

# Knapton Parish Council

Minutes of the meeting held on Tuesday 3rd February, 2009 in the Village Hall at 7.30 pm.

**Present:** Alan Young (in the chair), Clyte Venvell, Sally Dodd, Norman Dodd, Peter Kaye and 3 members of the public.

Graham Jones – District Councillor.

## 1. Apologies:

Karen Herbert-Okey, Wyndham Northam and Peter Holtam (Clerk).

## 2. Register of Interests:

Clyte Venvell (Griffon Area Partnership), Norman and Sally Dodd (MADRA), Peter Kaye (Planning Liaison and Pigneys Wood).

## 3. Minutes of the Last Meeting:

It was proposed by Sally Dodd and seconded by Clyte Venvell that the minutes of the last meeting be adopted. This was carried.

## 4. Matters Arising:

### Grant Funding:

Peter Kaye informed the meeting that he was hopeful of obtaining the name of an individual who had direct experience in the preparation of lottery fund applications with particular reference to community buildings and hoped to be in a position to report further at the next meeting. **Action:** Peter Kaye.

### Freedom of Information (FOI):

As members of the public would be asked to reimburse the council for copies of documents obtained under the provisions of the act to cover their costs, it was proposed by Clyte Venvell and seconded by Sally Dodd that NNDC be approached to advise the council on the scale of charges to be levied based on their own criteria. **Action:** Clerk and Peter Kaye.

## 5. Financial Report:

### Cash Position:

Peter Kaye, acting in the absence of the clerk, reported to the meeting that the balances in the councils deposit and current accounts with Lloyds TSB as on 3<sup>rd</sup> February, 2009 were £3329.46 and £2529.43 respectively before payments as proposed, below.

## **Payments:**

Payment as a donation in the sum of £100 to Knapton Parish Church previously approved by council but subject to further discussion.

Approval of payment in the sum of £532.81 to NNDC for grounds maintenance (grass-cutting) was proposed by Clyte Venvell and seconded by Sally Dodd and carried.

Approval of payment in the sum of £223.64 to the Clerk to cover remuneration for the months of December 2008 and January 2009 was proposed by Sally Dodd and seconded by Clyte Venvell and carried.

A statement showing the councils cash position as on February 3<sup>rd</sup> is appended to these minutes.

## **Council Budget for 2009/2010:**

The council budget for 2009/2010, prepared and presented by Peter Kaye, was approved by council with the following amendments:-

"That a provision of £80 be made for the maintenance of the council website and, as a matter of council policy 10% of the precept, or £425, is made available for donations in support of causes in the interests of parishioners."

It was proposed by Clyte Venvell and seconded by Norman Dodd that the amendment be approved. Carried.

It was noted that the budget would be in deficit as a result of a charge by NNDC to cover 'electoral expenses' should it be necessary to hold an election to fill the vacancy created by the recent resignation of a council member. An election will only be required if two or more members of the public apply for the vacancy. Enquiries are being made to ascertain whether it will be within the law to fill the vacancy by co-option should this be possible even if there is more than one applicant. If so the cost would be minimal and the budget would benefit accordingly. For the present however it is considered prudent to include the charge as a valid cost.

It was also noted that the total cash reserve as on February 3<sup>rd</sup>, 2009 was £5002.44. It is likely that part, if not all of this, will be required to fund a replacement bus shelter in due course.

A copy of the budget document is appended to these minutes.

## **6. Planning:**

There are no planning matters to address at the present time.

## **7. Correspondence:**

A letter addressed to Clyte from the clerk of Mundesley Council, Julie Chance, was tabled. The letter suggests the possibility of re-introducing the

Mundesley village Christmas Pageant with the help of Jo Berry and seeks to establish a working group and is asking for volunteers.

It was agreed that the letter should be passed to the editor of Knapton News for publication and that anyone interested could make contact using the details provided.

## **8. Village Matters:**

### **Churchyard:**

The problems associated with churchyard maintenance and, in particular, cost, were discussed at some length and it was made clear that due to budgetary restraints imposed by adverse economic conditions and increased expenditure, it would not be possible to augment the donation to the extent envisaged by the church authority to any substantial degree. Given the present economic uncertainty it is unlikely this position will change for some time.

The council, who voiced concern about the situation, feel that more emphasis should be placed on fundraising activities in an effort to alleviate budgetary pressures and would like to stress that they will provide as much support to such activities as may be necessary and within their ability to do so. All ideas are very welcome.

Council was informed that there was to be a meeting of the Parochial Church Council on the 24<sup>th</sup> of February, 2009, to which parish councillors were invited. Several councillors signalled their intention to attend this meeting where the subject of fundraising will be discussed.

### **Village Sign:**

It was agreed that the village sign was in need of refurbishment and that Mr Cooper, who is a sign-writer, should be invited to provide an estimate for the work involved. Mr Cooper may be contacted on (01692) 402 567. He has carried out this work on a previous occasion. **Action:** Peter Kaye, Clerk.

### **Living Working Villages:**

Council was informed that the 'Taylor Report' on the way forward for the development of small communities provided an interesting counterpoint to those proposed by the Local Development Framework. Those councillors interested in studying the document should make contact, as indicated below, for details. It was noted that the document was in short supply and in limited distribution. **Contact:** Cllr Graham Jones, Clerk.

### **Trees:**

The Chairman reiterated his interest in planting a large number of trees in and around the village. He is aware, however, that at present, the cost of so doing may prove prohibitive. He requested Graham Jones to explore the

possibility of obtaining a grant from NNDC for this purpose and Graham agreed to do this. **Action:** Cllr Graham Jones.

#### **Youth Club:**

It was agreed to cover the cost of insuring the clubs activities for the next three months at an estimated cost of £50. It was suggested the Youth Club also approach GAP and the Benjamin Foundation for further funding. **Action:** Clerk.

#### **New Councillor:**

M/s Lorraine Shakespeare and Mr Mike Hammond put themselves forward as prospective councillors to fill the vacancy created by the resignation of Mrs Bea Gatfield. They are the only candidates.

As soon as clarification has been received from the authorities as to whether an election is necessary or whether co-option is in order, election or, if permitted, selection will proceed. **Action:** Cllr Graham Jones & Clerk.

#### **Highways and Roads (Quiet Lanes):**

Members of the public pointed out that damage had been done to the Quiet Lane signs in The Street. Also, youngsters have been seen loitering around the entrance to the Village Hall. The damage will be reported to the KIN's (Key Individual Network's) team in the absence of Karen Herbert-Okey. **Action:** Sally Dodd.

It was also reported that as a result of the road works taking place on the Mundesley/Paston sector of the B1159 unprecedented volumes of heavy traffic were now passing through the village and Hall Lane causing inconvenience and no little danger to inhabitants and regular users. The sign diverting traffic at the junction of The Street, Hall Lane and North Walsham road to North Walsham was being completely ignored. The chairman indicated he would bring this to the attention of the highways department as soon as possible. **Action:** Chair.

#### **War Memorial:**

There was discussion on the subject of the War Memorial. In an earlier meeting the Clerk stated he was in consultation with the Vicar and also the Royal British Legion about this and would report back later. This report is awaited by council. **Action:** Clerk.

#### **Knapton News:**

Council were informed that the current issue of Knapton News would be published a little later than usual as a result of the indisposition of the editor, Tricia Doidge. Councillors took the opportunity to wish Tricia a speedy recovery and look forward to seeing her out and about in the near future.

## **9. Reports:**

### **Pigneys Wood:**

#### **Destruction of Bird Hide by Fire:**

Peter reported that a fire in the wood had completely destroyed the bird hide. It is not clear whether it was started deliberately or by accident. What is known is that a sleeping bag, badly charred, was found at the scene which would seem to indicate that some person had been using the hide as shelter and the fire may have been started accidentally as a result of cooking or using a fire as a means of keeping warm. The other scenario is that it was started deliberately with intent to destroy. Scene of crime investigators visited the site but apart from the charred remains of the sleeping bag all evidence was destroyed. It is possible that DNA can be recovered from the sleeping bag but if there is no matching record available on police files the likelihood of apprehending the culprit/s is very remote.

We are perhaps fortunate that the fire occurred in damp mid-winter where damage was limited to the scorching of trees in the immediate vicinity to a height of 20/30 feet. Had it occurred in the summer a large portion of the wood could have been destroyed as fire fighting appliances were unable to approach the scene nor were their hoses sufficiently long enough to reach it. The closest they were able to approach was the Hall Lane car park, itself some 500/600 metres from the site of the fire.

The hide was insured and a replacement will cost £6000.

### **Green Burials:**

The Trustees and Directors of Pigneys Wood were currently exploring the possibility of using a two acre site within the wood for the purposes of green burials. There is considerable public interest in this form of internment and council will be kept informed of developments. In the meantime should anyone require further information about this please contact Peter Kaye.

### **Griffon Area Partnership (GAP):**

Peter attended the public meeting in North Walsham in Clyte's stead and at her request. It dealt principally with the promotion of the Hippo Trail where some 42 hippos of various sizes have been sponsored, will be painted by local artists and schoolchildren and displayed at various points in North Walsham until sold at auction to raise funds for local causes. The promotion emulates the Elephant Trail, very successfully promoted in Norwich, which realised large sums of money when the elephants were subsequently sold at auction. We wish the venture all success.

**Coffee Morning – Methodist Rooms, Knapton:**

Norman informed the meeting that a coffee morning is held every second Friday of the month from 10 am to 12 noon at the Methodist Rooms and that all are welcome. It is a good chance to get together, have a chat and make new friends.

**Allotments:**

There has been a problem with bonfires being lit when the wind is blowing the smoke in the direction of adjacent houses. It was agreed that a letter should be addressed to Peter Grey (Allotments Secretary) asking him to advise plot holders accordingly. **Action:** Clerk

**MADRA:**

Nothing to report on this occasion.

There being no further business the meeting adjourned at 9.45 pm.

Signed:.....Alan Young (Chairman: Knapton Parish Council)

**Knapton Parish Council**

**Cash Position as on 3.02.2009**

**Accounts with Lloyds TSB**

£'s

**Current A/c bal 3.02.2009**

**2529.43**

*Details provided by Lloyds TSB on 3.02.2009*

Cheques for presentation:

No 295

100.00

*Payment to Knapton Parish Church*

No 300

532.81

*Payment to NNDC for grounds maintenance (grass cutting)*

No 301

223.64

*Clerks remuneration for the months of December 08 and January 09*

**Current A/c bal after payments:**

**1672.98**

**Deposit A/c bal 3.02.2009**

**3329.46**

*Details provided by Lloyds TSB on 3.02.2009*

**Total cash balances 3.02.2009**

**5002.44**

**Knapton Parish Council**

**Budget for 2009/10**

<b><u>Income</u></b>	<b>£s</b>	<b><u>Comments</u></b>
Annual Precept	4250.00	Paid in two instalments, April and September. There has been no increase in the precept for the period under review.
EDF (Pole rental)	48.00	
Allotments (Plot rentals)	124.00	
Interest (Bank Accounts)	174.00	Figure reflects interest earned on council accounts for the past year. Average amount in accounts £5/6000
<b><u>Total Income</u></b>	<b><u>4596.00</u></b>	
<b><u>Expenditure</u></b>		Estimates based on routine expenditure for 2007/8/9
Clerks remuneration	1500.00	Includes office consumables.
Insurance	500.00	
Grass cutting	782.00	These costs are under review. Includes NNDC £482 (verges) and A Claydon £300 (millenium field)
Dog bins	200.00	
Audit Fee	100.00	Payable to Mazars for carrying out annual audit of council accounts.
Playsafety Ltd	70.00	Fee to authority responsible for safety audit of childrens playground located at MADRA.
NNDC Election fees	800.00	Election cost should more than one candidate present. Co-option of single candidate is virtually cost free.
Knapton News	200.00	Should be offset by level of sponsorship from operators of Bacton Terminal
NCAPTC	98.00	Subscription to Norfolk Association of Local Councils.
NRCC	15.00	Subscription to Norfolk Rural Community Council.
Council Website	80.00	Cost of maintaining council website.
Miscellaneous Expenses	200.00	To cover costs incurred by members on official council business.
<b><u>Total (Direct Expenditure)</u></b>	<b><u>4545.00</u></b>	
<b><u>Donations</u></b>		Councillors may wish to add, alter, or delete from the current list of recipients.
Knapton Methodist Church	100.00	Maintenance of annual donation.
Knapton Parish Church	100.00	Donation subject to review in light of churchyard maintenance costs.
CAB	100.00	Donation considered necessary in light of current economic conditions.
Other (non specified)	125.00	This amount is available for donation at the discretion of councillors.
<b><u>Total (Donations)</u></b>	<b><u>425.00</u></b>	Figure represents 10% of council precept, the agreed level of donations for the year.
<b><u>Total Expenditure</u></b>	<b><u>4970.00</u></b>	There are no capital expenditure commitments presently contemplated.
<b><u>Surplus/(Deficit)</u></b>	<b><u>-374.00</u></b>	If no election is held and full sponsorship for the 'News' is forthcoming the budget will show a surplus.
<b><u>Note:</u></b>		VAT, being fully recoverable, has not been taken into account in this budget estimate.