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**DRAFT**

**MINUTES OF MEETING OF BACONSTHORPE PARISH COUNCIL**

**Held on Monday 11th November 2019 at 7.30pm in the Village Hall**

Present: Chairman Cllr. J. Cooper, Vice Chairman Cllr. M. Day, Cllr. S. Belbin, Cllr. T. Benton-Worboys,

In attendance: Clerk Mrs. S. Hayden

 District Cllr. P. Butikofer

The Chairman opened the meeting at 7.32pm

1. Apologies for Absence

 Apologies were accepted from County Cllr. S. Aquarone, Cllr. A. Galpin (Health)

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

 Cllrs. Cooper and Benton-Worboys declared a disclosable pecuniary interest in items 7.4 and 7.5.

3. Minutes – to approve the minutes of the previous meeting held on 16th September 2019

 These were approved and signed by the Chairman

4. Matters Arising

 The Clerk had requested the drains be cleared at Castle Road. They had been cleared at The Street, but not Castle Road.

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 were in attendance, but Cllr. Benton-Worboys had been asked to raise the matter of the Agenda not showing on the website. The Clerk would check as she recalled putting the Agenda on, but there had obviously been an error. The bus shelter was leaking. A request had been raised for “no footpath” signs to be put up on The Street.

6. To receive any reports from County or District Councillors

 District Councillor P. Butikofer read his report, which is annexed to these minutes. He added that the Shannocks, Sheringham was the subject of a Compulsory Purchase Order. He offered to support an application by the Village Hall Committee for a Big Society Grant for the new windows.

 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, balance sheet and report re bank reconciliation

 The List of Payments 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 for Parish Council laptop

 It was agreed that the Clerk would email councillors when she had finalised the cost of software.

7.3 To consider budget and set precept for 2020-21

 The figures in the draft budget were discussed in detail. There would be no grant. It was proposed and resolved that the draft budget be approved and a precept of £5,650 be set.

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7.4 To approve and adopt new allotment tenancy agreement

 It was proposed and resolved unanimously to grant dispensations under s. 33 (1)(a) of the Localism Act 2011 to Cllrs. Cooper and Benton-Worboys for Agenda items 7.4. and 7.5. Due to absences, without a dispensation there would not be a quorum and the items would have to be postponed.

 It was proposed and resolved to adopt the new allotment tenancy agreement. This would be used for new tenants.

7.5 To approve and adopt allotment risk assessment

 This was amended and it was proposed and resolved to adopt the allotment risk assessment.

7.6 To approve and sign Clerk’s employment contract and adopt Grievance & Disciplinary Procedure

 The Contract was approved and signed by the Chairman and Clerk. It was proposed and resolved to adopt the Grievance & Disciplinary Procedure.

8. Planning

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

 The Parish Council had commented to the Planning Inspectorate on the application by Equinor, number EN010109-000007, for an opinion on the Scoping Report for the extensions to the Sheringham Shoal and Dudgeon Windfarms. This was discussed.

8.2 To make observations on application number *PF/19/1854 Demolition of rear conservatory and porch and erection of single storey flat roof rear extension – The Stores House, The Street, Baconsthorpe, NR26 6AB* ­ - Clerk to report that no objections were raised and no comments to be made.

8.2 Updates on the following applications

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

 *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*  - Withdrawn

 *PF/18/1921 Baconsthorpe Meadows – extension to Camp Site amended application*  - approved with conditions

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

 No decision yet

9. Play Area

9.1 Update on replacement for seesaw

 It was agreed to hold a decision until the next meeting to give time for any further comments following the report in the November newsletter. One comment had been submitted for either a slide or swings with one cradle seat and one flat seat. The report to be put on the Parish Council website.

9.2 To discuss repairs to Shelter

 Staples and loose wood to be removed. Cllr. Cooper to follow up with Police, before repairs are carried out. The cleaning of the A frame was discussed – Clerk and Cllr. Cooper to deal with that, Cllr. Day to donate patio/wood cleaner.

10. Highways/Footpaths

10.1 To consider any highways matters needing attention

 Tyres were appearing by Castle Road junction

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

 This was yet to be discussed with the landowner – Clerk to request permission and obtain prices

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

 Cllr. Day showed the meeting the proposed signs, which were approved. Four would be purchased. The cost for aluminium would be £15.19 each and for marine ply £5 per sign. . The posts would be £5.50. Cllr. Day and Cllr. Belbin kindly agreed to donate one sign each. Cllr. Day would make the signs up and liaise with the landowner when ready to erect.

11. Correspondence

 *Circulated:* Hornsea Project 3 update

 NCC Consultation on draft Integrated Risk Management Plan

 Invitation to Police meeting – no councillors able to attend. Clerk may attend.

12. Matters for information only or next Agenda

 Updated allotment tenancy details were confirmed

The meeting closed at 9.25pm and the approved cheque was signed.

The next meeting is on 13th January 2020

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