

**MINUTES of the meeting of WOOD NORTON PARISH COUNCIL
held at WOOD NORTON VILLAGE HALL on Wednesday 17th
April 2019 at 7.30pm**

PRESENT: Councillor J. Marchant (Chairman), Parish Cllrs: T. Lidstone-Scott L.O'Keefe, C. Robson, J. Johnson, M Crowe, C Stannard (Parish Clerk).

1. To receive and accept apologies.

There were no apologies.

2. To receive a report from the Police if present.

The Councillors noted the Police report.

3. To receive a report from County/District Councillors.

The Councillors acknowledged that a report from the District Councillors would follow.

4. Public Participation.

It was reported that rubbish was dumped on Wings Lane and Brush Hill and that some of it has been removed.

5. Declarations of Interest on items on the agenda and consideration of any requests for dispensation.

There were no declarations.

6. To receive the minutes of the Parish Council Meeting held on 6th March 2019.

The minutes were approved.

7. Matters arising from the minutes not otherwise covered on the agenda.

JJ, TLS, JM and CR were all elected without contest. LO and MC would be co-opted on the 15th May.

8. To welcome the new clerk, Charlotte Stannard, and to approve and sign her contract, salary and job description.

The PC welcomed CS into her new role. JJ saw the following documents: Driving license, insurance, MOT and passport. CS is covered for business use on her car insurance.

CS and JM signed the contract of employment.

The pension and contributions were discussed and CS is to consider.

9 Financial matters.

Payment of the clerk's salary, plus allowance for extra hours worked and other ancillary expenses.

The PC discussed the matter without the presence of CS. It was agreed that

CS will receive a monthly cheque and a salary slip, (which will not match). CS is to scan her salary slip and e-mail it to JM, who will note the amount before destroying the e-mail.

JJ proposed and LO seconded that CS would be paid to attend the training: Role of the Clerk. CS is to invoice £56.04 (£9.341 x 6 hours) with time and date. CS also to invoice separately for travel expenses.

JJ volunteered to put PC meeting agendas on the village notice board.

Payment to CR for dog bins.

CR agreed to write to Joseph Kenny at NNDC stating where a dog bin should be situated. The invoice for £190 should come back to the PC meeting.

10. Update on contact with the Pensions Regulator (TLS).

The account has been set up in the PC's name as employer and enables the PC to offer pensions.

11. Outcome of local elections.

See item 7.

12. Planning matters: PF19/0147 The Old Fire Station, Foulsham Airfield and PF 19/0529 Endeavour House, Lyng Hall Road.

The application concerning the Old Fire Station has been withdrawn.

There were no objections to the application to add dormer windows to Endeavour House. JM will notify NNDC to this effect.

13 Dog bins.

See item 9.

14 Incidents of shooting in the village during the night

There was concern about shooting around Ryers Lane and the possible reasons for it. While there haven't been any recent episodes, the situation will be monitored.

15 Parish Visits.

The PC is requested to nominate areas of the village that pose a concern.

The following areas were highlighted:

- The drain in Rectory Road opposite Holly Bank
- The culvert at the bottom of Bush Hill
- The drain cover on Twyford Road (outside the village).

The former clerk will be asked to send contact details of the Parish Visitors to CS.

16 Mains drainage.

This affects residents at Cricketers Close and Blacksmiths Close. The previous Clerk, Linda Jennings, was planning to hold an exploratory meeting

on 23rd April for interested parties.

17. Standing orders/annual task spreadsheet

It is good practice for parish councils to have a set of standing orders. It was suggested that the councillors read and agree the standing orders on the NALC website by the next meeting.

LO has a spreadsheet of all the tasks that crop up on an annual basis, which she will share with CS.

18. Annual Parish Meeting.

7pm Wednesday 15th May 2019

JM has invited all the groups in the village who will report on their work. There will be a normal, shortened parish council meeting afterwards.

The PC has to sign declarations on the night. JM will ask the previous clerk about the procedure for signing declarations. CS to bring declarations (get from JM).

19. Correspondence.

The consultation period for Breckland Local Plan has been extended.

20. To receive any items for inclusion on the next agenda

Mains water/drainage.

Dog bins.

Parish visit.

Insurance.

Financial (always include clerk's pay as standing item)

Pay for refurbishment of notice board.

Village sign painting.

Cooption of LO and MC.

Fly-tipping.

Date of next meeting.

21. Date of next meeting: Wednesday 15th May at 7pm for the Annual Parish Meeting.