

Great Ellingham Parish Council
Minutes of the annual meeting of the Parish Council
held at the recreation centre on Wednesday 16 May 2018 at 7.30pm

In Attendance: Cllr T Betts (Chairman) Cllr T Getley, Cllr S Banks, Cllr J May, Cllr S Mellor, Cllr N Perkins, Cllr D Simpson, Cllr A Partridge

Parish Clerk Anne Rayner
District Councillor Bill Smith
6 members of the public

- 1. To elect a Chairman for the forthcoming year and receive the Chairman's declaration of acceptance of office** - Councillor Betts was nominated and seconded for the role of Chairman and duly signed the acceptance of office.
- 2. To elect a Vice-chair and receive the Vice-chairman's declaration of acceptance of office** - Councillor Getley was nominated and seconded for the role of Vice-Chairman and duly signed the acceptance of office.
- 3. Open Forum – An opportunity for any parishioner to speak on parish matters and to hear reports from District and County Councillors, if available** – The issue of the on street parking near the Orchard Homes development was raised again The Chairman has tried to work with the site manager to resolve this but it appears that there are just too many work vehicles to be parked on site. However, it was acknowledged that it makes the road dangerous, due to visibility issues and Councillor May agreed that she would mention the matter at the next SNAP meeting. The issue of the volume of traffic in the village in general was also raised, without the impact of the additional traffic that will be generated by the development in the village. The Chairman briefly explained the work that has gone on and continues to go on with Highways, the County Council, the District Council and the police to try to deal with the issues facing the village.
- 4. To consider apologies for absence** – Apologies were received and accepted from Cllr Howe-Li- Rocchi.
- 5. To receive any declarations of interest in any item on the agenda** – Cllr Mellor declared an interest in items 11b and 11c on the agenda.
- 6. To confirm the minutes of the meeting of 18 April 2018** – A minor amendment was made to the minutes in that Cllr Mellor declared an interest in 8c **and 8b** on the agenda. The amendment was initialled by the Chairman and the minutes were duly signed.
- 7. To report matters arising not on the agenda and hear the Chairman's report** – The Chairman reported that it has been a busy period, with complaints about parking, waste water, noise and traffic. The speedwatch team took part in a county wide exercise on 5 May, recording 20 drivers travelling in excess of 35mph in a two hour period. The team has subsequently been in front of the recreation centre, with seven vehicles being recorded in 90 minutes. The Chairman has spoken to the Executive Headteacher of the school with regard to the possibility of the children entering a competition to design a safety poster.
- 8. Recreation Centre report** – Carried forward to next month.

9. Planning applications considered between meetings: None

10. To hear of planning decisions and other information:

- a) **3PL/2018/0272/F – Portwood Form, Tanyard Lane – Extension – Approved**
- b) **3PL/2018/0243/HOU – 26 Chequers Green – Front porch – Approved**
- c) **3PL/2018/0072/F - White House Farm – New 5 bed farmhouse within garden curtilage - Approved**
- d) **3PL/2018/0282/HOU - Hazel Cottage, Swamp Lane – Single storey rear extension - Approved**

11. To consider planning applications

- a) **3PL/2018/0424/HOU – 5 Mill Lane – Rear flat roof extension** - Following discussion, Councillors agreed they did not object to the application, subject to the boundary line with the neighbouring house being clearly defined.
- b) **3PL/2018/0386/O – Mellor Metals, Attleborough Rd – Development of up to 75 dwellings** – Cllr Mellor left the room. This was discussed at some length. Whilst Councillors remained mainly supportive of the application, there was some concern regarding the reduction / removal of affordable housing at the site. It was agreed that the decision regarding affordable housing is the responsibility of the District Council and the parish council would therefore continue to support the application, subject to the viability and number of affordable homes being agreed by Breckland.
- c) **3PL/2017/1547/O – Land South of Church St – Development of up to 30 dwellings** – Cllr Mellor re-joined the meeting but did not take part in the discussion regarding this application. The parish council agreed that they have not changed their views about the unsuitability of this application and would continue to object.
- d) **3PL/2018/0434/VAR- Rosedene, Attleborough Rd – Change to dormers, chimney & porch** – Councillors had no objections to this application.

12. To authorise the 2% increase to the clerk's salary, in line with NJC pay scales - The pay award was unanimously authorised.

13. To confirm meeting dates for the forthcoming year – It was agreed to continue with meetings on the third Wednesday of each month, with no meeting scheduled for August or December, although meetings would take place in the event of any planning applications being received or any other urgent business.

14. To adopt GDPR policies: Retention of documents, Destruction of Records, GDPR policy, GDPR risk assessment, Records Management Policy, website privacy notice – The policies, circulated prior to the meeting, were duly adopted.

15. To consider a grant request from St James' Church – The grant request specifically referred to work planned to the car park surfacing. Councillors asked the clerk to obtain further information about this, including what surface is being suggested and if there are any guarantees applied to the work.

16. To receive the report from the internal auditor – This was circulated prior to the meeting and the comments were noted.

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- 17. To declare that GEPC is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015 and confirm exemption for 2017 / 18** – Councillors approved the exemption statement.
- 18. To approve the Annual Governance Statement** – The Annual Governance Statement was duly considered and unanimously approved.
- 19. To consider and approve the Accounting Statements for 2017 / 18** – The Accounting Statements, circulated prior to the meeting, were unanimously approved.
- 20. To consider the following payments:**

Chq no	Amount	Payee	Notes
100556	£ 244.29	A Rayner	May salary
100557	£ 65.25	P James	Internal audit fee
100558	£1500.00	Recreation Centre	Grant

- 21. To consider items from Councillors:**
- a) Recreation Centre Charges – AP** – Councillor Partridge asked for clarification regarding the £100 “room hire” charges paid last month. The Chairman confirmed that this represented two £50 payments made to the Crown for the hire of their room and was nothing to do with the recreation centre.
- 22. To consider correspondence received: None to report**
- 23. To confirm the date of the next meeting as Wednesday 20 June 2018 to be held at the Recreation Centre commencing at 7.30pm.**