan meeting** – The Chairman attended this meeting at South Norfolk Council on 12 September. Housing targets were discussed, based on South Norfolk Council targets to 2026 and Greater Norwich Local Plan targets to 2036. Preliminary meetings are taking place now, with formal consultation beginning Autumn 2017. A draft plan should be published during Autumn 2018, with adoption planned to take place in Autumn 2020.
  
12. **To consider the adopter agreement for the recycling area** – Following changes to the outside area at the village hall it was agreed that the Chairman will speak to the relevant officer at South Norfolk Council in order to discuss the future of the site, possible alternative arrangements and whether the 'adopter agreement' will be appropriate.
  
13. **To receive the RFO report and consider the approval of the following payments:**

The financial report, circulated prior to the meeting, was approved. The following payments were also unanimously approved:

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Ch. No.	Amount	Payee	Notes
100082	£ 538.70	A Rayner	August & September 2016 salary
100083	£ 45.80	Post Office Ltd	Q2 clerk tax
100084	£1345.72	Alpha Furnishing	Balance payment – village hall chairs

**14. To consider correspondence, including:**

**a) Letter from CPRE regarding new housing targets** – CPRE concerns were noted and it was agreed that they should be considered when the formal 2036 plan is in consultation.

**b) Letter from Citizens Advice requesting a funding donation** – Councillors agreed to make a donation of £25.

The Chairman also reported that contact had been received from a resident suggesting that, if the parish council were not keen to support dog waste bins in the parish, would they be prepared to supply bags to attach to finger posts and put up signs asking people to pick up their dog waste? Councillors considered this but thought that responsible dog owners would already have bags and this proposal would merely encourage less responsible owners to leave the bagged dog mess as litter.

**15. Update on ongoing matters and outstanding issues**

**a) Village Hall** - The broadband is finally working and the new floor has been fitted.

Electrical work should be taking place this weekend. The new cooker will be delivered soon and works to the railings and car park are due to take place during October half term. A £3500 grant had been secured from the South Norfolk Community Action Fund to help with the floor, electrics and cooker. The music event last week was unfortunately rather spoilt by bad weather. The “Tuxedo” evening with buffet is taking place on 8 October and the annual trophy quiz night will be on 12 November.

**b) Highways and Public Rights of Way** – A few new fingerpost signs have been erected, with more in stock. Gary Overland has returned to his post as Highways Officer for the area. Some field edges in the parish have been ploughed, seeming to leave the footpaths with widths of less than the 1.5m minimum. John Wilde, footpath warden, will be asked to report this to Highways. Other Highways issues included the hedge trimming round road signs and promised new signage at the railway bridge.

**c) SAM2 report** – Phil Whiscombe gave a report on data obtained from the SAM2 machine. Three new sites have been approved and will be tried soon. There was some preliminary discussion of the 'Community Speedwatch' scheme; it was noted that this could only be considered with the commitment of at least 6 volunteers willing to give time each week.

**16. To receive a report from the Safer Neighbourhood Police Team Report** – One crime was recorded for June 2016, listed as theft on Station Road.

**17. Open forum, to hear from members of the public.** No further points raised

**18. Date of the next meeting is confirmed as Thursday 20 October 2016 starting at 7.30 pm**

The Parish Council meeting closed at 8.45 pm. Following the close of the Parish Council meeting a meeting was held of the trustees of the land on Station Rd (The Forncett Parochial Charity) to discuss how to proceed following the registration of the land.