**Woodbastwick Parish Council**

**Inc. Ranworth and Panxworth**

**Minutes of the Parish Council Meeting from 3rd July 2019 at 7.30pm**

Present: Kit Cator KC Chair

Vivienne Adshead VA Vice Chair

 Andrew Lee AL Councillor

 Mark Hadden MH Councillor

 Stuart Goodall SG Councillor

Caroline Purdy CP Clerk

Apologies: Nigel Brennan NB Broadland District Councillor

 Justine Thomas JT Broadland District Councillor

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|  **Item** | **Action** |
| 1 Apologies As above.  |  |
| 2 Declarations of InterestNone. |  |
| 3 Minutes of the Last MeetingAgreed and signed.  |  |
| 4 Matters Arising* The clerk reported that the brackets had arrived and a payment was pending to Westcotec.
* The Highway Rangers had confirmed sign cleaning was added to their work list, but as “low priority” for Ranworth signs.
* The Clerk confirmed she had not received an acknowledgement from the manager of Rotac Farms regarding irrigation run-off at New Cottages.
* Land at Panxworth – this is still with enforcement at Broadland District Council.
* The new shelf had been purchased for Woodbastwick’s phone box library and will be installed shortly, together with some newer books.
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| 5 HighwaysVA had fitted 2 multi-directional brackets for the SAM2 speed sign. The speed reports had been circulated and were briefly discussed.  |  |
| 1. Environmental Matters

KC had been to check on the condition of bins/area at Ranworth Broad and reported that these were clean, tidy and the area was generally in good condition.   |  |
| 7 PlanningKC advised that the enforcement team were still monitoring case 2019ENF161 at Ranworth; a decision to be advised shortly.  |  |
| 1. Received Correspondence

The Clerk passed free ‘no cold callers’ stickers to KC for distribution to older people around the parishes should they wish to display in their doors/windows.  |  |

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| 9 Approved PaymentsClerk £164.42Westcotec £120.00Woodbastwick Village Hall (July Hire) £ 20.00The Clerk reported that the Annual Return had been duly publicised and returned to external auditors as required.  |  |
| 10 Co-Option of New CouncillorsKC briefed Councillors on 2 prospective new members; not having come to the meeting, they will be formally invited to the meeting in September. The advert for councillors in the Mardler is to restart in September, if new members are not co-opted.  |  |
| 11 Staithe Land OwnershipCouncillors expressed thanks to Fran Whymark for his assistance with this matter, but felt further clarification was still needed around who owned the land. Councillors noted that Roy Hunt at The Maltsters had taken the initiative to maintain the bridge, for which they were grateful and passed on their thanks. After discussion it was agreed that KC would write to the Scottish & Newcastle Brewery to ask them to check ownership. It was agreed that proof of ownership from any party would be required. KC to draft letter and forward to Councillors for agreement.  | KC |
| 12 Any Other Business* VA raised the outstanding matter of the clerk’s hours/wage. CP confirmed that where she had worked extra, she was deducting from those hours from following weeks. Contract to be drawn up and circulated for agreement.
* SG and MH raised the issues of overgrown footpaths in/around Ranworth; Sotts Hole to Panxworth, from Norton Hill to Cottenham Barns and from the Maltsters to the Church. Clerk to raise this with the appropriate department at Norfolk County Council.
 | CPCP |
| The meeting closed at 8.15pm. The next meeting of the Parish Council will be **Wednesday, 4th September 2019** at 7.30pm at Ranworth Village Hall, there being no meeting in August.  |

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

Chair

Date: