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Minutes of the meeting of **PUDDING NORTON PARISH COUNCIL** which was held on **Wednesday 26th February 2014** at Fakenham Sports Centre (Dining Room), Fakenham Racecourse, commencing at 7.30pm.

Present:- Sheila Robson (Chairman), Andrew Blyth (Vice-Chairman), Pat Ainger & Mike Ainger.

Clerk:- Tracey Bayfield.

Public:- 4.

1. **Apologies for Absence** – Were received and **accepted** from Cllr John Tuck (*unwell*) District Cllr Becky Palmer & County Cllr Tom Fitzpatrick (as he is also Leader of NNDC); they were both attending the NNDC budget setting meeting.
2. *Adjourned at 7.32pm for the **Open Public Session** and reconvened at 7.34pm.*
3. **Declarations of Interest** – Members should declare their interests and state the reason. There were none.
4. It was **proposed & agreed** that the **MINUTES** of The Full Council Meeting held on Thursday 21st November 2013 should be signed as a true record.
5. **GUESTS & CHAIRMAN'S ANNOUNCEMENTS** – (*Information only.*)
 - 5.1. **PCSO Report** – Not received in absence.
 - 5.2. **Annual Parish Meeting** – Keith Simpson MP, plans to attend our next scheduled meeting on the 29th May, which also happens to be the Annual Parish Meeting, the AGM and then the Full Council. In order to make the most of this rescheduled visit we must ensure that any concerns we have are raised with him such as; i) Parklands and lack of any children's play area, ii) Dereham Road garage site, and planning permission and we must publicise his visit as best as we can.
6. **PLANNING** –
 - 6.1. It was **proposed & agreed** to ratify the decision regarding Application no. **PF/13/1414** - *Proposal; Erection of grain store at, **Land at Fakenham Road, Dunton***; which was to object due to the following reasons; i) Concern over the amount of traffic that this will generate past the Green Lane Housing Estate and up Beacon Hill, in particular the number of HGV's & ii) Concern over the visibility of the building. We would prefer it not to be so visible from Green Lane, ie. we would at the very least like to see it screened by trees or a hedge planted on the north side of the building.

7. **DISTRICT & COUNTY COUNCILLORS' REPORTS** – In her absence, Becky Palmer (District Cllr) advised that the Standards training as requested by a number of parishes should take place soon, as the schedule is currently being worked on.

8. **FINANCE**

8.1. It was ***proposed & agreed*** to make the following payments via the Section 137 Community Fund; i) Norfolk Age UK = £25.00 & ii) Magpas (The Emergency Medical Charity) and under and then under it's own power £25.00 to Norfolk Citizens Advice.

8.2. It was ***proposed & agreed*** to approve the **Accounts** for payment as presented, including those just agreed under item no. 8.1.

9. **CORRESPONDENCE** –

9.1. Members received a verbal update from Mike and Pat Ainger after the follow up visit by Russell Tanner (NNDC) on Friday 21st February, following their **Site Visits** to Dereham Road and Parklands on the 5th July 2013. They advised that i) glass in the launderette door was now broken, ii) 2 lights on site not working, iii) street signs still require attention, iv) fire signs need attention, v) gate to field needs a new spring, vi) locks on cylinder needed. The concrete fire walls are breaking up and need urgent attention and ought to have a warning notice erected by NNDC in the meantime. (The Clerk will forward these points to Duncan Ellis, Head of Assets and Leisure at NNDC). The igloo has now been removed from site.

9.2. The NCC **Highways Rangers** are due to visit the parish w/c 24th March. Any items to be emailed to highways@norfolk.gov.uk including the words RANGER & PUDDING NORTON in the title bar. Items to include i) broken crossroad sign on Dereham Road as you approach the Hempton crossroads and the hedge needs cutting back along Dereham Road by the footpath which runs into Fakenham and pathways to be swept.

9.3. Members were asked to give thought to the North Norfolk **Community Transport Scheme** in conjunction with any current bus services. It was ***proposed & agreed*** that whilst we do not think that there are sufficient numbers interested to make this scheme work, we would like to ask Sanders Coaches if they would consider running their current bus service which goes to Green Lane, up through Dereham Road, through Colkirk and into Hempton, ie. just serving an extra couple of stops on it's journey? An even earlier bus service would be better if possible also.

9.4. **Annual Parish Meeting** – Was discussed earlier.

9.5. It was ***proposed & agreed*** that given the item about to be discussed (**Appointment of new Clerk/RFO** and terms and conditions) that the Public be temporarily excluded and hence they are instructed to withdraw.

Members had received information with regard the appointment of a new **Parish Clerk/RFO** and had interviewed Kim Dunford prior to the Parish Council Meeting and 2 references had been received ahead of the meeting. The members ***proposed & agreed*** to offer the position to Kim Dunford and that the following details be added where applicable to the 'Model Code of Contract';

9.1. *SCP 22 plus 4 points for the qualifications, so starting band SCP26 and the maximum for this position being SCP 23 plus the 4 points, hence we will pay no higher than SCP 27 including the increments for qualifications already obtained.*

9.2. *You have been appointed to a single salary point and the Council will review your salary annually on the anniversary of your appointment.*

9.3. *Pudding Norton Parish Council will pay for the new Clerk/RFO to be a member of the Society of Local Council Clerks for this first year, and thereafter, however, if she were to take on a larger Parish or Town Council, then we would look to review or share this cost as it is based on salary earned.*

Kim Dunford was invited to rejoin the meeting, and the contract of employment was discussed noting the decisions just agreed, she was offered the position of Clerk/RFO to Pudding Norton Parish Council and accepted. Tracey and Kim will meet on Friday 7th March to officially hand over the role.

The members thanked Tracey for her work and dedication over the past 3 years and welcomed Kim on board.

Meeting closed at 8.57pm.

Chairman _____