

Minutes of the Meeting of Gayton Parish Council held on Wednesday 2 October 2019 at 7.30pm at the Jubilee Hall, Gayton.

Present	Cllr J Currey	Cllr P Grant	Cllr A Dewing
	Cllr S Renwick	Cllr P Savage	Cllr J Shillings
	Cllr N Attwell	Cllr A Beales	Cllr S Jarratt

Also, present: The Clerk, Mr P Ramsdale, Mr A Dixon & 16 Members of the Public.

**594 To receive and consider apologies for absence:
It was resolved to accept apologies from Cllr P Gidney.**

595 To receive Declarations of Interest
Cllr Dewing & Cllr Shillings gave a personal interest in anything regarding the school as a School Governor.

It was resolved to open the meeting.

596 To receive a presentation from Freebridge re 19/01046/RMM from Alex Dixon and Peter Ramsdale.

Cllr Currey introduced Mr Dixon and Mr Ramsdale from Freebridge Community Housing. Cllr Currey informed the room that there would be time for Public questions and all questions through himself as the Chair.

Mr Dixon introduced himself and his colleague. Mr Dixon went back to the letter from July. Mr Dixon advised that they wish to address the issues of the letter previously sent. The following points were discussed:

- The Parish Council is a Statutory Consultee.
- Gayton is a Kay Rural Service Centre as regards the Borough Council's Core Strategy.
- Guidance states that 24 houses are allowed per hectare.
- Garden small and not in keeping. Gardens fit in with all requirements and one size does not fit all.
- Gayton has 710 properties, in 2016 there were 1534 Parishioners, multi-generations possible under one roof and as such overcrowding occurs.
- Out of the houses to be built 20% have to be affordable, which in this situation is 5. 4 are for proper rent and 1 shared ownership. The Council would like to see more shared ownership. Freebridge will own 3 houses.
- There are more three bedroomed family homes where the Borough Council are in favour of two bedroomed family homes. Two bedroomed homes are lacking in the Borough. The Council would like to see the right to buy scheme to be well used. Mr Dixon explained that the Borough Council right to buy scheme has been successful and so much of the now Freebridge stock has

Signed:..... Chair Date:

been lost. The scheme is not available in the same way and the Borough Council are currently the biggest developer in the area.

- Freebridge currently have 41 one-bedroomed properties, 32 two-bedroomed and 11 three bedroomed properties. The Longhurst Trust currently has 4 one-bedroomed, 28 two bedroom and 30 three bedroomed. 147 totally in the village. This has come down from 170/180 in previous years.
- Heating via All source heat pump, with highest level of instillation.
- Freebridge taken on board electric charging points but currently not a planning requirement but if it was then they would undertake and provision is in place.
- Does the village have a need for a further playground? Mr Dixon advised that if it was a Parish requirement then it can be looked at.
- Streetlights currently not needed on the plan. Parish Council does have a Dark Sky Policy and would not want to see lots of Streetlights.
- Footpath running eastern and then running south. There is no footpath proposed within the scheme.
- Working with Anglian Water re drainage.
- All necessary reports and surveys have taken place or will be taking place soon and will be made public if necessary.
- Roads and parking are to Borough Council and NCC Highways plan.
- Parking not adequate for the amount of homes to be built. Freebridge advised that meets all requirements.
- Like to see more affordable housing. Neighbourhood Plan consultation suggested that more affordable housing is necessary. The need for Housing Needs Survey so that correct position is sought. Needs to be affordable to Gayton people.
- Open Lettings Policy would like to see Local Lettings Policy. Leeway re Five-Year Land Supply.
- Two shared ownership is all that is required in law. Prepared to take on more if need is proved.
- A Commercial Development not Community why called Freebridge Community Housing. Only able to undertake because of Borough Council losing five-year land supply.
- Nineteen for Commercial Sale Scheme purchased by Freebridge. Need the best mix for any scheme. Agreement to buy the whole site, currently under family ownership.
- Density big issue, not in keeping even with Springvale.
- Close Board Fencing not helpful with wildlife eg Hedgehogs. Causes isolation.
- Great to leave Car Park for village use.
- Necessary for possible affordable/rented from or with connection with Gayton need to register now so within the qualification period. Urge people to sign up.

Signed:..... Chair Date:

- If lose Car Park then makes Village assets not viable, not giving the village anything back though will expect people living in new development to be integrated into the village. Which of course they will but they will need assets and will be in more demand.
- Need to know if playground area is required/wanted.
- Close Board Fencing, Density etc how can Freebridge Community Housing take away Community Spirit. Requested by the Police eg secured by design. Need to fight to get Police attitudes changed.
- On what evidence have Police used to want this Secured by Design. Is there evidence to prove that the Secure by Design is necessary. A more softer feel would be welcomed. Some Privacy Panels yes but not the Close Board Fencing.
- Post and Wire fencing on the majority of Freebridge Properties.
- Construction will be brick under tiled pitched roof. Cannot commit to reduce the density.
- Too dangerous on the corner no more traffic, path so narrow not appropriate for wheelchair/prams. Lorries brush by Parishioners walking on the path. Car Parking lost more parking on the road even more dangerous. Need for Car Park to remain for safety of all.

Cllr Currey thanked Mr Dixon and Mr Ramsdale for attending it was very much appreciated.

597 Adjournment of Meeting to allow for public questions.

Notification of Meetings

A Parishioner advised that there was no way to know that this meeting was happening. There was nothing on the noticeboards and the website was not updated. Cllr Currey apologised and advised that the Clerk is not able to use the noticeboard and a plan will be put in place for a Councillor to undertake for the Clerk. The website is updated by a company and the information was given to them but the website had not been updated. The Council have plans to take the updating in-house. There is also the new Noticeboard that should be in place soon.

It was resolved to return to closed session.

598 To Receive Councillor Reports

County Councillor – Cllr Middleton

Cllr Middleton is not in attendance and no report received.

Borough Councillors – Cllr Manning & Cllr De-Whalley

Cllr De-Whalley have the following report:

Cllr De-Whalley advised that there were two current consultations available for comment and urged Parishioners to undertake. One on Transport Strategy and one regarding Mineral and Waste from the County Council. Cllr De-Walley

Signed:..... Chair Date:

explained about the Borough Council Local Plan Review and the need to consider Climate Change and he had put paper on the Borough Council's agenda later this month.

Cllr De-Whalley advised that the Corn Exchange would be closed between January to March for repairs and to put in a two screen cinema.

Cllr Currey thanked Cllr De-Whalley for attending and his report.

599 Co-option of Parish Councillor

Council to vote on Co-Option of Parish Councillor. One candidate was present at the meeting. The candidate explained why she wished to come onto the council. Cllr Shilling proposed that Claire Reeve become a Parish Councillor. This was voted on and it was **Resolved for Claire Reeve to be a Parish Council and for the Clerk to send the appropriate paperwork.**

601 Clerk's Report

The Clerk had previously distributed.

Clerk's Report – 2 October 2019

583 Highways

The Clerk advised that she had emailed the Highway Engineer and explained that the potholes had not been completed to the correct standard. I eventually received an email back to say that they were not sufficiently bad enough to be achieved but would get the engineer to check when next in the area.

583 Hedge

I emailed the gentleman after he advised me that it was the Borough Council's responsibility informing him that in fact it was his responsibility.

584 Freebridge

The Car Park will be discussed tonight as Freebridge may take away, if the objection is not lifted according to the Borough Planner. I have emailed again regarding the clothes bin but have not received a reply.

587 Operation London Bridge

Operation London Bridge

Operation London Bridge is the code name which has been given to the passing of Her Majesty Queen Elizabeth II. Forth Bridge Duke of Edinburgh and Menai Bridge HRH The Prince of Wales.

This event will affect every community whether the largest city or the smallest parish. It is recommended that every council prepares itself. While you might feel that there will be no implications for the council another organisation within your community might come to you for advice. Following her departing and the official announcement from Buckingham Palace, a period of ten days state mourning follows. D Day is the date of the death and D10 the date of the full state funeral in Westminster Abbey, unless D10 falls on a Sunday then the funeral will be held on the D11 Monday.

Signed:..... Chair Date:

Here are some things which you should bear in mind or you may need to do:

Cancel celebration events which are planned during the 10-day period. Pre-arranged council events may have to be cancelled during the 10-day period of mourning. We need to check if we can insure against this or the council will have to bear the cost of cancelling any such events or the cost of rearranging them. All events, seen as a sign of celebration should be cancelled. Examples of this might be your Christmas Lights Switch On event or the Christmas Market etc;. Note that the day of the State Funeral will be a Public Holiday, unless D10 falls on a Saturday.

Website. You will need to have some suitable words to put onto your website from your Chairman of the Council. Advice given is that comments should not be “too corporate” and emotions can be expressed. Your Council may also choose to have a black page on its home page carrying a portrait of Her Majesty the Queen. You may also choose to put onto this page associated tabs which might be needed during the period of mourning. Ensure that you detail here everything that might need to be mentioned during the period of mourning such as events which may have been cancelled or services which are being held.

Portraits. Many councils have a portrait of Queen Elizabeth II in a meeting room. You may wish to consider if you need to replace this. The portrait should have a black ribbon placed diagonally across one top corner – use florist ribbon. This portrait should remain in situ with the black ribbon on it for a one-month period – being the period of Royal Mourning. After this time the portrait of the new King should be put in place, with an alternative position for the Queen’s portrait found.

Condolence Books. You could use either a hard-backed book but using loose leaf pages has multiple advantages. Pre-printed loose leaf A4 (100gm) sheets can be taken to other places such as schools or taken away and then collected in or returned. Following D11, the papers can be collated and bound. It would be usual to write to the Private Secretary at Buckingham Palace advising that a Book of Condolence is held in the Council Archives.

Area to Lay Flowers. An area pre-designated for this purpose needs to be agreed in advance so that it does not block access routes. Flowers should be left unwrapped. Make it clear when those flowers will be removed i.e. on the morning after the State Funeral and what you intend to do with them. If the dead flowers are going to be deposited into brown bins in your cemetery then those bins might be unable to cope, if all the flowers are removed at one time. Alternatively, find an area where they could be composted. The suggestion is that the compost should not be used to plant a tree in memory.

Proclamation. The National Proclamation will be read in London (St James Palace and the Royal Exchange) along with county proclamations read normally by High Sheriffs. A proclamation could also be read by our Chairman – but best to check with the Norfolk Lieutenancy Office for procedures they may have in place already. Flags for Proclamation reading must be at full mast.

Signed:..... Chair Date:

www.norfolk.gov.uk/lieutenancy e mail lord-lieutenant@norfolk.gov.uk. I believe we need to check with neighbouring parishes. I have checked with the Lieutenant's office and they have passed me to the Borough Council Civic Officer's. I now have the Borough Council's documents.

Church Services. Each Diocese will arrange civic services in cathedrals and main churches on the mid Sunday of the 10-day mourning period with local parish churches encouraged to hold services on the eve of the State Funeral. A similar process will be followed for the death of HRH Duke of Edinburgh apart from the Proclamation. If both the Queen and the Duke of Edinburgh pass away together, it is highly likely that there would be a full State Funeral for HM the Queen with a private service at St Georges Chapel at Windsor, later the same day for the Duke.

Bells In conjunction with Church. One toll for each year been alive. If death announced before 12 noon then bells rung at 12 noon. If death announced after 12 Noon then bells rung at 12 noon D+1. If Civil Service held D+9 full or half muffled peal.

Dress Code What is appropriate for staff and Councillors, black ties, arm bands, rosettes/ribbons?

I know we do not have but just in case one is purchased.

Flags. Where you have a vertical flag pole, the Union Flag should be flown at half-mast throughout the period of mourning, except for D2 Proclamation Day when the new King is proclaimed (Operation Spring Tide). If your flag pole is at an angle the Union Flag should be flown to full mast, with black cravats attached (you will need some black floral ribbon obtainable from a florist). A black cravat or ribbon is added to the top of the flag, at the hoist. All flags / flag poles should be returned to normal by 9.00 a.m. the day after the funeral. Remember that the Union Flag has a correct way up – in the half of the flag nearest the flagpole, the wider diagonal white stripe must be above the red diagonal stripe, as Scotland's St Andrew's Cross takes precedence over Ireland's St. Patrick's Cross. It is most improper to fly the flag upside down. As well, a flag should only be flown between sunrise and sunset.

Budget Do we need to put something on the precept in readiness and think about budget for Coronation.

588 Lime Kiln Road

I have reported to NCC Highways and they have agreed to check when next in the area.

590 Cyber Insurance

I had previously sent round information regarding this, but this is the information again. Unfortunately, Dersingham will not enter into a three way deal. There is a possibility of a two way deal with Thornham but need to speak with them if it is something you wish to take further.

Signed:..... Chair Date:

Cyber Security The risk is defined by the Institute of Risk Managers as any risk of financial loss, disruption or damage to the reputation of an organisation from some sort of failure of its information technology systems.

The insurance protects businesses and individual users from internet-based risks and more generally from risks relating to information technology infrastructure and activities. 84% of Local Authorities in England, lack adequate cyber defences. £33,000 malicious emails are blocked from accessing Public Sector systems every month. The ICO fined Nottingham County Council for GDPR regarding disabled and elderly personal data being on their files for over five years.

Cyber exposure can come in various forms, data virus, software failure, theft, software error, human error, hacking etc. Risk – data on website – blackmail, email asking for payment, back up failure, system hacked, reputation etc. Fraudulent emails, asking for bank details, social engineering scams getting virtually impossible to spot.

Insurance requirement

Maintain a commercial grade (not home edition) firewall, either hardware or software based. You must also run and maintain a commercial grade (not home edition) anti-virus solution. I have asked and received two insurance quotes for Cyber Insurance cover.

Sarah Bristow – 26.09.19

602 Minutes of Parish Council Meeting held on 4 September 2019

To consider and approve the minutes. **It was resolved to approve the minutes and for the Chair to sign as a true record.**

Matters arising from the minutes

(572)(545). To receive update and consider any action on quotes for Playing Field Surfaces. **It was resolved for Cllr Dewing to undertake the repair with matting.**

(572)(545) To receive update and consider any action on footpath - Grimston Road. Cllr Currey advised that he had met with the Parishioners regarding the footpath that is situated at the bottom of the garden. The last licence had expired. The Clerk advised that the County Council needed to be involved. **It was resolved for the Clerk to contact NCC Highways Manage to arrange a meeting to discuss.**

(572)(553). To receive update and consider any action on Playing Field Hedge. The outside of the hedge had been cut and as usual a Great Job. The Clerk reported that the Grasscutter had advised that the inside of the hedge was impeding on the playing field. **It was resolved for Cllr Renwick to ask if the inside could be achieved, also for the Clerk to obtain a quote if current person unable to undertake without churning up the playing field.** The Clerk advised that she had order the new seats for the Horse in Gayton Thorpe Playground.

Signed:..... Chair Date:

- It was resolved for Cllr Shilling, Cllr Dewing and Cllr Currey to undertake as much as possible of the repairs necessary for the equipment to be continuing to be used.**
- (581) To fix meeting date for joint Neighbourhood Planning Group and Parish Council. **It was resolved to meet on the 24th October at the Meeting Room at Gayton Hall.**
- (588) NCC Parish Partnership Scheme. Councillors to come up with projects that the scheme could produce in Gayton/Gayton Thorpe.
- (590) External Audit. The Clerk advised that the External Audit was back and was on the website. **It was resolved for Cllr Currey and the Clerk to get together and go through any recommendations.**

603 Neighbourhood Plan

Cllr Jarrett advised that the group were currently working on the Development Policy, Core Visions and Consultation Results.

Cllr Jarrett advised that the Land Use Policies were being worked on, and a top up grant had been applied for and was granted. The group will be identify where development would be favourable, the size, type and tenure. Local Green Space will also be important. **It was resolved for the Clerk to work in with the group to ascertain Council owned land.**

604 Planning Applications and Determinations:

Applications:

- 19/01046/RMM Revised Reserve Matters Application for proposed residential development at Lane E of Rosemary Lane W of Hills Crescent and S of Rampant Horse Cottage, Lynn Road, Gayton. **It was resolved to recommend refusal as previously but to include density. It was resolved for the Clerk to draft the letter and send round for comment prior to sending to the Borough Council.**

Determinations:

- 19/01379/F Application for single storey rear extension at 18 Lime Kiln Road, Gayton. - **Granted**
- 19/01311/RM Reserved Matters Application for amended design for plot 3 at Allens Garage, Lynn Road, Gayton - **Granted**
- 19/01392/F Application for proposed single storey disabled bedroom and bathroom side extension at Butterfly Cottage, 13 Church View Lane, Gayton- **Granted**
- 19/00986/O Outline Application for Construction of holiday lodge at West Hall Farm Winch Road Gayton - **Withdrawn**
- .

Signed:..... Chair Date:

605 Highways

To receive update and consider any action on NCC Ranger Works. **It was resolved for the Clerk to report to NCC Highways that the manhole cover outside the Pumping Station on Winch Road**

To receive update and consider any action on Village Hedges. **It was resolved for the Clerk to write to a household on Lynn Road regarding cutting the hedge to the property.**

Cllr Beales left the meeting.

606 Village Matters

To receive update and consider any action on the Playing Field Areas in Gayton and Gayton Thorpe. As previous stated the Clerk has placed the order for the horse seats for Gayton Thorpe.

Annual Playground Inspection. Councils to consider who to contract for 2019/2020. **It was resolved for Clerk to arrange the usual inspection.**

To receive update and consider any action on Village Hall Car Park. This item has been previously discussed. The Social Club Car Park was discussed and **It was resolved for the Clerk to obtain the cost of some plainings.**

To receive update and consider any action re Village Hall. Cllr Beales has left the meeting so this item is deferred to the next meeting.

To receive update and consider any action on Defibrillator. **It was resolved for Cllr Attwell to get the money to the Clerk and for the Clerk to bank and then to arrange a meeting with the Clerk to get the order placed.**

Email re Howards Way Amenity Space. Council to consider if a proposal was put to the Council would the Council accept. The Clerk advised that no proposal has been put formally forward.

Pudding Stones. **It was resolved for Cllr Renwick to investigate and report back to the next meeting.**

Countryside News. **Cllr Renwick thanked the Village Hall Trustees for the New Noticeboard at St Nicholas Close.**

607 School

Cllr Shillings advised that some of the trees have TPO's and it is down to Mr Fisher, Tree Officer at the Borough Council is currently working on this. The Archaeological Survey is continuing this week. There is a Stakeholder meeting take place at the end of the month and should be able to report more at the next meeting. Cllr Renwick was concerned about the undergrowth being disturbed with nesting birds etc. Cllr Shillings advised that it is currently not nesting bird season. Cllr Shillings advised that there is now not going to be a turning circle.

608 Communicating with the Community.

Cllr Jarrett had previous emailed round a paper she had written. Cllr Jarrett had listed all the requirements and had made up a draft website. The website was a WordPress interactive one. Cllr Jarrett asked if people used Twitter or Facebook. The consensus was that Facebook was used within the village and had their own village page. **It was resolved for Cllr Shilling, Cllr Jarrett and the Clerk to get together to discuss further.**

Signed:..... Chair Date:

609 Operation London Bridge

This was part of the Clerk's Report. **It was resolved for everyone to look at what could be consider for the village to undertake and the item to be placed on the next agenda.**

610 Correspondence:

Letter from Norfolk Age Concern.
Clerks and Council's Direct

611 Governance:

To review and consider any action necessary
Training. **The Clerk to continue to organise the Finance Training.**
Policies. **The Clerk had sent round several model policies and current policies that needed updating. Councillors to look at and come back at the next meeting.**
Annual Risk Assessments. **It was resolved for the Clerk to send round the last ones from the company that use to undertake.**

612 Finance: (see reports attached)

To review and consider any action necessary
Monthly Accounts for Payment. **It was resolved for these payments to be made.**
Money Received. **None Received.**
Bank Reconciliation August 19. **It was resolved to accept the Bank Reconciliation to the end of August. It was resolved for Cllr Attwell and the Clerk to undertake the internal Councillor check.**
Bank Mandate: Cllr Renwick has the paperwork. **It was resolved for Cllr Renwick to complete and return to the Clerk to send off for the mandate to be updated.**
Cyber Insurance: This is part of the Clerk's Report. The Clerk advised that it might be possible to go in with two other Councils and share the cost but we need to make sure the equipment has the necessary software/hardware. **It was resolved for this item to be deferred until the next meeting.**

613 items For Next Agenda

West Norfolk Community Transport – Cllr Grant
TV Screen
Printing Equipment

614. Date, & Place of next meeting.

Parish Council Meeting Wednesday 6 November 2019 at The Jubilee Hall at 7.30pm.

With no further business the meeting closed at 22:06pm.

Signed:..... Chair Date: