**Minutes of the Meeting of Kenninghall Parish Council**

**held on 6th December 2016 at Kenninghall Primary School**

**Present:**

**Mr Gary Bell Ms Samantha Nolleth**

**Mr David Brown Ms Leigh Sturgeon**

**Mr Kevin Edwards Mr Brian Taylor**

**Mr Stephen Gordon (Chair) Mr Eddie Wood**

**Mr Marcus Halmshaw (Vice Chair)**

Ms Catherine Ross (Parish Clerk)

In attendance – 31 members of the the public (“MoPs”); Adam Couch, Matthew Ward, Nigel Armes and David Park of Cranswick plc (“Cranswick); David Hammond (Chair of North Lopham Parish Council; Councillor Stephen Askew (Norfolk CC).

**1. Apologies:**

Apologies for absence were received from Mr Neville Styles, Mr Simon Mitchell and Councillor Marion Chapman-Allen.

**2**. **Declaration by Councillors of any disclosable pecuniary or personal interests in any Agenda items**:

Ms Nolleth identified that she is an employee of Cranswick.

**3. Minutes of last Meeting:**

Minutes of the Meeting of 1st November 2016 having been previously circulated were approved and a copy signed by the Chairman.

**4.** **Matters Arising:-**

(a) **Roads**

 **Traffic: West and East Church Street, Fersfield Road and Heath Road**

 The Chair introduced Messrs Couch (CEO), Ward, Armes and Park of Cranswick, who had been invited to attend a KPC Meeting to listen to and discuss with MoPs traffic issues concerning vehicles travelling to/from Cranswick's site Crown Milling on Heath Road, and Cranswick's operation at Ash Tree Farm.

The Chair explained that that there is a long history surrounding the site on Heath Road conerning traffic and planning issues. The number of MoPs present at the Meeting is an indication of the growing anger and concerns within the Village re the impact of HGV traffic associated with Cranswick's operations. He proposed that discussions between KPC, Cranswick and MoPs begin with Heath Road; then the management of traffic to/from Ash Tree Farm.

 Issues raised by many MoPs present included:-

- frequency and timing of movements of HGV traffic – Cranswick explained that frequency and extraordinary hours of movement are currently increased due to the time of year and 'guaranteed' that it would reduce in January;

- speed of traffic – Cranswick are aware of those drivers responsible for exceeding speed limits and are 'constantly' speaking to them about this; Cranswick will write to all drivers going to/from its sites 'insisting' they restrict their speed to 20 mph – they asked KPC/MoPs to report to them any vehicle connected to Cranswick which exceeds speed limits;

- danger to pedestrians and other road users;

- damage to property;

- installation of a service road – Cranswick stated that they are considering a service road;

- the implications of future expansion plans.

David Hammond, on behalf of North Lopham residents, expressed similar levels of anger about Cranswick operations which are having a negative impact on North Lopham; and the importance of Cranswick putting infrastructure in place before considering any further expansion.

Mr Waters of Heath Road reported that as a result of correspondence with Mike Horn of Breckland Council he had received a set of conditions to do with traffic movements from Crown Milling based on an Environmental Statement submitted by Crown to Breckland. He undertook to send copies to Cranswick and the Parish Council.

The Chair thanked the Cranswick representatives for attending the meeting and answering questions from KPC and MoPs. He asked Cranswick to commit to meeting with KPC in the near future to consider the issues raised and together to find solutions. Mr Couch stated the earliest this meeting could take place from Cranswick's position was in the second quarter of 2017. The Chair undertook to write to Cranswick to arrange a meeting as early as possible April-June 2017. At this point Cranswick's representatives left the Meeting. **(AP: Chair)**.

 **Traffic monitoring equipment**

The Chair confirmed that he had submitted a bid to Norfolk Councy Council Community Fund and will wait for the outcome of that bid before purchasing the equipment. As agreed at the November Meeting, the equipment will be purchased in any event.

(b) **School Close**

Mr Bell reported that the number of cars parked on the road in and around School Close has increased, and could prevent emergency vehicles passing. It was agreed that a note would be prepared to be distributed to properties in the area (**AP: Chair**).

(c) **Village Hall Site**

Mr Taylor reported that Matt Newbury and Ian O'Brien attended the VHC Meeting on 28th November. Mr Newbury assured the VHC that sufficient monies were available to complete the construction of the Village Hall – anticipated to be towards the end of 2017. The Clerk reminded Councillors of her email to them dated 28th November 2016 setting out her thoughts on the position of KPC (as KPC is a party to the original agreement with Newbury Developments), and as a MoP. Following discussion between Councillors and MoPs Mr Halmshaw said that if there had been no further activity on site by early 2017 that KPC should consider following advice received from various parties. (**AP: Clerk**).

(d) **Playing Field**

A draft letter from KPC to the Charities Commission stating that it agrees to become the sole trustee of the Playing Field was put to KPC. Mr Bell proposed and Ms Nolleth seconded, and it was agreed unanimously. Mr Bell put himself forward to take on responsibility for the day to day management of the Playing Field, liaising with the Clerk as required. This was agreed. The Chairman expressed his hope that other Councillors and MoPs would become involved with managing the Playing Field. (**AP: Clerk**).

(e) **Neighbourhood Development Plan (“NDP”)**

 Graham Barber gave a brief update on the NDP. The main issue coming from the NDP response was the increase in HGV movement. Reference was made to a potential relief road – off the Lopham Road into the back of Crown Milling onto a widened Heath Road. The NDP Committee has met with various stake holders/local businesses. Consultation is continuing. Early in 2017 drafting of the NDP will begin. The document will be the subject of a referendum in the whole village before a final version is adopted. Mr Barber emphasised that the final NDP will be a statement of what residents want for the village in the future. He asked that if anyone has any ideas they wish to be considered they should email him – graham.barber@hotmail.com.

(f) **Kenninghall Defibrillator Project**

Michelle Monck give a short presentation – her information paper had been circulated to all Councillors in advance. There are 5 key questions – does KPC support the idea of having a defibrillator; would KPC support her management of the project; will KPC provide funding – 25% being £500 (leaving a shortfall of £800); and support applications for funding from other sources – Ms Monck would have to apply 'on behalf of' KPC; and would KPC adopt the defibrillator and pay the annual upkeep (£126)? The proposal is that the defibrillator would be kept in the disused Phone Box in Market Square.

It was proposed by Mr Taylor and seconded by Mr Bell, and all were in favour, that KPC would contribute up to £1,300 to set the project up (less, if any funding application was successful), and to pay the annual upkeep of £126.

**5.** **Planning Matters** – there were none.

**6.** **Financial Matters**

(a) **Budget and Precept requirement 2017/18**

The Clerk has prepared a draft Budget to be circulated to all Councillors in advance of the January Meeting, so that Councillors can agree the Precept requirement for 2017/18. (**AP: Clerk**).

(b) **Parish Clerk – Contract and review of pay scale**

 The Clerk has provided the Chair with a standard term contract and salary guidelines produced by the National Joint Council for Local Government Services as used by other Parish Councils. This will be circulated to all Councillors in advance of the January Meeting for consideration prior to finalising at that Meeting. (**AP: Clerk**).

(c) **KPC Laptop**

Following on from discussion at the November Meeting, KPC agreed a budget of between £750-£1,000 for the purchase of a laptop, software and setup costs. (**AP: Clerk**).

(d) **Hire of School Hall –** September to December 2016 £102 – proposed by Mr Halmshaw, seconded by Mr Edwards.

**7. Correspondence –** none.

8. **Any other business** – none.

The next meeting was agreed for **7.30 pm Tuesday 3rd January 2017 at Kenninghall Primary School Hall**.

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**Stephen Gordon**

**Chairman**