

**MINUTES OF THE MEETING OF TRIMINGHAM PARISH COUNCIL**  
**HELD ON MONDAY 2<sup>ND</sup> SEPTEMBER, 2013 AT 7.00 PM**  
**IN THE PILGRIM SHELTER, TRIMINGHAM.**

**Present:-**

Chairman - Cllr. C. Wilkins, Cllr. P. Benford, Cllr. E. Boatman,  
Cllr. T. Brown, Cllr. J. Harrison and Cllr. S. Kirk.

County Councillor W. Northam.  
District Councillor A. Fitch-Tillett.

Julie Chance - Clerk.

Four members of the public also attended the meeting.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. D. Gotts and P.C. Barrie Cresswell.

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

No declarations of interest were received.

**3. MINUTES OF THE MEETING HELD ON MONDAY 1<sup>ST</sup> JULY 2013**

The Minutes of the meeting held on Monday 1<sup>st</sup> July 2013, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

It was **AGREED** to suspend the meeting for public participation.

**4. PUBLIC PARTICIPATION**

None received.

5. **COUNTY AND DISTRICT COUNCILLORS' REPORT**

5.1 **County Councillor's Report:-** Attached.

5.2 **District Councillor's Report:-** Attached. Cllr. Brown commented that the revetments are now a health and safety issue. District Councillor Fitch-Tillett will liaise with the Coastal Engineer on this matter. It was noted that the wild flowers which have been planted have received many compliments.

6. **NORTH NORFOLK DISTRICT COUNCIL - COMMUNITY EMERGENCY PLAN**

6.1 The Chairman introduced Richard Cook from North Norfolk District Council. Presentation attached. It was **AGREED** that the Clerk would give Richard Cook the contact details of Cllr. Boatman and Cllr. Brown in order for them to meet and produce an emergency plan for Trimmingham.

7. **PLAYING FIELD**

7.1 Cllr. Brown said it is a major problem that the playing field can only be accessed on foot. Events cannot be held on the playing field as vehicles cannot access it to transport equipment. This matter needs further discussion and will be placed on the next agenda.

8. **POLICE**

8.1 No Police report was received.

8.2 **Vehicle Activated Signs:-** It was **AGREED** that the "Slow Down" sign would be accepted as it is possible to place this on the edge of the village. It was **AGREED** that the Clerk would progress this matter accordingly.

9. **HIGHWAYS**

9.1 **Broken Sign and Fire Hydrant - Middle Street:-** The Clerk reported that Norfolk County Council have reported the fire hydrant to the fire service. It was **AGREED** that the Clerk would ascertain the current position as the signs have not yet been repaired.

9.2 **Chevron Sign - Church Street:-** The Clerk reported that a chevron sign had been hit by a lorry and this has been reported to Norfolk County Council. The Clerk will ascertain the current position.

## 10. FOOTPATHS

- 10.1 Public Right of Way:-** The Clerk reported that a letter has been received from Norfolk County Council concerning non reinstatement of a Public Right of Way. This Public Right of Way is on Cllr. Harrison's land and he is liaising directly with Norfolk County Council on this matter.

## 11. PLANNING

- 11.1 Planning Applications:-** None received.  
**11.2 Planning Decisions:-** None received.  
**11.3 Dudgeon Offshore Wind Farm:-** Noted. No comments.

## 12. PILGRIM SHELTER/NEW VILLAGE HALL

- 12.1 Management Committee:-** Cllr. Brown reported that the Management Committee has been formed and a draft Constitution prepared. He and the Clerk met with Phil Harris who has agreed to prepare some paperwork for the Parish Council and the Management Committee to agree. It was **AGREED** that the Management Committee should take over the management of the Pilgrim Shelter with immediate effect. The Clerk will make arrangements for the signatories to be changed on the bank account. It was **AGREED** that the Management Committee would liaise with Saul Penfold, the Quantity Surveyor and the Project Manager to try and progress the new village hall.
- 12.2 Fundraising Committee:-** Report attached.
- 12.3 PAT Testing:-** The Clerk reported that the PAT Testing has been completed.

## 13. FINANCE

- 13.1** The following cheques were **AGREED** and signed:-
- |   | £        |
|---|----------|
| Clerk's salary, office allowance and postage. | 493.33   |
| HM Revenue & Customs - Tax                    | 111.20   |
| Norfolk County Council VAS Sign               | 1,718.89 |
| D.R. Dennis - Plumbing Pilgrim Shelter        | 25.00    |
| Anglian Water - Pilgrim Shelter               | 54.78    |
| Randalls Electrical - PAT Testing             | 52.50    |
| Norfolk ALC - Full Council Training           | 150.00   |
- 13.2 "No Dog Fouling" Signs:-** The Clerk reported that she has not received any sign to date and she will chase accordingly.
- 13.3 Norfolk Rural Community Council - Subscription:-** Cllr. Brown reported that the Management Committee will be investigating the merit of taking a subscription with this body.
- 13.4 Budget - 31<sup>st</sup> March 2015:-** It was **AGREED** to adopt the Budget for the year ending 31<sup>st</sup> March, 2015 to include the Clerk's statutory increase in salary.

**13.5 Information Request:-** The Clerk reported a further request for information has been received. The Clerk explained that her office allowance was protected by the Data Protection Act as this is based on her private utility bills and her income tax returns. It was **AGREED** that the Clerk will ascertain the amount of time the remainder of the information in the request will take to collate and the cost of photocopying and prepare an invoice. This invoice should be paid within three months of issue in order that the information can be provided. It was **AGREED** that the recommendation of £25 per hour from the Freedom of Information Office would be adopted with a 50p per copy charge for the photocopying. It was **AGREED** that the Clerk will place revision of Standing Orders on the next agenda in order that this matter can be included for any future requests of information.

**14. BT BOX**

**14.1** The Clerk reported that a new electricity supply was required in order to install the defib in the BT box. The Clerk has been in email correspondence with Peter Wright stating that this needed to be subject to the Parish Council's tender procedure and agreed by the Parish Council before it is installed. Despite the Clerk informing him of this fact Peter Wright gave the go ahead to install the new supply to Richard Leeds at Randalls Electrical. It was **AGREED** that the Clerk would now obtain further quotes for the work and these will be considered at the next meeting.

**15. MEETING DATES - 2014**

**15.1** The Clerk circulated the draft meeting dates for 2014 which were **AGREED**.

**16. NORTH NORFOLK DISTRICT COUNCIL ATTENDING A PARISH COUNCIL MEETING**

**16.1** The Clerk reported that District Councillor Tom Fitzpatrick and Strategic Director Steve Blatch will be attending the meeting on 4<sup>th</sup> November, 2013.

**17. CORRESPONDENCE**

**17.1 Norfolk County Council - New Standards Regime:-** Circulated. It was **AGREED** that the Clerk would reply stating that Trimmingham Parish Council would be interested in an event.

**17.2 NNDC - Glass Banks:-** The Clerk circulated a letter concerning the phasing out of the glass banks. The Clerk reported that this service can be arranged directly through Norfolk County Council. It was **AGREED** that the Clerk would register Trimmingham Parish Council for their glass banks directly with Norfolk County Council.

**17.3 Norfolk County Council - Budget and Savings Proposals 2014/17:-**  
Circulated. Noted.

**17.4 Norfolk Link:-** Noted.

**17.5 NNDC - Caravan on Cliff:-** The Clerk reported that a caravan had been reported half way down the cliff. North Norfolk District Council are dealing with this matter.

**18. DATE OF NEXT MEETING**

The date of the next meeting was noted as Monday 4<sup>th</sup> November, 2013 at 7.00 pm in the Pilgrim Shelter, Trimmingham.

Cllr. Benford said that she had been approached concerning the hedge along the access road to the playing field which has not been cut yet. It was **AGREED** that this matter would be placed on the next agenda for further discussion. It was felt that it should not be the responsibility of the Parish Council to cut the hedge as it does not belong to them.

The meeting was suspended for public participation.

**19. PUBLIC PARTICIPATION**

A member of the public reported that one of the hedges in Staden Park needed to be cut back. The member of public will contact County Councillor Northam concerning this matter.

**There being no other business the Chairman closed the meeting at 9.00 pm.**

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**Chairman**

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**Date**