

Great Ellingham Parish Council  
Minutes of the meeting of the Parish Council  
held at the recreation centre on Friday 19 February 2016 at 7.30pm.

In Attendance: Cllr T Betts (Chairman) Cllr T Getley, Cllr S Banks, Cllr D Howe-Li-Rocchi, Cllr J May, Cllr S Mellor, Cllr N Perkins, Cllr G Snelling

Locum Clerk Anne Rayner  
County Councillor Cliff Jordan  
4 members of the public

- 1. Open Forum – An opportunity for any parishioner to speak on parish matters and to hear reports from District and County Councillors, if available** – A member of the public voiced concern that, with the closure of Hingham Rd scheduled for 6 weeks in the summer, Bow Street will be used as a rat run, rather than the proposed diversion. The Chairman advised that he has raised the concerns with our Highways Engineer and will continue to do so. County Councillor Jordan also confirmed he would look into the road closure and diversion. The Chairman will speak to Kerry Foods to ask for a copy of their transport plan, relating to the road closure. **Action TB.**  
It was reported that a drainage pipe is laying across the road on Bow Street. The Chairman will contact the householder. **Action TB.**  
Another member of the public asked why the parish council did not consult with the public before deciding that plot 19 would be their preferred location for development and also suggesting that only land to the south of the B1077 would be put forward as land for development. The Chair advised that he would provide a written response to these queries. **Action TB.**  
County Councillor Cliff Jordan reported that a budget has been agreed for Norfolk County Council which should be achievable. £1.5 million has been put back into the Highways budget to deal with pot holes and small projects. Cllr Jordan was asked about devolution and he reported that the proposal is that Norfolk, Suffolk, Cambridgeshire and Peterborough have an elected mayor or governor who will use the existing structure to provide services. The information available so far suggests that the elected person will not have additional staff and that this is not an additional tier of government.
- 2. To consider apologies for absence** – Apologies were received and accepted from Cllr. Simpson.
- 3. To receive any declarations of interest in any item on the agenda** – None to declare.
- 4. To confirm the minutes of the meeting of 20 January 2016** – The minutes were approved without alteration and signed as correct by the Chairman.
- 5. To report matters arising not on the agenda and hear the Chairman's report** – The Chairman reported that the parish council's response to Breckland's local development plan consultation has been submitted. With regard to exterior lighting on a residential property, the Chairman advised that he has written to the householder in question but has not received a response as yet, although the builder for the project advised that there was no direction relating to lighting in the planning permission granted. It may be useful to consider a standard lighting clause for future planning responses.  
Information concerning becoming a community volunteer driver has been placed on the website. With regard to filling the land at the Pyghtle, the Chairman reported that the Highways Engineer has been consulted and has indicated this may not be a viable option as excess water from Glebe Meadow drains into the Pyghtle. Cllr May asked if it would be possible to remove some of the silt

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before anything else is done. Alternative suggestions were to either cover the water, with a mesh structure, or oxygenate the water, which should reduce the recurrence of the silt. Cllr Mellor confirmed he will ask the person who provided the original report for his views on those options.

**Action SM.**

**6. To consider planning applications, including:**

- a) **3PL/2016/0037/O – Highcroft, Ellingham Rd, Attleborough – erection of four detached dwellings and garages** – The plans were circulated prior to the meeting. Councillors resolved to object to this application on the grounds that it is outside of the settlement boundary.
- b) **3PL/2015/1472/O – Alder Carr House, Attleborough Rd, demolition of buildings and erection of seven dwellings** – The plans were circulated prior to the meeting. Councillors agreed to object on the grounds that it is outside of the settlement boundary and also raised concerns over highways safety.
- c) **3PL/2016/0024/F – Stuart House, Crows Lane, Attleborough – Remove temporary fence and replace with permanent green mesh fencing** – The plans were circulated prior to the meeting. Councillors had no objections.

A change of use application 3PN/2016/0009/UC (Thornwood, Stalland Common) was briefly discussed. Councillors cannot object as such, as this application is considered as “permitted development” however, it was agreed that the clerk would contact Breckland with some concerns over the lack of detail provided.

**7. To receive the financial report and consider the following payments:**

The financial report, circulated prior to the meeting, was approved. The payment listed was authorised and the Chairman was also reimbursed for the hire of the equipment for the presentation on 17 February 2016.

Chq no	Amount	Payee	Notes
100468	£151.19	A Rayner	February 2016 salary
100469	£100.00	T Betts	Hire of equipment for presentation

**8. To consider and note correspondence received, including:**

- a) **Revised planning procedure from Breckland District Council** – Breckland Council recently advised that they intended to cease sending out paper copies of plans to parish councils. Several parish council's protested at this and Breckland subsequently advised that they would consult on three possible options, as follows: a) I would like to receive all consultations in electronic format b) I would like to receive householder applications only in electronic format c) I would like to receive consultation documents in paper format. Councillors agreed that their preferred option would be option C. The clerk will confirm this to Breckland. **Action AR.**

- 9. To consider the contract of employment for the clerk** - The standard NALC contract, with appropriate details completed, was circulated prior to the meeting. The contract was agreed and signed by the clerk and the Chairman. Cllr Mellor asked if there was any requirement to provide the clerk with a pension scheme. The clerk confirmed that auto enrolment does not apply to the clerk as yet, as the earnings do not fall into the required bracket. The clerk also confirmed that she has an existing pension provision.

- 10. To consider adopting a grievance & disciplinary policy** – The clerk provided a copy of the standard grievance and disciplinary policy used by SLCC. It was resolved to adopt this policy. **Action AR.**
- 11. To consider adopting an internal review policy** – The clerk circulated examples of two policies used by other parish councils. It was agreed to make some minor amendments to the policy used by Barford PC and adopt that as the parish council's policy. **Action AR.**
- 12. To consider the insurance renewal quotation and list of cover** – The renewal quotation and assets (as per the information provided by the insurers) were considered. It was agreed that the clerk would crosscheck the information held in the asset register. The renewal information was approved.
- 13. To agree a date and time for the annual parish meeting** – The annual parish meeting will be held on 20 April 2016, commencing at 7.30 pm.
- 14. To consider the provision of a head cam for the school crossing patrol** – Provision of a head cam has been suggested, following reports of dangerous driving around the school, even when the school crossing patrol is present. Councillors approved this in theory but agreed a policy would need to be established around the use and responsibility of the footage. The clerk will look into costs and models of head cams. **Action AR.**
- 15. To consider external audit requirements for smaller authorities** – Following the discussion last month, the clerk confirmed that the advice relating to costs for the Sector Led Body service has been received and confirmed as "the one-off SLB fee is estimated to be less than £100, however this may be subject to change as the SLB is set up". A further newsletter has been circulated by NALC which confirms that authorities will be split into five groups, of which Great Ellingham would fall into Group 3 "Opted in authorities with neither income nor expenditure exceeding £25k". This would mean that, should an external audit be required, the cost is estimated to be £200. Councillors resolved not to opt out of the sector led body arrangement.
- 16. To discuss the issue of the advertising signs at the staggered junction** – Various signs placed both on the grass at the staggered junction and also on the barrier / railings were discussed as possibly creating a further safety issue at an already dangerous junction, as it is possible the signs could draw attention away from the driver. Councillors agreed that signs and advertising placed on the barrier were a potential hazard and should be removed.
- 17. To consider items from Councillors** – Cllr May reported that the Police Inspector should be attending the next SNAP meeting on 11 March. The Chairman asked if the results from the recent speed check on Attleborough Road could be obtained.
- 18. To hear and report Highways issues** – Nothing further to report.
- 19. To confirm the date of the next meeting as Tuesday 15 March 2016 to be held at the Recreation Centre, commencing at 7.30pm.**

There being no further business the meeting closed at 8.55pm