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**DRAFT**

**MINUTES OF MEETING OF BACONSTHORPE PARISH COUNCIL**

**Held on Monday 16th September 2019 at 7.30pm in the Village Hall**

Present: Chairman Cllr. J. Cooper, Vice Chairman Cllr. M. Day, Cllr. T. Benton-Worboys, Cllr. A. Galpin

In attendance: Clerk Mrs. S. Hayden

 District Cllr. P. Butikofer

The Chairman opened the meeting at 7.42pm

1. Apologies for Absence

 County Cllr. S. Aquarone, Cllr. S. Belbin

2. Declarations of Interest - to receive declarations of interest in agenda items

 None

3. Minutes – to approve the minutes of the previous meeting held on 15th July 2019

 These were approved and signed by the Chairman

4. Matters Arising

 The Clerk had requested Sure Start Centre vacancies be put on the village website. She had been appointed a signatory on the bank account and had internet access. The stile had been replaced with a wide barrier – agreed it was a good compromise. Rats on the allotments had been dealt with.

5. Open Session for members of the public to speak

 *(on matters connected with this Agenda – limited to two minutes per person and ten minutes at the discretion of the Chairman)*

 No public in attendance

6. To receive any reports from County or District Councillors

 District Councillor P. Butikofer read his report, which is annexed to these minutes

 County Councillor Aquarone had sent his report which was read out by the Clerk and is annexed to these minutes

7. Finance & Governance

7.1 To approve list of payments, receive actuals against budget, balance sheet and report re bank reconciliation

 The List of Payment was approved and signed by the Chairman and Clerk. The balance sheet with budget figures and bank reconciliation were received and signed by the Chairman.

7.2 To approve software and virus protection for Parish Council laptop

 Cllr. Cooper had purchased software for his and the parish council’s computer, it being cheaper for two thereby saving the parish council money. It was suggested that Open Office be tried as software.

7.3 To discuss request for donation of £50 towards publication of Church & Village News

 It was proposed and resolved that a donation of £50 be made.

7.4 To approve Planning Protocol

 It was proposed and resolved that the Planning Protocol be adopted.

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8. Planning

 Cllr. Butikofer asked the Chairman if he could speak. He advised that if there problems in reading plans on applications it was in order to ask the agents for copy plans.

8.1 To consider any applications received after the date of this Agenda

 None

8.2 Updates on the following applications

 *PF/19/0388 Erection of detached single storey annexe – Mylome, Tupenny Grove, Baconsthorpe*

Withdrawn

 *LA/19/0786 Village Hall, School Lane, Baconsthorpe – replacement windows*

No decision yet – new plans had been submitted

 *PF/19/1125 Erection of log cabin for use in association with existing eco-tourism accommodation and installation of sewage treatment plant, Spurrells Pightle, Long Lane, Baconsthorpe*

No decision yet. District Cllr. Butikofer advised that he expected the application to be withdrawn.

 *PF/18/1921 Baconsthorpe Meadows – extension to Camp Site amended application*

District Cllr. Butikofer advised that the application had been approved with 17 conditions

 *PF/14/1669 Selbrigg Farm, Hempstead and PF/14/0925 Pond Farm, Bodham – Wind Turbines*

 No decision yet

9. Play Area - To consider quotations for replacements for seesaw

 After discussion it was agreed to write a short article for the Church and Village News asking whether parishioners would prefer a new seesaw or swings.

10. Highways/Footpaths

10.1 To consider any highways matters needing attention

 The drains at the side of the road towards the Castle needed cleaning

10.2 To receive update and discuss purchase of dog bins near Castle

 This was yet to be discussed with the landowner

10.3 To receive update and discuss “slow down” signage on approach to village

 Agreement has been obtained from the landowner. School Lane and also Gresham Road towards New Road were the principal sites. Design to be agreed. Norfolk County Council had been approached to fund the signs, but unless there was a fatality on the roads in question, they would not fund new signs. They had confirmed signs could be put up privately. There was no need for planning permission as it was not advertising and would be on private land. Wording would be “Please slow down” – probable cost £25/£30.

11. Noticeboard – Update on reinstatement of Noticeboard

 Cllr. Benton-Worboys has replaced the Noticeboard on the bus shelter, for which he was thanked.

12. Correspondence

 *Not circulated:* Sir N. Lamb MP - Tour Dates

 *Norfolk Citizens Advice –* request for donation

 *Circulated:* NALC – New Community, Well-being, Environment invitation to join – Clerk to decline

 Disability Network Norfolk Group – Invitation to Meeting District Cllr Baker – re Defibrillators – Discussed – Clerk to write in support

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 Correspondence Police Newsletter

 cont/.. Tiny Talk Classes in N. Norfolk

13. Matters for information only or next Agenda

 The updated speed camera data was circulated – annexed to this Agenda – the figures showed that 25% of drivers were exceeding the speed limit in the village. Speeding drivers were consistently speeding at certain times. Figures to be put in Village magazine.

 Damage to shelter on play area would be reported to Police

 Mobile ‘phone reception had worsened

 Updated Allotment Tenancy Agreements would be shortly sent out.

 There had been a large dog running loose in the village- this could cause accidents and also get injured itself.

The meeting closed at 9.35pm

The next meeting would be on 11th November 2019

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