

# OXBOROUGH PARISH COUNCIL

2018/6

## MINUTES

### ORDINARY MEETING

Held at Oxborough Village Hall

Wednesday 22 November 2018

starting at 7.30pm

<b>PRESENT:</b>	Ms. H. Gay	Chairman
	Mr. S. Willies	Vice-Chairman
	Mr. D. Hotchkin	Councillor
	Mr. G. Allison	Councillor
	Mr. I. Monson	Councillor

12 Members of the Public

*The Chair welcomed everyone, in particular PC Paula Gilluley (Community Engagement Officer) & DC Dave Armstrong (Op Randall) and invited them to present their report and field questions/answers, after which NCC Cllr Fabian Eagle would present his report.*

PC Paula Gilluley gave a succinct report on her position plus the favourable crime stats for October compared to September. The Bedingfeld Forest Ward comprises of 16 villages, under the jurisdiction of Thetford Police. Questions were invited:

Q. Mrs Bar Pritchard asked that as Oxborough is positioned on the border of the ward, does PC Gilluley liaise with colleagues over the border: Yes, that is the case.

Q. Mr Mike Cooper asked if the police would travel from Thetford: Yes, although Swaffham police can also attend if there is an emergency.

Q. Cllr Gay asked if the reduction in crime noted in October was part of a trend: Not really, although there can be seasonal crimes (such as fuel theft in colder months).

Q. Mr John Voaden asked how the current crime stats compared to the 12 months previous. PC Gilluley asked him to check with the clerk for the figures.

Q. Mr Paul Gilluley asked whether the figures for solved crime are all closed. Not quite - some are ongoing as although reported and investigated, then the crime is detected and prosecuted, after which the verdict would be guilty or not guilty.

Q. Mr Voaden asked how the cuts in recent budgets had affected police operations. PC Gilluley said that the effects had been very bad, reducing the number of patrols which is what the public want to see more of, resulting in the police being spread very thin: this is why the police need the community to step up and help.

Q. Do the police rely on local knowledge of villagers. PC Gilluley said that this was still lacking, for example there is no current Neighbourhood Watch scheme in Oxborough but she could offer help on setting this up again, if anyone would like to volunteer. Cllr Monson recalled that the village had operated the scheme for many years (the name had changed to HomeWatch).

Q. Cllr Monson congratulated the teamwork of W. Norfolk & Police departments in the successful capture, last Sunday, of a person involved in hare coursing.

DC Dave Armstrong gave a short summary on this very important issue. The continued danger to farmers and their property, plus the fear that it brings and the effect on wildlife due to the practice of hare coursing cannot be underestimated. Norfolk has become a training and testing ground; seizing the dogs (which are expensive and therefore highly prized) and vehicles is a priority, but it has been a struggle to successfully achieve this: the police require a witness to the act, and video evidence is very important, although Impact Statements from bodies such as DEFRA can be extremely useful.

Q. Cllr Fabian Eagle observed that looking back in time, 100 years ago each village would have a police constable patrolling the area, which acted as a deterrent. He suggested that a Special Constable, in the police uniform, walking around for an hour each day would be a very visible presence and have the same affect. DC Armstrong agreed that they would welcome volunteers from the community to enroll in the scheme.

Q. Cllr Eagle questioned whether these volunteers would be allowed to only contribute their time in their own area. DC Armstrong agreed with the sense in this - he has broached the suggested that game keepers might become rural special constables, as they have specific knowledge of the area. But the problem is that the full training involves many areas

(relevant to town locations) and he is hoping that in time it would be possible to bypass this and just specialize in rural training. PC Gilluley added that she has been actively targeting local businesses to volunteer their employees time and undergo training in conflict management, leadership skills and other areas which would benefit their own community. Cllr Eagle offered to liaise with PC Gilluley by way of suggesting interested parties.

Q. Cllr Gay observed that there is a feeling that some types of calls to the police do not receive a response, maybe because they are deemed low priority. PC Gilluley advised that there are just 60 police officers on duty at any one time, responding to typically 800 calls per day, which can double during a storm. Every call is categorized between A - D (blue lights emergency, response within 1 hour, 4 hours or non-attendance) - but that every call is logged and that a follow up of some description will be carried out.

Q. Mr Mike Wood observed that there are no longer any PCSO, which must have affected the police responses. PC Gilluley agreed that this had left a hole which is why the call for the community to step up has been made. DC Armstrong urged the public that, if in doubt as to what to do, to always make the call - as the police must go where the demand is!

The Chairman thanked them both for their contributions after which they left the meeting at 8.08pm.

### **NCC Report**

Cllr Fabian reported that the CEO had just resigned from Norfolk County Council and that there will be discussions on whether the role of CEO will continue (cost-cutting idea). The consultation on the budget is in hand as is the consultation on the link between the A47 and NDR route. There is an enabling scheme to allow the elderly to remain in their own homes and receive treatment there, rather than move into care accommodation. Since the removal of 92 unused mobile library locations, the savings have been found to continue with the service. There has been a successful award of £9.2m from National Lottery granted to Norwich Keep museum.

Q. Cllr Graham Allison asked Cllr Fabian about the salt spreader which had been awarded to Oxborough. Cllr Fabian commented that he had been impressed by the community spirit of Oxborough and that he had brought the equipment to the meeting (clerk note: Mr Paul Gilluley had agreed to be the keeper of the salt spreader).

Q. Mrs Pritchard asked whether anything could be done about the 'bad judder' experienced whilst driving over the newly re-surfaced single carriageway section of the A47 (just before Dereham turn-off): this occurs as tarmac has been laid over a concrete surface, but it is the responsibility of Highways England.

Cllr Monson expressed his concern regarding the proposed extension of link to the A47, which needs to be dual carriageway to cope with the traffic volume.

The Chairman thanked Cllr Eagle for his report, after which he left the meeting at 8.15pm

### ***Open Forum (any questions regarding the Agenda)***

Regarding Agenda Item 12, Mr Andy Leclercq asked if the herbicide treatment would kill off the dandelions and daisies on the green, as in his opinion it would be a shame; Mr Paul Gilluley added that last year the idea of the area of wildflower had eventually been rejected, so there should be no issue in this course of action. The Chairman responded that following the long hot summer, areas of grass had died away leaving behind perennial weeds - mainly dandelion, plantain and yarrow, hence the suggestion for an application of a broadleaf weed killer to allow the grass to reestablish.

### **1. APOLOGIES FOR ABSENCE**

Cllr. Nairn had emailed his apologies, as he was unwell.

### **2. DECLARATION OF INTEREST AND ANY REQUESTS FOR DISPENSATION**

None

### **3. MINUTES OF THE LAST MEETING**

The Minutes of the last meeting held on 12 September 2018 had been circulated to all councillors and displayed on the Notice Board (and website). Cllr Gay proposed that these should be accepted, this was seconded by Cllr Willies; a show of hands was unanimous, so they were approved as a true record and signed by the Chair.

#### 4. MATTERS ARISING

- a) The website suggestions by Mr Mike Cooper have mostly been followed, only no way has been found to use a search engine to locate the website.
- b) Regarding the 30mph wheelie bin stickers, only a few have been taken, so these will be made available during parish council meetings. **Action: Clerk**
- c) The letter regarding the parking difficulties on and around the verges has been prepared - waiting for the correct email address (requested of PC Paula Gilluley). **Action: Clerk**
- d) The war memorial figure has been received by the church wardens - thanks to Elaine and Simon Willies.
- e) Maintenance on the green (overhanging branches, walnut by the 'phone box and plane tree on the main road side) -to be completed by Cllr Monson in the next few days. **Completed**
- f) Sycamore in the hedge, to be felled and stump removed, plus second stump located close to village hall corner - quote from Ben Lambert received (with assistance from Trevor of Tree Link) - £200. Councillors agreed this was a very reasonable quote, but only urged that the location of any water mains should be determined before any digging takes place. Councillors agreed to go ahead with this very reasonable quote. **Action: Clerk**
- g) Regarding a memorial bench to commemorate Kelvin Smith, the clerk has sourced a selection of benches. The councillors discussed the options and agreed on 4 various designs in sustainable teak, ranging from £275-£825. It would be useful for the replacement bench to fit into the existing concrete base - but that the choice should be made by his family. **Action: Clerk**
- h) The Chairman requested an update from Cllr Allison on when the telephone box repairs would be completed. Cllr Allison responded that he was just waiting to source some final materials. Also that he will personally carry out work to ensure that the ground area around the box is safe for villagers, as this is not the responsibility of the Parish Council. **Action: Cllr Allison**

#### 5. DISTRICT COUNCILLOR REPORT

None

#### 6. COUNTY COUNCILLOR REPORT

See page 2

#### 7. PLANNING MATTERS

- a) 3PL/2018/1005/LB. Listed Building Consent (Oxburgh Hall): Replacement of existing radio fire alarm system with a new hybrid system to include both radio and hard-wired devices and installation of three new detector heads required in order to provide an L1/P1 system. Approved.
- b) 3PL/2018/1091/F. Rectory Lodge, Ferry Road (Mr G de Lotbiniere): Extension of bungalow to link garage and change of use to independent dwelling from The Old Rectory. Returned no objection.
- c) 3PL/2018/1031/HOU. Koi Cottage, The Green (Mr & Mrs Voaden): Proposed link from dwelling to garage and conversion of garage to form gym and shower. Returned no objection. Approved 9 October.
- d) 3PL/2018/1138/LB Listed Building Consent (Oxburgh Hall): Urgent repairs, remedial and preventative works to the roof, dormer windows, chimneys and Gatehouse, following from the collapse of one of the dormers and subsequent investigations into the cause of the collapse. The project will include amendments to the roof access strategy to facilitate basic maintenance works. Refer to the Design and Access Statement for further details. Returned no objection. Approved

#### 8. CORRESPONDENCE RECEIVED

- a) Norfolk Police
  - 1. Norfolk's Police and Crime Commissioner (PCC) and Chief Constable will be answering questions. Q&A event will be held on Tuesday 13 November 2018 from 6pm at Taverham High School, Beech Avenue, Taverham, Norwich, NR8 6HP.
- b) Breckland Council
  - 1. Parish Elections set for 2 May 2019. The estimated cost of the parish election is to be a shared cost on an equitable basis where the elections are held on the same day as District Council Election. It is estimated that the cost of a contested election for the parish of Parish of Oxborough is in the region of £538.00 (where the cost shared with the District Council election) and £1022.00 (where the cost is not shared with the District Council election). Uncontested Elections will be charged at a flat rate of £75 to cover administration costs. This is in

addition to, and does not replace, recharges to Parish Councils where a by-election falls outside of the 4 yearly District and Parish Elections.

2. Breckland libraries will soon be coming alive to the sounds of Africa and award-winning performances from Anna Mudka, as she embarks on a 5-day tour across the Breckland in November. To book tickets, which are just £5, visit [www.thesilversocial.com](http://www.thesilversocial.com). email [community@breckland.gov.uk](mailto:community@breckland.gov.uk) or call 01362 656870. Free refreshments are included and transport can be provided if required.

c) PC Paula Gilluley

1. Photo of speedwatch team (Mrs Frankie Watkins, Mr Mike Wood and Mr Brian Bennett) - now on twitter!

2. Community Speedwatch - Aug 2018 stats (on website)

3. Bedingfeld & Forest Parish Newsletter with Crime Stats for August -September October (on website and notice board).

4. Op Randall Rural Crime Newsletter (on website, updated each time)

d) Email from Julie Wood, Churchwarden, on behalf of Oxborough PCC, acknowledging receipt of, and sending thanks for, the annual donation to the church.

e) Clerk wrote email and received response from Elizabeth Truss, MP, regarding the lack of a mobile post office in Oxborough. Mrs. Bar Pritchard wrote a similar email and received the same response. Cllr Hotchkin informed the council that he had gone to Gooderstone to visit the mobile post office, and he had discussed the issue with the female driver (sub-post master), and found out that she visits 13 villages and would be prepared to see if there is a way to include Oxborough in these weekly visits. **Action: Cllr Hotchkin**

f) CGM quote received for applying a broadleaf weed killer to the village green (to allow the grass to re-establish)- £320 plus VAT, but to be completed within 2-3 weeks. Clerk emailed same RFQ to Wil Smith of TTSR (Swaffham-based firm) and the response was it is too late in the year for the chemical to be efficient in doing its work.

g) Citizens Advice Mid Norfolk- AGM at the Anglia Room, Breckland Council, Elizabeth House, Walpole Loke, Dereham Norfolk NR19 1EE on Tuesday 6th November 2018 at 7.30pm. (The annual report is available on the website <http://www.midnorfolkcab.org.uk>)

h) Regarding the chance to win a salt spreader for the village, the clerk was advised that Cllr Fabian Eagle had received a winning poem from villager Mrs Jackie Palmer-Hibbert and had awarded the salt spreader to the villager. Mr Paul Gilluley has kindly agreed to be the keeper of the gritter.

Oxborough village needs a salt spreader.

To use on pathways over the medar.

The use of your unwanted salt hopper

So no one in the village becomes a cropper.

Local volunteers to use salt, or sand

Over our wonderful community land.

Who wants to use a spade, or hands?

When a gadget might help to walk or stand.

We all would like the aim of de-icing

Hope this poem will be enough to entice.

*(Jackie Palmer-Hibbert, Badgers End, Oxborough 15 March 2018)*

i) Norfolk and Waveney STP.

1. Tim Curtis emailed information (and poster) regarding a national NHS and social care campaign called "Help Us Help You" which seeks to encourage members of the public to make the best / most appropriate choices when looking after their own health this winter.

2. Paul Ilett emailed information regarding a review of mental health services that will inform the development of a 10-year mental health strategy. There are three public events, e.g. King's Lynn Town Hall 10am-12.30pm - 14 November <https://www.eventbrite.co.uk/e/developing-norfolk-and-waveney-10-year-mental-health-strategy-tickets-44347559745>

j) CPRE Norfolk newsletter (Nov 2018).

k) UK Power Networks - bad weather predicted for night of 9 November: circulated email to all contacts

l) Email from Doug Lawson 'Stoke Ferry has kicked off its programme of work to attempt to define a Neighbourhood Plan (NP). The first stage of official agreement to start the process was voted through by the Parish Council and now the working party is at the second stage of trying to identify the scope of the plan in terms of both geographic boundaries and inclusivity of interests...the concept is that by combining together there will be more weight behind demands for improved local services that will make all of us more self-sufficient...Please advise as soon as is realistically possible as to the levels of interest". Cllr Monson suggested that one of the outcomes could be a regular bus service as Swaffham is a desirable destination for those living in Stoke Ferry. Also, if new houses were built there, some new and accessible services or facilities in Stoke Ferry would be of benefit to Oxborough residents. Cllr Hotchkin argued that Stoke Ferry might lean towards creating

accessibility to the opposite direction, Downham Market and that he had heard rumours that the feed factory might be closing-down which might result in new housing being built. Cllr Allison added that he had heard the same speculation, however the notion of new housing was not seen as good news for some Stoke Ferry residents. Cllr Willies thought it a good idea to get involved and agreed with Cllr Monson's comments. The Chairman proposed that the next agenda should include a motion for OPC to engage with Stoke Ferry, to find out what the proposals are to improve the sustainability of local villages, including Oxborough. **Action: Clerk**

## 9. HIGHWAYS

a) In regard to applying for a Parish Partnership Grant, the Clerk emailed NCC (David Jacklin) regarding the potential to have a trod installed opposite the village hall car park (verge adjacent to Darwin house, extending to Windy Corner). The request was for an inspection and then assessment for cost of installing the trod. Mr. Jacklin conducted a site visit and advised that the verge is too narrow to accommodate the trod (the area needs to be almost 2m in width to allow for works to be carried out). The clerk has followed up with a further request to ask if there is another solution 'this matter has never really gone away for us. Over the last 15 years it is brought up intermittently, especially as newcomers settle in Oxborough. We always knew that it would only benefit a small number of households (maybe 12) but with the speeding vehicles and large farm vehicles encountered on that corner, it has been a major concern for these particular residents. I have seen very narrow footpaths (where people need to walk crocodile fashion) but of course I know nothing about the construction or the problems encountered with installing these footpaths. Is there no other solution you can think of?' The response was: 'If the landowner gave up some land and moved the fence-line in and then dedicated the additional width to highways it would allow extra width to add a trod. However, I would advise caution as my colleague went down this route in one of his parishes and the landowner was on board the whole way through until it came to the crunch of giving up some of their land and then pulled out last minute'. The Chairman suggested that maybe the verge could be mowed regularly, but Cllr Monson added that the district council is responsible for the upkeep.

The Chairman closed the meeting at 8.38pm to allow for public participation.

Suggestions included that after cutting back the weeks and long grass, that constant use by walkers should create a natural pathway over time. It was suggested that a willing group of volunteers could be encouraged to carry out this work, possibly the dog walkers in question.

The Chairman re-opened the meeting at 8.40pm.

## 10. FINANCE

- a) To receive bank balance and reconciliation. The Chairman proposed this and Cllr Hotchkin seconded - all in favour, unanimous.
- b) To consider authorisation of payments and to sign cheques: The Chairman proposed and Cllr Monson seconded - all in favour, unanimous.
- 1) Receipt: £1493 Precept, £22.50 Grant, Breckland Council.
  - 2) Receipt: £150 from the National Trust (annual payment regarding the lease of land for use as a carpark)
  - 3) Parish Precept Requirement 2018/19: relevant form B is to be returned by Thursday 31 January 2019.
  - 4) Payment: Royal British Legion - annual poppy wreath donation (production cost is £17). The Chairman proposed the same figure of £30 as previous years, seconded by Cllr Monson - a show of hands was unanimous.
  - 5) Payment: CGM - apply herbicide to perimeter fence (1 Aug)- £27.50 plus VAT
  - 6) Payment: CRM - grass cutting (29-Apr/04-May/16-May/07-Jun/15-Jun/27-Jun/13-Jul/10-Aug/07-Sep/18-Sep/19-Oct) 11 cuts x£34, total £374 plus VAT
  - 7) Payment: Mike Wood for repair works so far carried out on the bus shelter: £126.04

## 11. MOTION TO CONSIDER HIRE OF VILLAGE GREEN 18-08-2019 BY DESERT RATS ASSOCIATION

Cllr Allison advised the council that the organiser, Debbie Wells, wants assurance that they will only be charged for a single day's hire, as the evening before is spent raising the marquee for storing the military equipment. The Chairman raised her concern that there are no toilet facilities as the green is not a campsite, but Cllr Allison reported that the pub owners had allowed access to their facility (although only during opening hours and not throughout the night). He added that the military equipment needed guarding overnight, although this had only consisted of a range rover this year, the following year would hopefully include more equipment. Cllr Willies

asked if they had sought permission to camp the night before - no they had not - in which case the contract needed to be for 2 days hire. Cllr Hotchkin suggested that they bring along a chemical loo, to which Cllrs Gay, Willies and Monson agreed. Cllr Monson added that this should be a condition of the hire, although pay the same rate (£30) but with a clear indication of what time they would raise the marquee on the evening before (e.g. earliest of 5pm) and what time they would take it down and leave the green on the Sunday. This must be clarified first, and then the final contract will be agreed; in the mean-time the clerk will reserve the dates 17-18 August 2019 in the Doorstep Green Hire Diary. **Action: Clerk**

**12. MOTION TO CONSIDER HERBICIDE TREATMENT OF THE VILLAGE GREEN, NEXT SPRING 2019**

The Chairman suggested leaving this until early Spring and only if there is evidence of any perennial weeds, then to go ahead and treat. Cllr Monson agreed that Spring is the best time to review, as by then the grass is likely to have grown back and smothered these weeds; however it is important to keep up regular grass cutting during the spring and summer. Cllr Hotchkin agreed with Cllr Monson, adding that although he actually enjoyed seeing the mix of dandelion, buttercups and daisies, that if necessary selective patches could require scarifying and re-seeding in preference to any herbicide treatment. Cllr Willies and Cllr Allison agreed that the motion should be put off until spring - all in favour. **Action: Clerk**

**13. MOTION TO CONSIDER THE RENOVATION AND/OR REPAINTING OF THE VILLAGE SIGN**

The Chairman withdrew this motion.

**14. A.O.B.**

a) With due diligence, the clerk has acquired 2 quotes for the inspection of the beech tree, priced at £155 and £265, but consisting of a ground-level survey only. Cllr Hotchkin suggested that an aerial survey should be the way to go and Cllr Monson agreed, adding that it was very necessary to carry out the full inspection, as did Cllrs Willies and Allison. **Action: Clerk - ask for new quotes.**

b) The clerk advised the council of the need to implement a Conservation Maintenance Plan in respect of the war memorial, which was refurbished just over one year ago. This is an ongoing condition of the War Memorial Trust grant received during 2017. The clerk volunteered to draft the document and to complete the online survey form. **Action: Clerk**

c) Cllr Willies has suggested that it might be useful to have an open 'Surgery' between meetings, when anyone could come along to raise or discuss matters with a councillor. One possibility might be to have an hour at the Village Hall on a Saturday morning (subject to that being ok with the VH committee and of course a rental payment). This will be added to the Agenda for the next meeting **Action: Clerk**

The Chair thanked everyone for their contributions.  
The meeting closed at 9.32 pm

**15. QUESTIONS FROM THE PUBLIC**

Mr Cooper observed that one of the signs around the village green has become obscured by vegetation and Cllr Monson said that he will see to clearing around it. Mr Wood reported that the majority of the work had been carried out on the bus shelter - just waiting for a good weather day to finish off the repairs. The Chairman thanked him and his fellow volunteers for carrying out the work.

**OXBOROUGH PARISH COUNCIL**

Meeting 21 November 2018

**Report: Accounts reported against the budget quarterly**IAW Statement of Internal Control and Annual Review of Effectiveness of Internal Control  
(section Financial Reporting)

<b><u>BUDGET 2018/2019</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
<b><i>Estimated Gross Payments</i></b>		
Auditors	0.00	0.00
Clerk salary	873.60	0.00
Clerk expenses	210.00	0.00
HMRC	218.40	0.00
Accountants	25.00	0.00
CGM (the green maintenance)	670.80	148.20
Hedge maintenance	600.00	252.00
Village Hall Hire	65.00	78.00
St. John the Evangelist-donation	175.00	175.00
Training	150.00	0.00
Insurance	191.92	191.52
Royal British Legion-donation	30.00	0.00
Temporary Minutes Clerk	0.00	113.60
	<b><u>3209.72</u></b>	<b><u>958.32</u></b>
<b><i>Estimated Receipts</i></b>		
Village Green Hire	120.00	195.00
National Trust Lease	150.00	150.00
VAT Refund	161.80	0.00
Precept	2986.00	2986.00
Grant	45.00	45.00
	<b><u>3462.80</u></b>	<b><u>3376.00</u></b>
<b><u>Bank Reconciliation</u></b>		
Bank Balance b/f	4326.29	
<b><u>Add Receipts:</u></b>		
Precept/Grant	1515.50	
National Trust Lease	150.00	
	<b>sub-total</b>	<b>1665.50</b>
<b><u>Less Payments:</u></b>		
Hedge maintenance	252.00	
Hire of the village hall	78.00	
St. John the Evangelist-donation	175.00	
	<b>sub-total</b>	<b>505.00</b>
<b>Balance @ 21 Nov 2018</b>	<b><u>5486.79</u></b>	