**Minutes of the Meeting of Kenninghall Parish Council held on Tuesday 6th November 2018 at 7.30 pm, at the Kenninghall Primary School**

**Present:**

**Mr Roy Arthurton Ms Samantha Nolleth**

**Mr David Brown Ms Leigh Sturgeon**

**Mr Kevin Edwards Mr Neville Styles (Chair)**

**Mr Marcus Halmshaw (Vice Chair) Mr Brian Taylor**

**Mr Simon Mitchell Mr Edwards Woods**

Miss Catherine Ross (Clerk). In attendance - 11 Members of the Public (“MoP”)

1. **Apologies:** Breckland Councillor Marion Chapman-Allen; Mr Gary Bell;

2. **Declarations** by Councillors of any disclosable pecuniary or personal interests in any Agenda items. In the interests of transparency, Councillors may also wish to declare any other interests they have in relation to an Agenda item, that support the principles detailed within the KPC Code of Conduct.

 Ms Nolleth and Mr Brown - re 4(a)

3. **Minutes of the last Meeting:** Minutes of the Meeting of 2nd October 2018 having been previously circulated were approved and a copy was signed by the Chair of that Meeting.

4. **Matters Arising**

(a) **Cranswick Public Exhibition 16th October 2018** – to date, KPC has received 3 emails from MoPs, the content of which have been circulated to all Councillors. Mr Styles has asked Bidwells for a summary of feedback received from MoPs following the exhibition; they have agreed to provide this but it is yet to be received. Mr Taylor asked when a planning application is likely to be made – no date has been fixed; Mr Styles has asked that Cranswick give KPC as much notice as possible. Mr Taylor suggested that a note should go in the Kenninghall News (“KN”) asking MoPs for their views – KPC’s response to the application will be take these views into consideration. MoPs should be encouraged to forward their own views directly to Breckland District Council (“BDC”)

 MoPs in attendance were invited to express their opinions on the 16th October exhibition. The following is a summary of points raised by those MoPs.

- The Mill should not have been built on Heath Road in the first place – Mr Styles reminded the MoP that this was not a point for discussion at today’s Meeting – here to discuss the proposals put forward by Cranswick on 16th October.

- Vehicle movement will not increase as Cranswick state – it will be far greater. The new Mill manager appears to be unaware that there are restrictions on lorries going to Quidenham and Eccles.

- There is limited information on Bidwell’s website. The MoP’s main concern is around the application process – the environmental impact assessment (“EIA”) will not be available until after the application has been made. Given Cranswicks’ statement that they want to engage with the community the EIA should be made available to MoPs before the application is made. Mr Taylor said that BDC would make a decision only after all the information it requires has been received.

- An MoP stated that Cranswick had made inaccurate statements when it last attended a KPC meeting; Cranswick’s plans show an increase in traffic movement of 33%. Mr Styles said that his recollection of that meeting was that the proposed service road would only be built if Cranswick satisfied all other conditions. An MoP commented that they thought the proposed relief road was to relieve the burden of traffic on residents of Heath Road. Mr Mitchell reminded the Meeting that individual MoPs can challenge Cranswick’s figures re increase in traffic movement.

- Key information was omitted from the 16th October exhibition, for example re noise and pollution. To date a scoping application has been made, and there is a list of issues that Cranswick has to satisfy; but this is not the final plan.

- Cranswick have a ‘plan within a plan’ - ie. they could be considering further expansion.

- Record of vehicle movement – when SAM2 is working this will record size, speed and volume of vehicles [see 8(a)(iii) below].

- There was a general discussion about parking/traffic around Kenninghall Primary School (“KPS”), and the suggestion was made that if the proposed relief road was put in place, and a roundabout created on the Lopham Road, HGVs could then go straight across the Lopham Road towards the bio digester [across what is currently a field] to avoid Cranswick HGV’s going past KPS. In turn, all vehicles exiting from the bio digester should then turn left.

(b) **Playing Field Car Park** – Mr Styles has spoken to Head of KPS about the problem of cars parking outside KPS when dropping off/collecting. KPS has asked parents to be considerate in their parking, to avoid safety issues/causing a hazard. Mr Styles felt that the car park needed to be extended slightly, into KPS’ grounds. Alternatively, extend into the Playing Field. He asked for Councillors’ opinions on this. Mr Taylor offered to record the number of cars using the car park and whether the car park in fact needs to be extended or simply better use made of it. He suggested that if the proposed Cranswick relief road doesn’t proceed then yellow hazard lines and a railing along the section of road affected could be installed. Mr Styles suggested that if the car park is extended then an application could be made to NCCH for funding for double yellow lines and a railing. Following further discussion Mr Edwards proposed, Mr Mitchell seconded and all were in favour that Mr Taylor should carry out a survey to determine how many more car park spaces are needed (before taking the matter further with KPS/NCCH). **AP: Mr Taylor**

(c) **20 mph Speed Limits** – a chasing email for a response re meeting in Kenninghall with David.Law of NCC has been sent.

(d) **Parish Partnership Scheme** – Mr Styles said that of the suggestions put forward by a MoP there was only one permissible item – a Trod on the Banham Road. This idea has been rejected twice by the landowner and will therefore not be pursued by KPC.

(e) **Fly Tipping** – there were no further comments on Norfolk County Councillor Stephen Askew’s email.

(f) **Armistice Day – memorial tree** - Mr Styles referred to correspondence received a few weeks ago re the Lands Trust asking if KPC would plant a tree on the Village Hall grounds as part of the commemoration of armistice day. A tree has been purchased and will be placed near the Steve Gordon memorial bench on Sunday 11th November. In Mr Styles’ absence, Mr Halmshaw will plant the tree following the service at St Mary’s Church (at which he will also lay a wreath on behalf of KPC).

(g) **New Clerk** – Mr Styles approved the draft advert, to be placed in the Kenninghall News, on the Noticeboard and on various websites (including National Association of Local Councils, Jobs24).

5. **First Public Forum**

(a) One 30 mph sign on Fersfield Road has broken at ground level and remains in the ditch. The Highway Ranger will be asked to deal with this. **AP: Clerk**

(b) Progress with 2 new posts (Fersfield Road and Lopham Road) – see 8(a)(iii)below.

(c) Pothole at the entrance to the Surgery. Mr Styles has a map with other potholes and will add this to it, and forward to Norfolk County Council Highways (“NCCH”). **AP: Mr Styles**

(d) KPC’s response of ‘no comment’ to planning application re The Old Chapel, East Church Street - the Clerk read out to the Meeting a letter received from a MoP. The letter asked, amongst other things, that KPC consider all planning applications carefully. Mr Styles said that KPC had discussed the application and had no objections but chose to respond ‘no comment’. The application had gone to Breckland’s Planning Committee (as its Historic Officer had recommended refusal) and it had been approved.

(e) Mr Arthurton had been asked by a MoP to raise the issue of parking in the layby near The Beck. This is private property and therefore it is the residents’ responsibility.

6. **District and County Councillors Reports** – none.

7. **Planning Matters** – none.

8. **Reports**

(a) Highways

(i) **Signage –** a MoP has liaised with NCCH and Cranswick and the provision of signage to deter HGV’s using West/East Church Street and the Quidenham Road has been agreed – Cranswick will pay for the signs. NCCH has asked that KPC provide a letter stressing the importance of the signs and confirming it’s support to the signs being installed. Mr Mitchell proposed, Mr Brown seconded and all were in favour. KPC thanked the MoP for their efforts to achieve this. **AP: Clerk**

(ii) **Trod Lopham Road** – NCCH has confirmed the cost per square meter, being £50. Following previous discussion KPC is currently looking at the section from KPS to the Power Station – land which is owned by BDC. Following discussion it was agreed that funding for this should be included in discussions with Cranswick (and the proposed relief road). Mr Mitchell questioned whether funding for a Trod might fall under a compulsory requirement for a community contribution/s106. **AP: Clerk**

(iii) **SAM2** – Mr Arthurton updated the Meeting. The SAM2 Volunteers met with Westcotec 23rd October. Although 2 new post have been ordered they were not delivered/installed during the meeting. There have been issues with both the speed recording equipment and downloading speed data, and the size/volume equipment and downloading the data from that. A Volunteer will list the current issues and email these to the Clerk, who will then contact Westcotec with a view to resolving. **AP: SAM2 Volunteer and Clerk**

(iv) **Parking** – NCCH has emailed the Clerk regarding a dummy run by a gritting lorry and it being unable to get past parked vehicles on the Quidenham Road. Mr Halmshaw suggested that NCCH’s offer to provide a letter addressed to MoPs should be taken up, and a copy included in the Kenninghall News. The letter to NCCH should also include a request that all of the Quidenham Road is included in any gritting program. Mr Styles proposed, Ms Nolleth seconded and all were in favour. **AP: Clerk**

Vehicle parking dangerously on road/pavement outside Guiltcross Villa – Mr Styles will speak to the owner. **AP: Mr Styles**

(b) **Village Hall Site** – the Chair of the Village Hall Committee (“VHC”), Mr Pete Kay, updated the Meeting. At the last site meeting the VHC were informed that Newbury GB had taken over the contract that was originally with Newbury Kenninghall. The VHC has been told that Mr Matt Newbury has no legal connection to Newbury GB. Newbury GB has assured the VHC that the work will proceed as planned. Almost all of the sealed cladding has been completed.

 However, Mr Sharland (of the VHC) said that the VHC’s Architect has written to Newbury GB stating they are not happy with the position – Newbury GB has committed to only completing the external work on the Village Hall, and removing scaffolding; it takes no responsibility for the internal work. Newbury GB aim to complete the external work by the end of 2018; however, a total cost to complete the building is estimated to be £1.2 million.

There was a general discussion by Councillors, the Clerk and the 2 members of the VHC. It was agreed that the Clerk would revisit the advice she gave KPC 2 years ago, and add to that advice further steps both KPC and the VHC might consider taking. **AP: Clerk**

Mr Kay circulated to Councillors some background information/history of the Village Hall site and construction of the Village Hall.

(c) **Playing Field** – Mr Styles reported that one section of the car park has been resurfaced; and a MoP has now removed the broken roundabout seat. Transfer of the Playing Field bank account continues … with Barclays asking for further paperwork from signatories.

(d) **Neighbourhood Development Plan** - Mr Mitchell updated the Meeting. The 2 MoPs dealing with this are meeting with Susan Heinrich of BDC on 27th November.

9. **Financial Matters**

(a) Precept Requirement 2019-2020 – the Clerk has circulated to All Councillors details provided by BDC. Further information from the Clerk will now be circulated for Councillors to consider in advance of their December Meeting so that a decision can be made on the precept requirements for 2019/2020.

(b) Armistice Commemoration Tree - £26.76 – Mr Woods proposed, Ms Sturgeon seconded and all were in favour to pay.

(c) VAT refund received - £3,403.56

(d) Balance of KPC Account as at 12th October 2018 - £16,360.89

10. **Correspondence**

**Highway Ranger** (“HR”) – any request for work to be carried out by the HR must be received by 19th November. Mr Taylor reported that several gullies near drains need clearing. The Clerk will ask the HR to check all drains and gullies. Mr Styles reported that the speed signs on Heath Road require cleaning. **AP: Clerk**

11. **Second Public Forum**

12. **Any other business**

**Parish Council Elections 2019** – detailed information about this, from BDC, has been circulated to All Councillors for consideration

13. **Date of next Meeting Tuesday 4th December**

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**Mr Neville Styles (Chair)**