

Forncett Parish Council
Minutes of the meeting of the Parish Council
held at Forncett Village Hall on Thursday 17 September 2015 at 7.30pm.

In Attendance: Cllr B Frith (Chairman) Cllr B Humphreys, Cllr J Bowers, Cllr A Coleman, Cllr G Barnes

Parish Clerk Anne Rayner
District Councillor Barry Duffin
8 members of the public

1. **To consider apologies for absence** – Apologies were received and accepted from Cllrs Gale and Jordan.
2. **To receive any declarations of interest** – Cllr Bowers declared an interest in planning application 2015/1999.
3. **To approve the minutes of the last meeting (20th August 2015)** – 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.

To consider a motion to suspend the meeting to allow members of the public to speak, including reports from District and County Councillors.

The Chair suggested that, if the only comments related to item 5a on the agenda, then they be discussed at this point.

5. **To consider planning applications, including:**
 - a) **The report from SNC Development Control Committee, including Hope Valley 2015/1673 and Laynes Farm 2015/0505** – The Chair reported on the planning committee decision at South Norfolk Council on 16 September, which was refusal of application 2015/1673 (Hope Valley) and the decision that 2015/0505 (Laynes Farm) would have been refused. 2015/0505 has been taken to appeal. Enforcement action will be taken, giving both applicants one year to vacate the sites. A member of the public thanked the parish council for their support in obtaining the best outcome possible at this time. It was, however, regarded as totally unnecessary to allow a further year for the Laynes Farm site to be cleared, given that the original applicant is no longer on the site and the existing owner purchased the land knowing that only three years remained of temporary planning permission. District Councillor Duffin was asked why he abstained on this vote and he advised it was to avoid the possibility of a longer period of notice being suggested. A member of the public thanked Councillor Duffin for his support in this matter.
 - b) **2015 / 1887 – The Last Homely House, Tabernacle Lane, Forncett St P – Rear extension** – This application was discussed and no objections were raised.
 - c) **2015 / 1999 – Tawny Farm, Station Rd, Forncett St P – Change of use to an existing outbuilding, to be used as games/sitting area ancillary to the existing two holiday units** – Cllr Bowers left the room. The application was discussed and no objections were raised. Cllr Bowers returned.

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6. **To hear planning decisions from South Norfolk Council:**
a) 2015 / 1345 – Haystacks, Low Rd, Forncett St M – Erection of solar panels – approved.
b) 2015 / 1615 – The Granary, Northfield Rd, Forncett St P – Withdrawn
c) 2015 / 1612 – Village Hall, Low Rd, Forncett St P – Approved
7. **To consider Information Commissioners Office registration** – The clerk reported on a recommendation from NALC that all parish councils be registered with the Information Commissioners Office. This costs £35.00 per annum and is payable by Direct Debit. It was unanimously agreed to register.
8. **To consider any correspondence:**
a) **External audit report** – The report has been received, with no comments from the external auditors. The report is to be displayed on the noticeboard from 17 September 2015.
b) **Resignation from Cllr Jordan** – Unfortunately, Cllr Jordan has resigned from the parish council, due to family commitments. The clerk will write to Cllr Jordan to thank her for her time as a Councillor and will also contact SNC to begin the recruitment for a new councillor.
c) **Highways information concerning new signage at the railway bridge** – A plan of new signage at the railway bridge on Station Road has been provided by Highways. It was agreed to ask for the sign at Plump Road to be as big and as obvious as possible and also for the sign labelled TS5 on the plans to be sited earlier, nearer to the junction of Wacton Rd.
d) **Statement of Licensing Policy, Statement of Gambling Policy and Local Area Profile – SNC Consultation** – For information only
e) **Leaflets from “Norwich Heating Oil Club”** – It was agreed to leave leaflets publicising this scheme at the village hall.
9. **To receive the RFO report and consider the approval of the following payments:**
- | Ch. No. | Amount | Payee | Notes |
|---------|----------|-----------------|---------------------------|
| 100042 | £245.49 | A Rayner | September salary |
| 100043 | £143.56 | A Rayner | Expenses Apr-Sep 2015 inc |
| 100044 | £4246.80 | Westcotec Ltd | SAM2 machine |
| 100045 | £120.00 | Mazars LLP | External audit fee |
| 100046 | £100.00 | Groundscape | Footpath cutting |
| 100047 | £5.20 | Post Office Ltd | Clerk tax Q2 |
- A further donation of £250.00 has been received for the defibrillator fund. This gives an account balance of £19144.56 (of which £13050 is for the Village Hall fund and £1831 is for the defibrillator). All payments were unanimously approved for payment.
10. **To discuss the New Road gritting scheme and consider a contribution** Cllr Duffin reported that Ashwellthorpe & Fundenhall parish council have decided to discuss this matter again at their October meeting. It was therefore agreed that Forncett will wait for the outcome of this, before discussing the matter any further.
11. **To consider role guidelines for the tree warden and footpath warden** – A brief summary of both roles was read out. The role descriptions were drafted based on guidelines from the Campaign to Protect Rural England (footpath role) and the Tree Council (tree warden role),

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in order to satisfy insurance requirements. Both roles were approved by Councillors.

- 12. To discuss SAM2 installation and training requirements and hear information regarding volunteers** – The Chair reported that Westcotec will shortly wish to undertake training relating to the SAM2 machine, so it is vital to have more volunteers before this takes place. Keith Fromings and Harry Bowers both offered to be part of the volunteer team, in addition to the existing offer. It was agreed to appeal in this month's Flyer for at least one more volunteer.
- 13. Update on ongoing matters and outstanding issues**
- a) Village sign** – The refurbishment of the sign is progressing and when it is finished it will be replaced and unveiled.
 - b) Village Hall** - No report received.
 - c) Highways and Public Rights of Way** – The new school path is in use however, unfortunately, the path is being parked on by parents at school time. The clerk will contact police to ask if they could attend and also enquire about the possibility of double yellow lines being applied. There will be an official "opening" of the path at the school on 25th September at 3.30pm. Cllr Humphreys also highlighted that vehicles are parking right up to the junction at the Fourways development, making an already dangerous junction even worse. Brian will speak to the foreman of the site. Brian also reported that John Wilde has walked all of the footpaths in Forncett and provided a report on their condition. John is hoping to arrange some village walks, which he will publicise in the Flyer.
 - d) Defibrillator** – Keith Fromings reported that defibrillators are no longer VAT exempt. The Community Heartbeat Trust offer a "managed solution" option whereby a donation is made equal to the sum of the cost of the machine and VAT and the parish council is provided with a machine but the CHT remain the owners, this lasts for the life of the machine, which is normally about 10 years. The latest model of machine includes a small video machine showing any user exactly what to do. The CHT agreed, following suggestion by Keith, that our existing machine would be replaced by the newer model at no extra cost, in order that the village has two machines the same. The CHT also offer a full membership service at a cost of £126 per annum per machine, this covers all parts and full insurance. It was resolved to pursue an additional machine under the "managed solutions" option and Keith will check to see if both machines can be subject to the membership service. Thanks go to Keith for all his work on this project.
- 14. To receive reports from:**
- a) Safer Neighbourhood Police Team Report** – Two crimes were reported in August, one burglary non dwelling and one theft "other".

To consider a motion to suspend the meeting to allow members of the public to speak – No further comments.

- 15. Date of the next meeting is confirmed as Thursday 15th October 2015**
The meeting closed at 8.55pm.