



# Pudding Norton Parish Council

## Meeting Minutes

**Date:** Wednesday 13<sup>th</sup> November 2019

**Time:** 7pm – 9pm

**Place:** The Gallow, Fakenham Racecourse

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Parish Councillors present: Patricia Ainger (Chairman), Pamela Brett (Vice Chairman), Michael Ainger. Also in attendance: Jodie Bond (Parish Clerk), Tom FitzPatrick (County Councillor) until item 9.3, Nigel Housden (District Councillor) until item 9.3, there were no members of the public.

### 1. **Apologies for absence**

Chairman opened the meeting at 7pm and welcomed those present. There were no apologies.

### 2. **Members' declarations of interest in items on the agenda**

All Councillors declared an interest in Parklands as they are all residents of the Parklands Estate.

### 3. **Open forum for Public Participation: an opportunity to hear from the public**

There were none.

### 4. **Approval of the minutes of the meeting held on 24<sup>th</sup> July 2019**

The minutes of the meeting were approved and were signed by the Chairman as a correct record.

### 5. **To note any matters arising from the minutes of last meeting for information only.**

Clerk reported that correspondence had been sent to Raynham Estates and Sennowe Park to establish ownership of the fields where the footpath runs from Colkirk Road to Dereham Road (close to Bullock Hills).

Cllr Ainger advised that one of the fields had been cut, however the footpath was not completely cleared. Clerk to follow up with the land owners.

Clerk to also check with Highways regarding the footpath/farm track from Colkirk Road to Dereham Road (op. Rybrugh turning) and whether it is a public right of way. Cllr FitzPatrick suggested checking to see whether it is a green way or unclassified highways. If it is not a public right of way it may be possible to register it as a public highway if we obtain statements from users and collect legal orders (Clerk to research further via [legalordersandregisters@norfolk.gov.uk](mailto:legalordersandregisters@norfolk.gov.uk))

### 6. **Receive reports from:**

#### 6.1 Local Police officer was not present.

Clerk circulated Police Newsletters; further copies are uploaded onto the pc website [www.puddingnorton.org.uk](http://www.puddingnorton.org.uk)

Clerk also circulated an invitation to Parish Councillors to attend a meeting with the local Police Inspector Thursday 21<sup>st</sup> November.

#### 6.2 NCC

Cllr FitzPatrick reported that NCC have an over spend of £4.5m over their £1 billion budget, which they are confident will be reduced by Christmas. Mobile network coverage is up to 94% across Norfolk. Gritters have already been out this year. He advised that grit bins must be provided by Parish Councils but County Council will fill them with grit (Clerk to check this). He provided a written report for Councillors (see appendix 1)

6.3 NNDC  
 Cllr Housden enquired about updates on the Parklands Estate.  
 Chairman advised that some white lines had been painted on the roads, and some road signage had been installed. However, the road lines were not quite right and need further work. Cllr Housden will go back to NNDC with these requests and will follow up on the request for a street light up on the top car park.

Cllr Housden enquired about the amount of car parking spaces and whether it is felt there are enough for all residents? Councillors response was that it is hard to tell as not everyone uses the car parks.

Cllr Housden will check into who's responsibility it is to provide grit bins and grit on the Parklands estate as it NNDC owned facility.

It was noted that no work had been carried out to the laundry block apart from the door sensor.

## 7. Open Spaces

7.1 Street Lighting  
 Clerk presented quotations for LED lighting from TT Jones (£5300) and K&M Lighting (£3582). It was discussed and agreed that further information was required to enable a decision to be made. Clerk will attempt to negotiate a more favourable quote from our existing contractor to match K&Ms price. Clerk to also check the conditions of the maintenance contract. Was agreed to make a decision at our next meeting.

7.2 Parklands update  
 Clerk read out report received from Sophie at NNDC:-  
 - The lights in the laundry block have now been changed onto a sensor.  
 - A new exterior light has been installed on the laundry block  
 - New wooden posts have been installed along the grass / roadway near to the gas compound.  
 - The communal parking areas have been lined and additional markings put on the roadways.  
 - Some redundant road signs have been removed and other signs have been up lighted.

7.3 Green Lane update  
 Nothing new to report at this time. Clerk to follow up with Victory Housing on the plans for the garages site on Green Lane and report back at next meeting.

7.4 Garages update  
 Clerk has sent a letter to the owner asking for the site to be tidied up and to inform the Parish Council of future plans for the site. Cllr Housden agreed to do a land registry search to confirm ownership of the whole plot and also agreed to make contact with the owner, on the Parish Council behalf, in an effort to have the area tidied up.

7.5 Grass cutting  
 Clerk had received a quote to cut back the brambles and overgrowth that encroaches on the chevron sign on the junction of Colkirk Road and A1065 for a cost of £35 plus VAT per occasion. It was AGREED to go ahead with the quote. It will be cut once per year and monitored for additional cuts throughout the year.

8. **Planning Matters**  
 Boreas off shore wind farm - No objections

## 9. Financial Matters

9.1 Clerk advised the Financial Statement for the period Oct 2019 to Nov 2019 which was AGREED.

9.2 The Council RESOLVED to approve the payments list (below)

Payment to	Description	Amount
J Bond	Salary	£368.20
Hemton PC	Clerk Mobile & stationery	£37.67
PKF Littlejohn	Audit Fees	£240
J Bond	Expenses	£5.20
Receipts from	Description	Amount
	<b>Total</b>	<b>£0</b>

- 9.3 Receipt of the external auditor's report for year ended 31 March 2019  
The external auditor's report was received in late September. Some action was required:-  
- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.  
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.  
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.  
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.  
The report and notice of conclusion of audit are available on the website.
- 9.4 It was agreed to appoint Di Dann from NPTS as the internal auditor for year ending 31.03.19.
- 9.5 The budget was agreed and the precept for 2020/21 was set at £5000. The precept form was duly signed by the Chairman and Clerk.

**10. Correspondence**

The correspondence was available for councillors to read.

**11. Adopt Standing Orders**

The Council RESOLVED to approve and adopt the Standing Orders, Code of Conduct and Financial Regulations.

**12. Items for inclusion at next meeting**

Adopt other policies and General Power of Competence.

**13. Date of next meetings**

13<sup>th</sup> February 2020, 7<sup>th</sup> May 2020.

The Chairman closed the meeting at 8.40pm

Signed by Chairman: ..... Date: .....

## Report by County Councillor Tom FitzPatrick

Pudding Norton PC - 13th November 2019

1. The County Council has been given excellent ratings from Ofsted for both the Norfolk Fostering and the Adoption services. The length of time children in Norfolk have to wait before being adopted is much shorter than the national average, which is very good for children most in need.
2. The annual Review of Residential Children's Homes has shown that all of our homes fully comply with the requirements of the Care Standards Act. Not all local authorities provide residential care homes and it is good to have it confirmed that ours are providing such a good service for our most vulnerable children.
3. The financial position of the County Council continues to be rigorously monitored to ensure that spending is properly controlled and that services are provided in the very best way possible and to good standards.
4. Together with officers I have held meetings with our mobile telephone providers and we are working together to tackle those areas which still have poor, or no, mobile coverage. The work done by Norfolk County Council in mapping the mobile coverage right across the county has proven to be of great benefit in allowing us to work with the companies in this sector.
5. The consultation on the council tax budget for next year opened on the 23 October and will close on 10 December. The budget consultation details can be found online at [www.norfolk.citizenspace.com/consultation/budgetconsultation2020-2021/](http://www.norfolk.citizenspace.com/consultation/budgetconsultation2020-2021/) The results of the consultation will be fed back to councillors as part of the evidence to be used in reaching a decision about the proposals.
- 6 The Norfolk Fire and Rescue Service has produced an Integrated Risk Management Plan setting out the goals of improving public safety, saving lives and reducing the number of emergency incidents. There is an opportunity for the public to give their views on whether or not they feel that things are heading in the right direction. Details and a feedback form can be found at <https://norfolk.citizenspace.com/consultation/norfolkirmp2020-23/consultation/subpage.2019-09-23.8261464473/>
7. Now that we have had an early cold snap the County's gritters have already made their first run of the season on the 28 October. We have 16,000 tonnes of salt in stock with arrangements in place to replenish as needed during the winter. Use of a special formulated salt will further help prevent ice forming on the road surfaces after gritting.

Tom FitzPatrick  
County Councillor  
13<sup>th</sup> November 2019