**MORLEY PARISH COUNCIL**

**Revised MINUTES OF THE MEETING HELD 16th APRIL 2012**

Present: Anna Allison, Brian Clarke (Chairman), David Eckles (Vice-Chairman), David Hastings, Diane Hastings, Gina Geere and Roger Cordey.

In Attendance: Michael Edney (District Councillor), Heidi Frary (Temporary Clerk), Sharon Bird (Clerk) and seven members of the public.

1. **To consider accepting apologies for absence**

None

1. **To approve the minutes of the last council meeting**

The minutes of the meeting held on the 19th March were approved and signed by the Chairman.

*Proposed: Councillor Eckles, seconded: Councillor David Hastings.*

1. **To record declarations of interest from members in any item to be**

**discussed.**

Councillor Diane Hastings and Councillor David Hastings declared their interest in planning application 2012/0471: Church Farm, Church Road, Morley St Botolph – Installation of a singlesmall scale wind turbine.

1. **Ratification of Parish Council Clerk appointment**

The clerk confirmed receipt of the draft contract of employment and once she has read through the **clerk will email any comments** to all the Councillors.

1. **Matters arising from the minutes of the last meeting**

The temporary clerk confirmed that she has spoken to the Tax Office with regard to the previous clerk’s employment and has got the figures we need to process a P60. She also confirmed that all payments due to HMRC were paid in full.

1. **To adjourn the meeting to allow public participation**

Meeting adjourned 7.40pm

* 1. Parishioner request for a contribution for grass cutting at the church. It was agreed that a contribution from the Parish Council could be made, but beforehand we need to find out from Hilary Barraclough if the previous donation is still being held unspent and to ensure that it was used for grass cutting. **Parishioner to speak to Hilary Barraclough.** Decision to be finalised at the next meeting.
  2. Parishioner requested tables and the urn for the Jubilee celebration at St Peters Church on the first weekend in June. This request to go via the Village Hall Committee. **Councillor Geere will arrange unless they are already being used.**
  3. Parishioner and members of the local football teams enquired when the drainage works would be carried out to the Derek Daniels Field. The football season should be over by 14th May and will start again in early September. Councillor Eckles suggested that a meeting between the football clubs and Parish Council be set up. **The football club were requested to provide as much information as they can** share with regard to the drainage so that the Parish Council can formulate an effective plan including quotations for the work before the work is carried out. **Action required by Councillors Eckles and David Hastings to take this forward** and if need be, a sub-committee will be formed.

*Proposed: Councillor Geere Seconded: Councillor Cordey*

Meeting re-opened 7.57pm

1. **To accept and sign letter and agreement with Highways regarding the**

**funding for the Morley Pathway.**

Councillor Allison confirmed that the funding of £25,000 had been secured. **Councillor Allison to send in the Lottery bid as authorised by the Parish Council.** The letter of confirmation was accepted and signed by the Chairman and Witnessed by the Vice Chairman. **The Clerk to return the letter of confirmation using provided envelope.**

***Proposed: Councillor Eckles Seconded: Councillor Allison***

Meeting adjourned 8.05pm

Parishioners and members of the Pathways sub-committee requested an update on the project. Next stage: **Councillor Allison will arrange a meeting with Mr Kelly** to ascertain what Highways are going to do and to identify any restrictions that we may or may not have. Once we have this information we will then be in better position to talk to Lamberts and May Gurney regarding the project. Then when these meetings have taken place the Parish Council will be able to arrange a Community meeting. If possible this to take place at next month’s meeting. Also, Pathways sub-committee to contact Richard Long regarding the cost of the land required.

*Proposed: Councillor Allison Seconded: Councillor Geere*

Councillor Edney, our District Councillor expressed his concern over the safety of pedestrians and parking issues at Morley Primary School. He and Councillor Geere yesterday morning walked along Deopham Road, primarily to look at pedestrian and parking issues being experienced at Morley Primary School. Morley Primary is undergoing extensive building work, which has resulted in the loss of the staff car park which means staff now park in what was designated as parent parking and therefore increasing parking along Deopham Road at drop off and pick up times. While up at the school they were approached by several parents complaining that when they walked/cycled to school they had to skirt round potholes and in some parts large areas of surface water, meaning that in some places they had to walk/cycle in the middle of the road. Parents also now have to walk towards the middle of the road to negotiate the parked cars. One parent said that one of her children had fallen over as a result of stepping into a pothole. Several of these parents have buggies (some double) with one or two more children walking alongside. One of the ways to reduce the risk of an accident would be to create a walking bus.

Councillor Edney and Councillor Geere both noted the poor state of repairs done by the Highway Rangers along Deopham Road during the last month, some of which are already subsiding and some potholes and subsidence that had been totally ignored. Added to this, since the resurfacing of Deopham Road last Autumn we appear to have an increase in the amount of surface water remaining on the road when it has rained. They also noted that where cars are parking on Deopham Road to the east of Stone Brigg the verge is being severely eroded. The hedge adjacent to the stables between Laurel Close and Stone Brigg is also now encroaching over the verge.

Meeting re-opened 8.25pm

A member of the public left the meeting.

1. **To discuss the on-going parking problems at Morley Primary School.**

Leading on from the information given by Councillor Edney and Councillor Geere in item 301, Councillor Geere also confirmed that she had made contact with Jane Coath, one of the Governors at Morley Primary. She is taking the matter very seriously and will be in touch with the Parish Council again.

The Clerk also confirmed that she had reported the large pothole by the

recycling bins in the village on the NCC website.

**Councillor Edney and Councillor Geere to make contact with NCC to take further.**

**Councillor Eckles to look into a reporting system for nr misses and potholes on the Morley Village website and for the Parish Council website.**

*Proposed: Councillor Geere Seconded: Councillor Clarke*

District Councillor Edney left the meeting

1. **Agree to the creation of a draft contract for the bowls club and who is do**

**this?**

The clerk presented correspondence from Mr Bradstreet, secretary to Morley Bowls Club, commenting on the draft contract proposed in October 2011. No other correspondence has been found. **The clerk to make contact with Mr Bradstreet** to see if we can get a copy of the contract we sent to him, so that we can present it for consideration at a future meeting.

*Proposed: Councillor Geere Seconded: Councillor Eckles*

Three members of the public left the meeting.

1. **To discuss and agree draft contract for Morley Football Clubs based on new**

**information found by the Clerk.**

Meeting adjourned 8.40pm

Tim Chenery (Chair of Morley Youth Football) confirmed that he had returned last year’s draft contract back to the previous Clerk with comments before Christmas but had heard nothing from us. The current Clerk confirmed that no such paperwork has been found. Future invoices should be split 65% (junior football club) 35% (senior football club) – **Clerk to action.**

Morley Football Club informed the Parish Council of their plans to make extensive repairs to the pitch due to damage from mole hills after the season ends. The drainage of rain water is also still a problem to them rendering the pitch unusable. Quotes for drainage works should be obtained after the meeting with the Parish Council and Football Clubs have taken place.

Meeting re-opened 8.45pm

**Councillor Eckles, Councillor David Hastings and Councillor Clarke to arrange a meeting with the football clubs.**

**Councillors decided that the Clerk organise necessary invoices and progress draft contract once the above meeting has taken place for future consideration.**

*Proposed by: Councillor Eckles Seconded: Councillor Hastings*

Final two members of the public left the meeting.

1. **Discuss how to reduce the amount of litter left in the village, reportedly by**

**local runners who use our Parish roads – this information submitted by a**

**Parishioner via Councillor Eckles.**

**Clerk to find out who organises the Wymondham Runners** by speaking to the Town Council. Councillor Eckles suggested a letter should be written to the organisers insisting that stewards should be provided with bags to collect unwanted items from the runners.

*Proposed by Councillor Geere Seconded: Councillor Diane Hastings.*

1. **Finance**
   1. Bank account balances as of 30th March – the Clerk confirmed the following:

MPC Community Project account ending 643 £1742.74

Morley Parish Council account ending 204 £8008.01

Morley Parish Council account ending 239 £100.05

* 1. Agreement of Standing Order for permanent Clerk’s wages to be brought forward to next month’s meeting as we do not have a figure yet.
  2. A total payment of **£926.44** for the following invoices were approved:

NPTP Clerk Training £40.00 101026

NPTP Whole Council Training £1500 101030

NPTP End of Year Course R Martin £35.00 101030

SNC Dog Bin Services £207.90 101027

NALC Annual Subscription £137.74 101034

HFrary Timesheet & Expenses £146.30 101028

HMRC PAYE H Frary March £31.00 101029

Clerks total expenses March £124.50 101031/2

Digley Associates RoSPA Inspection £54.00 101033

1. **To consider planning applications**

**2012/0471: Church Farm, Church Road, Morley St Botolph – installation of a single small scale wind turbine (14.97m to hub, 5.6m diameter blades).**

The Councillors have no views or comments about this application. **Clerk to action.**

*Proposed: Councillor Eckles Seconded: Councillor Geere*

1. **To confirm that no record has been found for the Annual Inspection for the**

**Children’s Play area and to approve quote received by the Temporary Clerk and then payment.**

The Temporary Clerk reported that two quotes had been obtained:

Play Safety Equipment £63+VAT

Digley Associates £45+VAT

It was agreed to proceed with Digley Associates as they have also said they can undertake the inspection in the next two weeks. **Temporary Clerk to organise inspection.**

*Proposed: Councillor Eckles Seconded: Councillor Geer*

With regard to regular inspections of the playing field, Councillor Eckles confirmed that he does this and this takes place on a fortnightly basis and the findings are written down in a book which he holds.

1. **To receive reports from Councillors and the Clerks**

Councillor reports

**Councillor Cordey** informed the meeting he would be undertaking Speed Awareness checks in the village in the next two weeks, Golf Links Road and Chapel Road. Councillor Geere added that she was also trying to get together a Speed Watch team. The outcome is to combine both teams and to coincide this on the same day.

**Councillor Geere** informed the meeting that she had spoken with Andrew Stebbings from Highways and is in the process of dealing with the parish issues which are still ongoing and getting more serious regarding standing water, road safety and potholes.

Clerk reports

1. **Agreement of asset register -** Currently in need of updating. Temporary Clerk circulated draft copy for consideration.
2. **Cheque payments to Heidi Frary, Sharon Bird & HMRC –** Covered under finance (306c)
3. **Appointment of internal auditor** – Clerk is looking into and is finding out who other local parish councils use in the area. **Clerk actioning**
4. Updating of the Parish Website – The website is run by Word Press. **Temporary Clerk to train Clerk how to add minutes and agendas. Clerk to find out about a training day in the future.**
5. **Who is responsible for organising the emptying of recycling bins**

Councillor Cordey sweeps and cleans up the rubbish and glass on a regular basis but it is a re-occurring problem. The following ideas for consideration by the Parish Council:

1. Councillor Eckles suggested a new laminated sign “No fly tipping” and “This area is tidied by parish volunteers”.
2. Parish Council to consider removing the front fence from around the bins to encourage less rubbish being left with the possibility of pushing it back.
3. Or considering removing from the parish completely.

It was decided to proceed with the laminated sign and look into the possibility of removing the front fence before considering removing the facility from the Parish.

*Proposed: Councillor Cordey Seconded: Councillor Eckles*

1. **To receive correspondence**
   1. Norfolk RCC membership – Clerk to check with Gill Neal, Secretary/ to the Village Hall Committee to see if they are members already, if so perhaps we could share the cost in future? **Clerk to action**
   2. Email from Nigel Ford re painting of the Morley Milestone nr Church. Clerk to speak to Mr Ford to see if we can defer doing this for the time being subject to the part funding from SNC being still available in the future. **Clerk to action**
   3. Email from David Ramsbottom re petition wind turbines in Norfolk – noted.
2. **To receive items for the next agenda**

Agreement of Asset Register

Agreement of Standing Order for permanent Clerk’s wages

RoSPA report update

Update on Football Clubs contract and drainage works to pitch

Update on Bowls Contract

1. **Date and time of the next meeting**

Monday 14th May

7-8pm – Annual Parish Meeting

8pm – Annual General Meeting

Meeting Closed 9.50pm

Signed by Chairman .............................................. Date...........................................