

- f) **Norman Lamb MP** – Copy of letter from him to Rt Hon Hilary Benn MP with regards to the Coastal Flooding issue.
- g) **Norfolk Police Authority** – NPA Budget meeting 29th January at Wymondham. No one was available to attend.
- h) **Norfolk Police Authority** – Information on Independent Custody Visiting Scheme whereby people visit detainees to ensure their basic rights are upheld. Clerk to include details in next news sheet and notice boards.
- i) **North Norfolk Community Partnership** – Stakeholders Annual conference 26th February at Sheringham. No one is available to attend.
- j) **Norfolk Association of Local Councils** – Copy of Business Plan booklet for 2008-2011, plus information on an Executive Vacancy. No one wished to apply.
- k) **NENPCG** – Notes from meetings 13 Nov, 28 Nov & 10 Dec. Clerk to file.
- l) **NNDC** – LDF North Norfolk Design Guide. Clerk to file for future reference.
- m) **Environment Agency** - Coastlines News Letter Winter 2008.
- n) **NNDC – Norfolk Rural Demonstration Project** - Green Derestriction signs to be erected on minor rural lanes. Implementation of signs scheduled for Feb/Mar 2009. Clerk to enquire if we have any input into where these signs go.
- o) **NNDC** – Annual Parish & Town Council Conference notes from 13 November.
- p) **NNDC** – Coastal planning Workshop Minutes from 18 Nov. Clerk to file.
- q) **Norfolk County Council** – Review of East of England Plan to 2031 update.
- r) **NRCC** – Signpost News Letter. Information of cutting carbon footprints and various courses for councillors at Dereham. All agreed for Chairman & Clerk to attend training session on Writing Successful Funding Applications. Clerk to arrange.
- s) **Broadland Environmental Services (BESL) Ltd** - Public Exhibition to be held at Acle on 7th April. Further information will be forwarded nearer the time.
- t) **Charles Birch** – Allotments (see item 10)
- u) **R Donaldson** - Copy of letter written to Highways regarding pot holes in Hickling.
- v) **NNDC** – Confirmation of completed Section 106 Agreement. Clerk to keep on file.
- w) **NRCC** – The Economic & Social Effects of the Credit Crunch on Rural Norfolk meeting to be held at Yaxham 29 Jan. No one is able to attend.
- x) **NENPCG** - Update from Mr R Starling. Clerk to file.

6. TREASURER'S REPORT

a)	Expenses	Income
W Diss	£ 50.00	
S Sainsbury (Imprest)	£ 23.13	
S Sainsbury	£ 687.50	
D Pugh (Travelling Exp)	£ 33.70	
Norfolk Assoc Village Halls	£ 10.00	
Aspli Safety Ltd (Lifebuoys x 2 pd by S Sainsbury)	£ 61.66	
Century Printing (Copy Plans x 6 pd by S Sainsbury)	£ 21.87	
Viking Direct (Envelopes + Labels pd by S Sainsbury)	£ 22.98	
Cartridge People (Ink pd by S Sainsbury)	£ 30.97	
Anglian Water (Chg Rms Paid)	£ 96.94	
Anglian Water (Rec Grd Paid)	£ 18.41	
Anglian Water (Com Hall Paid)	£ 79.24	
Amazon (Comb Binder Machine pd by S Sainsbury)	£ 21.86	
NNDC Section 106 Agreement	£ 195.50	
Total	£ 1353.56	£ 337.50

- b) Budget to Date – Clerk apologised as she could not get this done in time but will be distributed before next meeting.

- c) Budget 2009 – 2010 has been completed and distributed but the question was asked whether it should reflect any costs involved in the new building project. Due to the full agenda this was deferred until next month.
- d) Bank Accounts –
 - 1. Clerk confirmed that the new Nat West account was all completed.
 - 2. Barclays new investment account has been set up and interest back dated to 2nd December when the request was first made. The Clerk requested that a form be signed so she could administer the account for transferring monies between the two Barclay accounts, Cllr M Elliot proposed and Cllr M Butcher seconded and all agreed for this to go ahead, the form was duly signed for the Clerk to action.
- e) Audit Commission have not yet signed off the Annual Return as there was still a query regarding the VAT figure as to where it should be shown on the return form. The Clerk referred them to our auditor R Clarke for clarification. All agreed for the corrected figures to be initialled by the Chairman and Clerk.

7. **Section 106 Agreement** – This has been returned duly signed and sealed by the North Norfolk District Council with a request for payment of £170 + VAT £25.50 (see item 6a 14)

8. PLANNING

a) **NNDC - Decisions – none**

b) **NNDC – New Applications –**

- 1. Tesco, Stalham – Extension to existing store, Replacement Filling Station, Construction of Roundabout and Revised Access & Parking Arrangements – due to deadline date 7 councillors were consulted by telephone/email, with 6 ‘no objections’ and 1 objection, the result of ‘no objections’ was submitted.
- 2. Sunset, Stubb Road – Erection of Single-Storey Front Extensions – all agreed to ‘supports the application’. Clerk to respond.

9. PARISH COUNCIL PROPERTY REPORTS

a) **Staithe**

- 1. Grass Verge & Posts situation at the staithe were discussed as person(s) have been driving over the grass areas and leaving deep furrows and ruts, so the Clerk contacted the Highways department about putting posts in to stop vehicles going over the grass as at today’s date no reply has been received. The PCSO has also been informed as we feel this is a deliberate act but unless we see the vehicle concerned nothing much can be done.
- 2. Road Planing, to put on the staithe slipway paths, quotes were £415 + vat, £310 + vat and £305 + vat for 20 ton loads. It was proposed by Vice chairman H Purnell and seconded by Cllr R Cook and all agreed to accept TG Askew’s quote of £305 + vat, as this would be smaller than 1” inch in size. Clerk to liaise with H Nudd for delivery instructions who also very kindly agreed to organise the laying of the material.

b) **Community Hall**

- 1. Hirers and caretaker have been updated on the current situation of the community hall in that the parish council can only guarantee the use of the hall until the end of July, this may well be extended but it was agreed that a time scale must be implemented for hirers etc to investigate alternative arrangements.
- 2. Curtains repairs are in hand but new hooks need to be purchased. Clerk to arrange.

c) **Recreation Ground**

- 1. Electric Box on the outside of the changing rooms has been made safe, but still requires a new cover. The Clerk has obtained one quote for a replacement box but Clerk to contact A Mayhew who was going to obtain two further quotes

d) Chapel Pit – none

10. ALLOTMENTS 31a & 35-39

Allotment 31a may be returned to Brown & Co as the possibility of selling to the adjoining householders is being investigated, if this happens Brown & Co will adjust our annual rent accordingly.

Allotment 35-39 hirer requested whether they could paddock their horses on the allotment area due to the very wet weather. Although Brown & Co left it to the PC discretion it was felt that it could become a problem in the future. Vice Chairman proposed and seconded by Cllr D Pugh and all agreed to refuse this request. Clerk to respond.

11. FOOTPATHS

Parishioner E Rothney has verbally offered to survey our footpaths and report back to the parish council and the district council of any changes required. Also to investigate the possibility of maps being drawn up of the footpaths for our records. This is in response to an item in the Parish Plan. Clerk to follow up as necessary.

12. GRASS CUTTING

There are various pieces of grass around the village that is cut either by the district or county council. The county council do 5 cuts per year and the district council who do 10 cuts per year wish to make savings on grass cutting, so have proposed that villages have 3 options, 1 - take over the grass cutting, 2 - only have 5 cuts per year or 3 - pay £86.42 for the 10 cuts. It was proposed by Cllr M Butcher and seconded by Cllr R Cook and all agreed to pay the £86.42 for this coming season but to monitor costs on a yearly basis. Clerk to notify NNDC accordingly.

13. NEW BUILD UPDATE

The visits to Fleggburgh and Worstead have now taken place with encouraging results and details have been added to the Business Plan which is nearing completion. Three companies have been approached for approximate costs but as there are no detailed drawings incorporating building regulations they are guide prices only. We will be investigating costs for the drawing up of the detailed plans and contacting/meeting with various people for funding applications advice and help.

14. HEALTH & SAFETY

Cllr R Cook has completed the Health & Safety Report for the mower/grass cutting which he will explain in the Confidential session (see Confidential)

15. HIGHWAYS/SPEEDING

This issue was discussed with our PCSO Jeanette Hawes in Public Participation at the beginning of this meeting.

16. YOUNG PEOPLES OVER 10 YEARS MEETING

Although only 6 young people turned up they gave us some very helpful feedback, which will be investigated. It was agreed that another meeting should take place later in the year

17. FREEDOM OF INFORMATION ACT

The original Freedom of Information Act expired 31st December 2008 and another updated version has been introduced which has to be available to the public i.e. website or notice boards. As it now includes a lot more information the Clerk did not have time to complete the exercise before the 1st January, so with advice from the Information Commissioners Office who agreed it can be adopted in principle but must be completed before March. Vice Chairman H Purnell proposed and Cllr M Elliott seconded and all agreed to adopt the new Freedom of Information Scheme as it stands. Clerk to distribute draft copy before February's

parish council meeting.

CONFIDENTIAL SESSION

The Chairman asked for a proposal that a resolution be introduced, under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public and the press in order to consider items in a confidential session. Cllr D Pugh proposed, and Vice Chairman H Purnell seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

The Health & Safety report for grass cutting and mower volunteers was explained by Cllr R Cook. A date in March to be arranged when it will be explained to the volunteers. Clerk to liaise with Cllr R Cook on date.

Cllr D Pugh explained the Business Plan draft and it was agreed that he will give a power point presentation to parish councillors on Thursday 26th February before presenting it to the villagers at a later date.

DATE OF NEXT MEETING - Monday, 2nd February 2009 7.15 pm in the Community Hall.

There was no further business and the meeting was closed at 10.20pm

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Signature

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Dated