

NORWELL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 23 May 2018 in Norwell Village Hall commencing 7.00 pm.

Present: Councillors:

R. Ward (Chair)
M. Porter
A. Ward
H. Moreno
C. Chittell
H. Brown
P. Saul

In attendance:

C. Millward (clerk)
NPCGC representative
Members of the public (x2)

	DISCUSSION AND DECISIONS	ACTION
NPC/83/18	<p>Election of Officers: The following, save for the responsible financial officer which is a statutory appointment, were unanimously elected: (a) Chair – Councillor R Ward (b) Vice-Chair - Councillor Moreno</p> <p>Councillors agreed at this stage to move to item 6 on the agenda (Parish gardens) for the convenience of the three members of the public present. The following items were considered after item 6 on the agenda (Parish gardens).</p> <p>(c) Responsible Financial Officer – The clerk (d) Accounts scrutineer – Councillor Porter (e) Property Manager – Councillor Brown (f) Playground inspection councillor – Councillor Porter (g) Snow warden – Councillor Brown (h) Flood warden – Councillor Brown (i) Council representative of Norwell United Charities – Councillors Porter and Saul (j) Council representative of Norwell Sports Association – Councillor Saul (supported by councillor Moreno).</p>	
NPC/84/18	<p>Apologies for absence: There were no absences. Councillor Saddington and Laughton’s apologies were noted.</p>	
NPC/85/18	<p>Declarations of interest: There were no declarations of interest, direct or indirect, in any item of business on the agenda.</p>	
NPC/86/18	<p>Dispensations: None required.</p>	
NPC/87/18	<p>10 minutes public speaking time: No public present.</p>	
NPC/88/18	<p>Parish Gardens including:</p> <ul style="list-style-type: none"> i. Norwell Parish Council Gardens Committee – Representations and minutes (if any) ii. Parish gardens risk assessment arrangements for public gardens open day (including dyke safety review) iii. Culvert works: <p>For the reasons set out at NPC/83/18 (Election of officers), this item was considered after the election of the vice chair.</p>	

	<p>NPCGC representative's reported that:</p> <ol style="list-style-type: none"> NPCGC last met on 31 May 2018 The open gardens will be taking place on 24 June 2018 and 27 June 2018. It had not been possible fully to restore the sump meaning that water was in short supply. It would be helpful for NPCGC, where possible, to know when the contractor will be cutting the site. The clerk will provide the contractor's contact details to the representative. <p>The chair and clerk will liaise with regard to the council's risk assessment for the open day. The chair will also liaise with NPCGC in this regard. It was noted that additional warning signs are needed at each entrance to the parish gardens. Councillor A Ward will obtain duplicates of those already on display.</p> <p>The members of the public left the meeting at 7.10 pm. The meeting reverted to item 1 c on the agenda (Election of officers).</p>	<p>Clerk</p> <p>Chair/ Clerk Chair AW</p>
NPC/89/18	Minutes of the Parish Council meeting on 25 April 2018: The minutes of the meeting held on 25 April 2018 were agreed as a true record and signed by the chair.	
NPC/90/18	Matters arising: <i>NPC/76/18 – Village amenities</i> – Councillor A Ward had checked the village hall defibrillator cabinet and confirmed that, although operative, it is stiff. He will order some instructions for display. The clerk will make enquiries of the usual supplier with regard to defibrillator signs to be displayed around the top of the Norwell Woodhouse telephone kiosk. There were no other matters arising.	AW Clerk
NPC/91/18	Chair's report: Nothing to report.	
NPC/92/18	Reports from the District and County Councillors: No councillors present. On councillor Saddington's behalf, the chair reported that: <ol style="list-style-type: none"> The planning appeal APP/B3030/W/17/3191909 - 17/00765/FUL Erection of lifetime dwelling, associated amenity area and parking. Land At The Old Farmhouse School Lane Norwell NG23 6JP had been refused All councillors are invited to her Civic Service on 24 June 2018. 	
NPC/93/18	General Data Protection Regulation – Approval Information Management Policy and associated documents: Councillors adopted the Data Protection Policy which had previously been circulated in draft. The clerk will upload the policy to the website. The clerk will also complete the information audit and upload the privacy notice for the website. Councillors completed their GDPR compliance checklists and consents and passed them to the clerk. Councillors noted NALC's advice that the Google subscription email service should be regarded as GDPR compliant. The clerk will subscribe the council to the service. The clerk reminded all councillors of the importance of not sharing personal information any more widely than necessary for the purpose for which it is held and of their wider confidentiality obligations.	<p>Clerk Clerk</p> <p>Clerk</p> <p>Cllrs</p>
NPC/94/18	Finance: <ol style="list-style-type: none"> Financial position as at 30 April 2018 - The clerk's report was presented showing the precise financial position at 30 April 2018 and incorporating a budget, which councillors considered and noted. 	

	<p>b. Accounts for payment – Having considered the budget, the council unanimously approved two payments totalling £215.31.</p> <p>c. To approve statement of public land value: The clerk will amend the statement to refer to the pinfold and the date the council was registered as the owner of the parish gardens.</p> <p>d. Internal audit report: Councillors noted the internal auditor’s unqualified report in the Annual Return.</p> <p>e. To agree the 2017/2018 annual accounts: Councillors noted the internal auditor’s report in the 2017/18 Annual Return. The 2017/18 accounts were agreed.</p> <p>f. To certify exemption from limited assurance review under section 9 Local Audit (Smaller Authorities) Regulations 2015: Councillors certified that, as:</p> <ol style="list-style-type: none"> 1. Both the council’s annual gross income and expenditure for 2017/18 were less than £25000, and 2. The council had been in existence since before 1 April 2014, and 3. The external auditor had taken no step in relation to 2016/17 which precluded exemption and 4. The court had made no declaration under section 28(3) of the Audit and Accountability Act 2014 <p>the council was exempt from a limited assurance review and authorised the clerk and chair to sign the certificate of exemption.</p> <p>g. To authorise the chair and the clerk to sign Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return The Annual Return was presented. Councillors considered the contents. They unanimously authorised the chair and clerk to sign Section 1 (Annual governance statement) which they then did.</p> <p>h. To authorise the chair and the clerk to sign Section 2 (Accounting Statements) of the Annual Governance and Accountability Return Having considered the contents, schedule of fixed assets and variances, councillors unanimously authorised the chair and clerk to sign Section 2 (Accounting Statements) which they then did.</p> <p>i. Donation to parish magazine publication costs: Councillors referred to the discussion at the preceding Annual Parish meeting (item 5) and approved a donation of £50 for 2018. The matter to be an agenda item for the 2019 Annual Parish meeting and annual council meeting and annually in the future. The chair will make enquiries as to the appropriate payee. To be an account for payment at the next meeting on 27 June 2018.</p>	<p>APM agenda/ Agenda 2019 Chair</p>
<p>NPC/95/18</p>	<p>Green spaces including play park and inspection report and play equipment project including progress update: Councillor Porter confirmed there were no apparent issues to report and passed her written inspection report to the clerk. It was noted that the hedge needed to be cut but that this will have to wait until after the nesting season. Councillors agreed that, ideally, the hedge would be laid. Councillor A Ward will make enquiries of a potential contractor.</p> <p>Councillor A Ward confirmed that he had had a site meeting with the supplier of the new equipment. The supplier had confirmed that site needed no further work in readiness for installation. The clerk will try to obtain a firm installation date. Councillors noted that a bench still needs to be removed.</p>	<p>AW</p> <p>Clerk AW</p>
<p>NPC/96/18</p>	<p>Planning:</p> <ol style="list-style-type: none"> a. Applications: None b. Decisions: 18/00544/FUL Change of use from a Non-residential institution to a residential private dwelling. Victorian School School Lane Norwell - Approval noted 	

	c. Compliance: No issues.	
NPC/97/18	Church Restoration Committee – Update (if any): No developments reported.	
NPC/98/18	<p>Norwell Sports Association- Update including 2017-18 financial report: Councillor Saul reported that:</p> <ol style="list-style-type: none"> 1. The NSA accounts had been audited by the same internal auditor as the council who had confirmed that everything is in order. Councillor Saul will obtain written confirmation to that effect to be produced to the council once available 2. The bench will be relocated. <p>Councillors discussed the replacement bench for NSA. They authorised councillor A Ward to purchase a bench for use by NSA at a cost not exceeding £200 plus VAT.</p>	<p>PS</p> <p>AW</p>
NPC/99/18	World War 1 village commemoration event (including NCC finding scheme - Community events to commemorate WW1): The chair reported that a notice is on display in the shop regarding a possible event. He will continue to liaise with the History Society.	Chair
NPC/100/18	Village amenities and environment including anti-social behaviour and health and safety inspection report: Councillor Brown had identified no issues on his inspection (which included the defibrillator cabinets) and passed his written report to the clerk. Councillor Moreno reported on her continued concern regarding the Norwell Woodhouse defibrillator. Councillors A Ward and Brown will inspect and report. No other matters raised.	AW/HB
NPC/101/18	<p>Transport including Highways: Councillors discussed the continued problem on A1 at the A46/A17 junction and their concerns regarding the adequacy and safety of the warning signage for the junction. They unanimously identified the following reasons for their concern:</p> <ol style="list-style-type: none"> 1. Queues regularly form on the inside lane of A1 as traffic waits on the short slip road to exit the A1 and enter the A46/A17 roundabout. 2. This stationary traffic, on a road with 70 mph speed limit, poses a significant hazard with vehicles having to brake suddenly and heavily to avoid a collision 3. This hazard is compounded by through traffic suddenly changing lanes from the inside to outside lane to continue their southward journey unbroken. 4. Serious accidents are occurring as a result, in which individuals are sustaining serious injuries and fatalities. These are also leading to the closure of A1 and gridlock of the surrounding area. 5. Currently, the sole measure in place to manage this hazard is the existing illuminated mobile sign warning of queuing vehicles which is situated in the layby. <p>Councillors agreed that they are strongly of the view that the mobile sign is inadequate for the purpose because:</p> <ol style="list-style-type: none"> a. It is too small to be readily visible at speed b. It is insufficiently visible in certain lights c. It is too close to the junction to provide sufficiently timely warning for vehicles travelling at speed d. It is obscured by heavy vehicles queuing to enter the slip road and believe this view is evidenced by the continuing build-up of queues as traffic brakes suddenly and vehicles swap lanes late and by the accident rate. <p>They noted, however, that the junction is preceded by a gantry which is highly visible well in advance across both lanes. This is not currently used to warn of the potential queue but its deployment for this purpose</p>	

	<p>would:</p> <ul style="list-style-type: none"> i. Provide clear advance warning for all vehicles ii. Allow vehicles sufficient time to brake early or change lanes iii. Avoid late and sudden lane changes iv. Help avoid the accidents caused by unexpected stationary traffic on a road with a 70 mph speed limit. <p>They confirmed their belief that such a straightforward solution should be adopted as a priority before any more accidents occur.</p> <p>With this in view, the councillors decided that the clerk should write to Mr Robert Jenrick MP, Mr Chris Grayling Transport Secretary, Mr Mark Spencer MP and Mr Andy McDonald shadow Transport Secretary and contact Newark Advertiser seeking their support for the use of the gantry sign to provide this much needed warning and avoid unnecessary accidents and harm and improve traffic flow for both A1 users and drivers in the surrounding area alike.</p> <p>The clerk will also request a clear indication of when the A1 junctions in both directions are scheduled for improvement.</p>	<p>Clerk</p> <p>Clerk</p>
NPC/102/18	PAGE: No developments.	
NPC/103/18	Service faults: The clerk will report a collapsed culvert on Carlton Lane near the Norwell village sign on the right exiting the village.	Clerk
NPC/104/18	Correspondence: All items of correspondence noted.	
NPC/105/18	Parishioners' Business: None. No public present.	
NPC/106/18	<p>Next meeting:</p> <ul style="list-style-type: none"> a. Date: Wednesday 27 June 2018 preceded by Annual Parish Meeting b. Agenda items: As set out above. 	

The meeting closed at 8.30 pm

