**Woodbastwick Parish Council**

**Inc. Ranworth and Panxworth**

**Minutes from 6th February 2019 at 7.30pm**

Present: Kit Cator KC Chair

 Mark Hadden MH

 Andrew Lee AL

 Stuart Goodall SG

 Caroline Purdy CP Clerk

Apologies: Vivienne Adshead VA Vice Chair

 Frank O’Neill FO Broadland District Councillor

Public: 1 Member of the Public in attendance

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| **Item** | **Action** |
| 1 Apologies As above.  |  |
| 2 Declarations of InterestNone.  |  |
| 3 Minutes of the Last MeetingAgreed and signed.  |  |
| 4 Matters ArisingNone.  |  |
| 5 Highways1. The matter of a raised curb in Panxworth was brought to the Parish Council’s attention from the member of public; KC is liaising with the parish rangers and he will keep the interested party up to date.
2. CP reported that nothing further had been heard regarding the signs in Ranworth and Panxworth from NCC Highways. KC to chase.
3. VA had circulated the SAM traffic data; the results had been noted.
4. CP reported an anonymous complaint from a member of the public concerning the B1140 Panxworth into Woodbastwick and Ranworth; there “had been no attempt to clear the road” following the loading of sugar beet over the hedgerow between Friday 1st – Monday 4th February. It was noted that contractors have a duty to clear the roads and KC will approach the local farm manager to resolve this.
5. MH and SG noted that there was a further road closure outside The Maltsters PH in addition to the original closure.
 | KCKCKC |
| 6 Environmental MattersThe local Tree Warden and the Tree Warden Network had contacted the clerk to raise the following: 1. A contribution toward running costs was requested. A £25 contribution was agreed.
2. We were advised that local schools could apply to the Japan Society to be part of the Sakura Cherry Tree Planting Project.
3. It was noted that the Tree Warden Network were planning to meet mid-week.
4. The offer of free trees and hedging from BDC was noted; Councillors felt that the Tree Warden should liaise with local landowners in this regard.
5. The clerk had been asked the Council’s position on insurance with regard to Tree Wardens.
6. Work to gather a list of TPOs in the area was noted; KC informed the meeting that all the trees in Woodbastwick Churchyard were subject to TPOs, but that BDC would confirm this.
7. An update on the work of the Tree Warden Network from a report dated 05/02/19 was given to Councillors.

Councillors requested a letter to confirm details be sent to the Tree Warden.  | CP |
| 7 Planning1. Councillors noted that the planning consultation was re-opened on Application No.20181968; there was no comment to make.
2. The BD C enforcement on the caravan at Woolsey’s Farm, previously circulated, was briefly discussed and no action was required.
3. The Broads Authority consultation period on the Local Plan was previously circulated and Councillors noted the opportunity to check documents.
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| 8 Received CorrespondenceAn invitation to the Broads Authority Reception had been received to mark the 30th anniversary of the Authority on 29th March.  |  |
| 9 Financial Reports & Approved PaymentsThe 2019 cash book had been drawn up, together with budget and balances from accounts and had been circulated. Sums due/paid to the Parish Partnership Scheme relating to signage were to be clarified. Online access to the Lloyds accounts was now available to the clerk. Councillors signed a further form to request a change of address to Lloyds Bank. Payments made included: Woodbastwick Village Hall Hire £ 20.00(to reimburse an unpresented cheque from May 2018) Ranworth Village Hall (February 2019) hire fee £ 20.00Clerk £220.08 NALC Mandatory Role of the Clerk Training £132.00(50% reimbursement due from Tunstead Parish Council) Vivienne Adshead – reimbursement of PPE costs £ 64.25It was noted that the Local Council Public Advisory Service training on accountancy had been cancelled.  | CP/KC |
| 10 Ranworth Staithe Land and BridgeKC confirmed that the bridge needed to be cordoned off again after high winds had blown away warning tape previously erected. The Parish Council had been advised of ownership claims to the strip of land being made and the Council’s own solicitors continue to look into this. It was reiterated that the Council’s aim was to ascertain ownership to maintain the bridge and had no interest in claiming the land themselves. KC continues to liaise with Nicholas Hancox solicitors and the Broads Authority.  | KC |
| The meeting was halted to hear from the Member of the Public concerning the raising of a curb outside his property in Panxworth. The Member of Public had been unable to establish a reason or response from Highways. KC will support in this regard as mentioned above. It is hoped that the County Councillor will be attending next month’s meeting, should the parishioner wish to attend again.  |  |
| 11 Any Other BusinessThe Clerk reported on training and updates with regard to The Transparency Code and Policies that need to be updated. As policies are drafted, they will be circulated to Councillors to read ahead of monthly meetings.  |  |
| The next meeting of the Parish Council will be 6th March 2019 at 7.30pm at Woodbastwick Village Hall.  |

Agreed and Signed on behalf of Woodbastwick (Inc. Ranworth and Panxworth) Parish Council:

Chair

Date: