



	<p>complete.</p> <p>05/11 - Review of standing orders and financial regulations - Cllr B Herring reported that this action is in progress,</p> <p>05/11 - Contact Adepta for a written comment on the accounts - Cllr Mason reported that this item is complete. Positive comments on the Internal Audit were received. The External Audit is now in progress.</p> <p>05/12 - Contact local people about availability of historic photos for web site - Cllr Mason reported that one person has been contacted and there are no relevant photos available. One person still to be asked.</p> <p>05/12 - Information relating to the churchyards for the web site - Cllr Mason said that he had seen some good examples on other sites of areas left for wildlife. Cllr Grimes reported that Dale has explained that such areas would need to be dealt with manually else chemicals would need to be used. Cllr Woodman explained that he would look for a link with information about the Norfolk Wildlife Trust to be put on the PC's web site. Cllr Woodman will also advise Cllr Grimes if he has access to contact details for the Trust.</p> <p>05/12 - Begin to take photographs (pre roundabout) for later addition to the website - Cllr Grimes reported that this action is in progress.</p> <p>05/12 - Make changes to the web site - Cllr J Herring reported that this item is in progress.</p> <p>05/12/1 - Produce draft playground specification for discussion at this meeting - Cllr B Herring reported that this item is complete.</p> <p>05/13/2 - Contact SNC regarding spending rules for S106 and CIL monies - Cllr B Herring reported that this item is complete.</p> <p>05/13/3 - Contact suppliers with regards to examples of playground specifications - Cllr B Herring reported that this item is complete.</p> <p>05/13/4 - Contact other councils with regards to their playground installations (as and when appropriate) - this is an item for all and is ongoing.</p> <p>05/13/5 - Find out about availability of match funding - Cllr Mason reported that this action is complete. As a PC it is difficult if not impossible to gain any such funding; it may be possible as a charity.</p> <p>05/13/6 - Attend Norfolk Playing Field event - Cllr Mason reported that this action is complete. Cllr Mason had been very disappointed that there were not more suppliers available to speak with at the event, especially as it had been publicised as such an event.</p> <p>05/13/7 - Allocate agreed budget - Cllr Mason reported that this action is complete.</p> <p>05/13/8 - Form playground working party - this action is complete.</p> <p>05/16 - Make payment to Neighbourhood Watch - Cllr Mason is awaiting an invoice before making the payment.</p> <p>05/19a - Make agreed payments - Cllr Mason reported that this item is complete.</p> <p>05/21/1 - Respond to Abel Community Care - Cllr Grimes reported that this item is complete.</p> <p>05/21/2 - Report damage to the Green Lane sign - Cllr Grimes reported that this item is complete; the request to deal is "on a list".</p> <p>05/21/4 - Draft letter re ownership of mobility store - Cllr Mason reported that this item became obsolete as the owners contacted the PC via the website for some information.</p> <p>05/21/4 - Pass projector to Cllr Woodman for safe keeping - Cllr B Herring reported that this item is complete.</p> <p>05/21/5 - Check availability of village hall for future meetings - Cllr Mason reported that this item is complete and the hall booked as required.</p>	<p>BH</p> <p>AM</p> <p>AW</p> <p>PG</p> <p>JH</p> <p>All</p>
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07/06	<b>District / County councillor reports</b> The report issued by NCC Councillor M Stone was summarised by Cllr J Herring.	
07/07	<b>Public forum</b> The meeting was adjourned to allow for public comments.	
07/07/1	It was highlighted that a couple of youngsters had recently been seen on the top of the composting site container. Cllr Mason suggested that, if it was safe to do so, taking photographs of such events would help the PC to follow up. This led to discussion about the dangers posed to such individuals and what liability the PC would have if there was an accident. Cllr Mason will ask the Neighbourhood Watch Co-ordinator (who was a H&S advisor) for advice on what actions the PC needs to take and will report the matter to the police.	AM
07/07/2	An anti social behaviour (ASB) matter had been raised with Cllr Mason between meetings. The member of the public advised that, having then looked at the district council web site there is a lot of very good and useful information available via an ASB hub. This matter was in relation to young boys urinating in public places (outside Fabers and near to the electricity sub-station). It is really more a matter of advising the boys that it is the wrong thing to do rather than seeking police involvement. Cllr Grimes agreed to keep an eye out for repeat occurrences.  The meeting was then re-convened.	PG
07/08	<b>Working party reports</b>	
07/08/1	<u>Composting Scheme</u> - Cllr Mason reported that, so far, £100 had been raised and banked for soil improver and there are potential customers for more. This eases the burden on the bins. The scheme is about 2 tonnes down on last year at this time due to different weather conditions. What's there is dry and we are, as always, short of water. The scheme has hosted a recent visit from Norfolk Master Composters with 9 trainees who saw the site and had a demonstration of the equipment. Cllr Mason was assisted by a couple of volunteers at the visit.	
07/08/2	<u>Bus stop / roundabout</u> - there were no formal updates but there is now an expectation that the Hales roundabout will be completed before the one in Loddon due to some complications with the gas main at the Loddon site. It was noted that there had been another bad accident at the junction recently.	
07/08/3	<u>Road safety</u> – There has been no communication with regards to installation of the gates (now paid for). Cllr J Herring will chase this up.	JH
07/08/4	<u>Playing field and playground project</u> - the discussion centred around the draft specification which had been distributed and how to move things forward.  It was confirmed that the Council's financial regulations do not require the lowest price to be accepted, it is more about the ensuring the best value overall.	

	<p>It was also confirmed that CIL monies are there to benefit the people of the relevant area and can be spent on maintenance or infrastructure (i.e. revenue or capital projects). S106 monies are for community facilities, often "in lieu of older children and adults". There is no need to provide details of 3 quotations to SNC but we will need to provide a short report, explaining what we want to do and the relevant costs. SNC will then check that the S106 agreement legally covers the proposals and will approve or reject the scheme accordingly.</p> <p>The following items were agreed:-</p> <p>(a) David Bracey to be asked if he would assist us with the project by giving advice - likely to be for a fee. Cllr J Herring to pursue. This is to be in addition to the annual inspection.</p> <p>(b) The Playing Field Charity is to be formalised so that regular meetings take place, minutes are produced etc. The meetings will be directly after each PC meeting (as the membership is the same).</p> <p>(c) There is no need to add a concrete table tennis platform to the specification.</p> <p>(d) We will add a picnic bench to the specification.</p> <p>(e) The specification will be "tightened up" to allow comparison of responses and suppliers will be asked to itemise costs.</p> <p>(f) SNC will be asked to provide a copy of the S106 agreement for Hales.</p> <p>(g) When the time comes, all questions asked by any supplier will be formally responded to and the answers given to all interested suppliers.</p> <p>(h) The timetable for the procurement, the evaluation criteria, and the scoring mechanism will be added to the specification. The timetable will be discussed and agreed at the next meeting.</p> <p>(i) The PC will invite suppliers to tender on behalf of the Playing Field Charity.</p> <p>(j) Cllr Mason suggested, in the light of lack of interest in the villages and the pressing deadline for spending the S106 monies, that the budget for the project be reduced and restricted to spending just the S106 monies at this stage. Cllr B Herring countered that suggestion by recommending that the PC still develop a full specification which can be presented to villagers in due course and then selection of elements of the project in line with interest shown at that stage. After some discussion it was agreed that a full specification would be completed and that the PC would reserve the right to reduce the budget for the project at a later date if there is still a lack of interest from parishioners, once responses have been received. It was agreed that we will wait to see what is offered by suppliers and then go back to villagers to explain what we propose to do and invite their comments once again at that stage.</p>	<p>JH</p> <p>BH</p> <p>BH</p> <p>BH</p> <p>BH</p> <p>BH</p>
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	<p>(k) We will investigate whether the Norfolk Playing Fields Association could assist with the project, possibly by providing a list of suppliers. This is likely to require the PC to join the association. It was agreed that, if the annual fee was up to £100 and there was clarity about positive assistance being available then we would join.</p> <p>(l) We will pursue other avenues of information with regards suppliers (for example, Cllr B Herring has been given a contact at SNC who may be able to help.)</p> <p>(m) Cllr B Herring will also contact an officer at SNC who's details have been passed on who may be able to assist with information about funding streams.</p> <p><i>At this point there was information received about an incident occurring in Green Lane; Cllr Grimes left the meeting to escort the member of the public home.</i></p> <p><u>Community Events</u> - nothing to report.</p>	AM  BH  BH
07/09	<p><b>Accounts for payment</b> There is one item due for payment:- £174.00 to VisionICT which is the annual payment for the PC web site. Payment was proposed by Cllr Mason, seconded by Cllr Woodman and approved by all.</p>	AM
07/10	<p><b>Planning applications</b> There were no new planning applications to review. It was noted that two recent applications had been refused.</p>	
07/11	<p><b>Defibrillator for Hales</b> Cllr Mason reported that he has seen some defibrillators around locally, for example Loddon has two. He has looked into how they work and explained to other councillors. There is a cost of between £2,000 and £3,000 for the supply and installation as there is a requirement for an electrical supply. Some discussion ensued as to where one could be installed, given that the phone box is not being adopted by the PC and is expected to be removed by BT at some point. Cllr Woodman suggested that the Malasa Garden may be willing to have one installed on the outside of the building. Cllr Mason agreed to look into more detail, check on the willingness of the Malasa Garden management and report back at the next meeting.</p>	AM
07/12	<p><b>Data protection policy</b> Cllr Woodman had issued the draft policy between meetings. He had looked at the relevant responsibilities and had used a policy from another PC as the basis for the draft. AW had issued between meetings – looked at responsibilities, found another PC who had a policy and used to provide draft for us. It sets out the standard principles and maps across to what the PC actually does. Cllr Woodman asked for feedback after the meeting to enable him to make relevant changes. He will sort out font issues and add version control information. The policy can then be placed on the PC web site. Cllr J Herring will follow up on DP registration for the PC.</p>	All AW JH

07/13	<p><b>Parish partnership / highways budget</b>  Cllr J Herring has received an invitation to make a bid for the next round of funding (this is what was used for part funding the gates agreed last year). There is also a Norfolk Member Highway budget available for small works (each County Councillor has £6,000 made available).  <i>Cllr Grimes returned to the meeting at this stage.</i>  Some discussion took place about having a sign in the village which flashes the actual speed that a vehicle is doing, possibly at the bend in the road where the "dip" field is coming in from the Haddiscoe direction. This had been the site considered for the current sign but it was not possible to install there due to non availability of electrical supply. The Parish Partnership part funded the existing sign. It may be possible that they would consider an upgrade. Cllr J Herring to ask.</p>	JH
07/14	<p><b>Churchyard maintenance and Norfolk Wildlife Trust</b>  There was nothing further to add to earlier discussion.</p>	
07/15	<p><b>Police report</b>  Cllr Woodman summarised the crime statistics which, he pointed out, are always 3 months out of date. This prompted some discussion about the grouping of categories of crimes having changed. Cllr Woodman will add a reminder of the categories for the next meeting.</p>	AW
07/16	<p><b>Correspondence</b>  Cllr J Herring produced a list of correspondence received between meetings with some highlighted items to be discussed. He invited Councillors present to raise questions or comments on any of the non-highlighted items.</p> <p>David Bracey - already covered within Playground project item.  Parish Partnership scheme - already covered at item 07/13.  Webstats information had been received and were summarised.  Highways rangers are due to visit the area soon - following discussion there was nothing to be raised to them. Cllr Mason did suggest a clear out of the bus shelter but that was not included on the list they had provided as a relevant defect. Cllr J Herring to respond accordingly.  Cllr Woodman noted that the recently received Broads document was comprehensive.</p>	JH
07/17	<p><b>Any other business</b>  There was none.</p>	
07/18	<p><b>Next meeting</b>  The next meeting was confirmed as Wednesday 4th October, 2017 at 7.30 pm in the Village Hall.</p> <p>There being no other business to discuss the meeting was closed at 21:18</p>	

Signed : .....

(Chair / Vice Chair)

Date : 4th October 2017

