



## Meeting Minutes

### Parish Council Meeting of Raynham Parish Council

Tuesday 26<sup>th</sup> March 2019, 7pm, West Raynham Village Hall

---

#### **In Attendance**

Cllr Sidell (Chairman), Cllr Brookes, Cllr Buck, Cllr Fenn, Parish Clerk, Tim Mudd, 1 member of the public

- 1. Cllr Sidell welcomed all and opened the meeting at 7pm**  
Apologies received from Cllr Fitzpatrick and Cllr Joice.
- 2. Councillor Co-option**  
Chairman nominated Tim Mudd to be co-opted onto the council. PROPOSED by Cllr Sidell and SECONDED by Cllr Fenn. The declaration of acceptance was signed and register of interest duly completed and given to the Clerk. Chairman welcomed Cllr Mudd to the Council.
- 3. Declarations of Interest**  
None.
- 4. Approve Minutes**  
The following amendment was made – 'The Orchard area' replaced 'The Kiptons area' in item 9 from minutes of meeting held on 29<sup>th</sup> January 2019. The minutes were then AGREED and Signed by the Chairman.
- 5. Matters arising from minutes from last meeting (for information only)**  
Clerk to check with NNDC regarding the PC precept figure as it has been stated as a 7% increase on the current Council tax bill.
- 6. Report from Tom FitzPatrick**  
Report received – see Appendix 1.

**Report from Cllr Beck Palmer**  
No report received.

- 7. Meeting adjourned to hear from Councillors and members of the public present**  
None
- 8. Defibrillator**  
Due to a delay in the contractors fitting the defibrillator the install has been rescheduled for 9<sup>th</sup> April at 2pm. Clerk to meet the contractor on site.
- 9. Open Spaces**  
Grass Cutting  
Due to a last minute cancellation from Property Maintenance & Lawns, it was AGREED to award the 2019 contract to CGM, first cut is due from 01.04.19

#### **Bus Shelter**

Cllr Mudd has looked into the requirement for a new bus shelter at The Orchard. It is believed that currently at least 3 school children use the bus that stops at the Orchard. If more houses are built there this number may increase. At present the children have to sit in their parents' cars during bad weather to wait for the bus. Cllr Mudd contacted FW Properties and they suggested that the best place for a new bus shelter would be inside the gates to The Orchard. Clerk to write to FW Properties to request that they consider incorporating the proposed shelter within the existing planning application. Clerk to obtain quotes following FW Properties response.

#### **SAM Machine**

An email has been received advising that the PPS SAM machine funding results have been postponed until mid April – we will wait to hear and update as necessary.

- 9.1 Play Area  
Rubber chips will be ordered in the next few weeks.

A second quote for the play area fencing has been obtained from Property Maintenance & Lawns at £790. The quote already received from Chris Esposito was for £725. It was AGREED to go ahead with Esposito. Chairman to obtain copy of insurance docs and risk assessment.

- 9.2 White Village Gateways  
Raynham Estate are happy to have the proposed gateways installed. NCC Highways require a location plan or site visit prior to consent. It was discussed and AGREED to submit an application to PPS for half of the estimate and The Solar Fund for half of the estimate. As the speeding is an issue this would impact on all the traffic passing through the village. Clerk to make enquiries about any restrictions to what can be displayed on the gateways i.e. speed, or village name etc.

- 9.3 Allotments  
Clerk has received some requests for allotments. There is no land available for allotments at the moment. Clerk checked with Raynham Estate who advised that if the demand increases they will endeavour to source an area to accommodate some allotments.

It was reported that there are 2 man holes on the cherry tree green that are uneven and have gaps. Clerk to inform Raynham Estate that this is a potential trip hazard to the general public and with our grass contractor.

Clerk to report the missing school sign to NCC Highways and to report dirty road signs.

10. **Code of Conduct**  
Chairman proposed adoption of the Code of Conduct. It was AGREED by all to adopt. Copy of document will be published on the PC website and Clerk to diarise review for next March.

11. **Planning**  
Bowling Green – Permitted  
Hollow Lane – Permitted.  
Plot opposite 9 West Raynham – No Objection.

12. **Correspondence**  
Correspondence was circulated to the Councillors. List includes:-  
1.Theft notice from PC Dawson, 2. RAF Mildenhall invitation – Cllr Mudd will attend in Chairman's absence, 3. BHIB – Tree spruce up, 4. Breckland Council – Local plan and maps consultation, 5.Carechoices – email, 6. NPTS – newsletter, 7.NNDC – arts and culture cut off, 8. NNDC – transport fun cut off, 9. Clerks & Councils Direct Magazine

It was agreed that only posted mail would be brought to the meeting and circulated. All emails will be forwarded via email only to save paper and ink.

13. **Financial Matters**  
13.1 Current bank balance & reconciliation as at 25.03.19  
**Bank** - Community Acc. £1645.14. Bus. Acc. £2387.50  
**Cashbook** - £1645.14, Bus. Acc £2387.50

- 13.2 Chairman read out the list of invoices to be paid (see below). Invoices were AGREED.  
**Invoices to be paid:-** Clerk Salary £257.56, Clerk Mobile (HPC) £16.11, K&M (missing light) £426, NPTS (subscription) £56.16, Property Maintenance (Dog bin) £55 **Total Invoices £810.83**  
**Receipts –** Interest £1.92

14. **Items for Inclusion on Next Agenda**  
None

15. **Date of Next Meeting**  
Next meeting APM to start at 6.30pm & APCM to follow, on Tuesday 14th May 2019. Clerk to invite Tom Raynham, PC Dawson, A representative from the School, Village Hall Committee. Edward Bundock from the Church. Teas & Coffees to be provided.  
Meeting was closed at 8.15pm.

**16. Confidential Item**

Following an appraisal with the Chairman it was AGREED to increase the Clerk's spinal column point to SCP17 in line with national pay scale as of 1<sup>st</sup> April 2019.

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

Report by County Cllr Tom FitzPatrick

#### 1. Great Big Read at Norfolk's libraries

Readers across Norfolk are being encouraged to rediscover their love of libraries and reading for the Great Big Read 2019 with the help of the World Book Night book list.

The reading promotion for adults launched last week on the 18th March and will run until World Book Night on 23rd April. There are 23 titles which will be available at libraries across the county throughout the book month and can be reserved online or at our local library in Fakenham, with some also available as e-books and e-audio.

#### 2. New support service for young carers

Norfolk County Council has commissioned a new information and support service for the county's young carers and their families. The new £300,000 per year service will be provided from 1st April by Carers Matter Norfolk, led by Voluntary Norfolk, which also delivers a support service for young adult and adult carers. The new young carers and families service includes:

- A Freephone seven day a week Advice Line which can be reached by telephone or online through LiveChat, giving access to information and support at the touch of a button
- An eLearning Portal with resources to help all family members care with confidence and look after their own wellbeing
- Activities and events designed to give young carers the chance to take a break and socialise, as well as dedicated sessions to help them develop the skills, confidence and resilience they need to balance the demands of caring
- Ensuring that young carers receive the assessment and whole family support they need, including the needs of the person they are caring for
- Ensuring that schools and colleges are able to give the right support when their students are juggling the demands of education with caring for a loved one.

#### 3. Norfolk-wide drive to prevent mistakes and crack down on Fraud

The Norfolk Counter Fraud Hub is a new initiative which is being delivered by Norfolk County Council working in partnership with the districts, city and borough councils. It allows local government agencies and housing associations to share and screen data to detect where fraudulent payments are being made. Partners can then prioritise investigations based on any discrepancies found by the system. This sophisticated new system will enable, for the first time, partners in Norfolk to work together to stamp out fraud and errors across the county.

The County Council expects Fraud Hub to generate £100,000s through a combination of increased income and reduced expenditure in the first year of operation alone, which will allow this money to be spent on people who genuinely need it. This demonstrates a further way in which we can use technology to become more efficient, effective and ultimately save thousands of pounds that can be reinvested in the people of Norfolk.

The Fraud Hub matches data held both nationally and locally such as Electoral Roll, Payroll and Benefit Claims, to check eligibility for payments and concessions. The matches are then used to target investigations: one example is to identify anyone who may be mistakenly or fraudulently claiming Single Person Discount on their Council Tax bill.

#### 4. New Chief Fire Officer for Norfolk appointed

Norfolk's new Chief Fire Officer is Stuart Ruff, who has been the Deputy Chief Fire Officer since last May. Prior to that, he has had decades of experience in the sector, most recently as Assistant Chief Fire Officer in Lincolnshire, before he made the move to Norfolk.

CFO Ruff also chairs the multi-agency Norfolk Resilience Forum. Stuart's previous roles have also included being a member of the national Chief Fire & Rescue Advisory Unit in London and working for Hereford and Worcester Fire & Rescue Service.

#### 5. Fakenham to be the first location for extra-care housing

A new 66-unit extra care housing development for older people based in Fakenham has been awarded funding and planning permission. Norfolk County Council's Policy and Resources Committee (which met yesterday 25th March) formally approved £212,500 of capital contribution funding for the 2.32 acre extra care site in Fakenham which will conveniently be located next to the Fakenham Medical Centre.

This investment is match funding in partnership with North Norfolk District Council. Construction of the Living Well Homes could begin as soon as spring 2019. This is part of the County Council's £29m capital investment scheme to deliver 3,000 extra homes for older people in Norfolk over the next ten years.

Extra care housing (ECH) schemes are made up of flats that are rented or owned by individuals. At present, these homes are available for people over the age of 55 whose current home no longer meets their needs, enabling them to remain independent in their local community. Research has shown that Norfolk requires 2,842 extra care units by 2028.

Registered provider 'Housing' 21 will run and manage the scheme comprising 39 two-bedroom flats and 27 one-bedroom flats. Thirty of these units will be for affordable rent with Norfolk County Council and North Norfolk District Council sharing the responsibility for nomination rights. Priority for tenancies will be given to residents of the local district.

Despite a challenging financial environment for Adult Social Services, significant savings have already been made through its Promoting Independence strategy.