Ashwellthorpe and Fundenhall Parish Council

**Minutes of the Meeting held on Tuesday 20th March 2018, 7.30pm at Ashwellthorpe Village Hall**

*Chair: Cllr J Ives*

*Councillors: Cllr J Franey, Cllr N De Spon, Cllr Eastwood, Cllr Duffin, Cllr Bishop, Cllr Burridge Parish Clerk: Mrs T Higlett*

1)Apologies

Apologies from C Eastwood (family commitments)

2)Declaration of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary Interest

Cllr B Duffin, Saffron Housing, SNC Grant for WW1commemoration and Planning.

3)To approve the minutes of the meeting held on the 20th February 2018 These were agreed as a true record of proceedings with no amendments.

4)Public Open Forum

1. Housing Needs Survey. Representative from Saffron Housing spoke about the results from the survey which was sent out in January, to residents in Ashwellthorpe, Fundenhall and Wreningham. 600 surveys were sent out and 98 were returned. This was considered a good return and a positive response to housing needs. From the questionnaire the findings show that there is the need for a smaller affordable development consisting of 12 properties, 6 of which would be Shared Ownership. These would be built in one area rather than split between the three villages. The survey results will also be shared with South Norfolk Council. Next stage would be to identify exception sites (*small sites used for affordable housing*) which would be suitable and to contact landowners. Once land has been put forward this will then be shared with the Parish. The Crescent in Ashwellthorpe has in the past been considered for development but access was an issue. Could this possibly be revisited in the future. Results of survey to be included in next edition of Mardle.

*Noted that Cllr Duffin abstain from the discussion.*

1. Public In Attendance – but no comments.
2. District Councillor – Cllr B Duffin in formed members that the bad weather had affected the bin collection but was pleased to report that they were now up to date with household waste and recycling. Garden waste was still to be addressed.
3. County Cllr – Cllr B Spratt spoke about the concerns members had shown regarding the recent closure of The Street in Ashwellthorpe. All three utility services had worked together and the work was completed in a day. A resident has requested a salt bin to be installed on Kynvett Green. This can be addressed later in the year. Countywide repairs are being carried out to potholes. The NDR is near to completion. County are being asked as to why the Long Stratton Bypass is to be a single track. Cllr Spratt asked for people’s views on the proposed roundabout at the Hempnall crossroads. Norfolk Children’s Services currently have 1188 children in care compared with 700 – 800 in other councils in the country.

5)Reports from Councillors and Clerk

1. PROW matters (Cllr Franey). Grounds maintenance company have been contacted to reinstate Fingerpost sign which was reported broken last month. New dog bin should be installed on the Bridleway in the near future.
2. SAM2 and Community Speed watch (Cllr Bishop). SAM2 has been placed by the Bridlepath for

6 weeks. Toad patrol was currently underway. Community speedwatch training had now been completed. First session will be at the junction of Greenwood Close and the Street. Community Speedwatch area signs have been erected.

(iii) Village Hall (Cllr De Spon) New blinds will be fitted during April film nights to take place in March and April.

1. Highways and Maintenance Matters

Members had discussed within report from County Councillor.

1. Update on Village Bus Service

Cllr Franey had spoken to local bus service provider and was advised that it is well supported and would remain.

1. Update on commemoration of End of the First World War – November 2018.

*Noted that Cllr Duffin abstained from the discussion.*

Council had been successful in receiving a grant of £250 towards the event from South Norfolk Council. Chair advised members that the Kings Head had agreed to the event being held on their site.

They are also looking into a Beacon which could be used for the event rather than purchasing one. Catering has also been arranged and this will consist of a barbecue with refreshments purchased from the Kings Head. South Norfolk Council organised a Safety Advisory Group workshop for local organisers to discuss their event with representatives from Norfolk Fire Service, Norfolk Constabulary and Highways.

It was put to the council to consider a permanent commemoration.

1. Planning

(i) 2018/0469 Knyvett Green, Ashwellthorpe. Proposal: Demolition of existing single storey conservatory, extension of existing bungalow gable end to create additional bedroom and garden room.

Consider approval with no comments on this application Proposed Cllr N De Spon – seconded by Cllr I Bishop *All in favour with one abstention Cllr Duffin.*

10)General Data Protection Regulations

Clerk reported that she was currently looking through the Action Plan contained within the GDPR toolkit. The checklist sets out the actions Councils should take to be compliant with the GDPR. A data audit needs to be carried out to see how much personal data is stored and processed. Personal data should not be stored for longer than is necessary and that storage is safe and secure. One of the main changes to note is that the GDPR places a much greater emphasis on transparency, openness and the documents you need to keep in order to show that you are complying with legislation.

Council will need to produce two types of Privacy Notice: one for residents (a General Privacy Notice) and one for staff, councillors and other role holders. On the Parish website, it is good practice to have a General Privacy Notice so people can access it. The General Privacy Notice should be issued to local residents with whom we communicate regularly. With General Privacy Notice comes a consent form which is required to be signed. The appointment of a Data Protection Officer is a requirement. Cllr Eastwood has shown interest in the appointment of DPO for the Parish Council should the need arise. This is yet to be confirmed. Cllr Bishop proposed appointment with Cllr Franey seconding should council need to appoint a DPO.

11) Consultations

Greater Norwich Local Plan Regulation 18 Consultation. Some members had visited the roadshow held recently in Wymondham to view the plans. Six sites have been identified within Ashwellthorpe, owned by various land owners.

12)Finance

(i) Community Account Balance £8365.38 Business Account Balance £3430.81

# (ii)Cheques/Invoices for Approval

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| --- | --- | --- | --- | --- |
| Date | Payee | Method | Description | Amount |
| 11/03/2018 | EON | Direct Debit | Electricity | 19.05 |
| 19/03/2018 | T Higlett | Cheque:100794 | Clerks Salary(March) | 204.43 |
| 19/03/2018 | Ashwellthorpe  Village Hall | Cheque:100795 | Hire of Village Hall (Jan 2018) | 14.00 |
| 19/03/2018 | St Nicholas Church Fundenhall | Cheque:100796 | Hire of Village Hall | 60.00 |
| 19/03/2018 | Ashwellthorpe  Village Hall | Cheque:100797 | Hire of Village Hall (Oct 17) | 14.00 |
| 20/03/2018 | WelMedical | Cheque:100798 | Defibrillator Electrode Pads | 83.82 |

Income:

|  |  |  |  |
| --- | --- | --- | --- |
| 05/03/2018 | South Norfolk | WW1 Grant | 250.00 |
| 19/03/2018 | First Class Taxis | Mardle Advertising | 261.66 |

1. Correspondence

(i) Norfolk ALC newsletters (ii) EON Energy Prices

* 1. Elancity – Radar Speed Sign
  2. NCC Consultation – draft Norfolk Access Improvement Plan .

1. Public Forum

Nothing

1. Items to be carried forward to next month’s meeting

Noticeboard on New Road

16)Date of next meeting

15th May 2018 Annual Meeting of the Parish 7.30pm

Annual Parish Council meeting 8pm

Meeting closed at 8.50pm