



WEST ACRE PARISH COUNCIL
MINUTES of the MEETING HELD on MONDAY
AUGUST 11th 2014 at the VILLAGE HALL

A meeting of West Acre Parish Council was held on Monday August 11th 2014 at 7pm at the Village Hall.

Those present were Sally Bridle, Henry Birkbeck, Jeremy Cameron, Colin Filer, Antonia Hanbury, Eoghan Sheils, Ralph Sliwa, (Councillors) and Sue Filer (Parish Clerk).

Also present were Belinda Bush, Brian Cawston, and Brian Wright (residents).

Minute 1 To receive apologies - Borough Councillor Jim Moriarty and PCSO Deborah Pearson sent their apologies.

Minute 2 To accept the minutes of the previous meeting - These were approved and signed.

Minute 3 To receive declarations of interest

These remain unchanged from the previous meeting.

Minute 4 To discuss Matters Arising from the last meeting

(i) Parish Council Conduct and Communication

Various points were made:-

- a) Matters to be discussed at a Parish Council Meeting have to have been published on the Agenda.
- b) It is OK to have a Parish Council Meeting and the Annual General Meeting on the same evening provided that they are written up separately in the Minutes. It was proposed, by Colin, that "The AGM be held first followed by the Parish Council Meeting" and this was seconded by Antonia and passed unanimously.
- c) Communications - the vulnerability of emails was discussed. The Chairman proposed that "Parish Council emails must be kept to Parish Councillors and only forwarded with the permission of the originator"

This was seconded by Colin.

Ralph proposed that "Any communication between Parish Councillors should be copied to all". This was seconded by the Chairman.

Both of these proposals were passed unanimously by Council.

Henry made the comment that he believed all matters discussed by the Parish Council should be in the public domain. Sally responded that it is legitimate and necessary at times for certain matters to remain just within the Parish Council.

d) Conduct - The Chairman asked the meeting how it felt that a Parish Council Meeting in West Acre should be held?

Henry felt that an advisor from the Norfolk County Association of Parish and Town Councils should be asked to come and talk to the Parish Council about this. After some discussion, Ralph proposed that the Parish Council should join the NCAP&TC for one year and Antonia seconded it. This proposal was agreed by Council.

Action - This item will be put on the Agenda for the next meeting with the cost stated, after being determined by Ralph. (RS and SF)

e) Eoghan then brought up the matter of whether it would be possible to have a Parish Meeting rather than a Parish Council in West Acre.

Colin raised the question of having to pay the clerk an appropriate stipend if the village were to continue to have a Parish Council as apposed to a Parish Meeting.

Much discussion followed as to what the rules were about this and where information on this matter could be found.

The Chairman asked whether she should make a proposal - "Do we continue as a Parish Council or not?"

Ralph stated that he would like to research the matter first and Eoghan said that he would like to research the "Parish Toolkit" which had been mentioned in the discussion. This matter will be discussed further at the next meeting.

Action - Research on Parish Tool kit - All

(ii) Village Emergency Plans

Jeremy stated that his original document that he had circulated and the one he had received from Narborough were virtually the same.

He read Narborough's document to the meeting and then asked whether West Acre should publish its own Village Emergency Plans.

Discussion of this matter was lively culminating in Jeremy suggesting that he should write something simple and send a copy to each household

asking a) should the village have an Emergency Plans document?

and b) are the proposals suitable?

It was finally decided that Jeremy should send it to Councillors first of all for discussion at the next meeting.

Action - Simple Emergency Plans Document to be produced and distributed to Councillors (JC)

Minute 5 - to discuss Matters of Finance

(i) Henry presented the bill (£100 plus VAT) for the weeping silver lime that he has bought on behalf of the Parish Council to commemorate the centenary of the start of the First World War. This was agreed and the money paid.

(ii) Ralph stated that he required payment for the annual charge for domain registration of the Parish Website.

Action - Invoice to be given to the Parish Clerk for publication on the next Agenda. (RS)

(iii) Colin stated the price of the refuse sacks was £7-10.

Action - this amount to be placed on the next Agenda for payment (SF)

(iv) Commemorative Plaque - it was decided that the wording on the plaque and the type plaque should be researched and sent to the Councillors for consideration..

Action - Antonia to do this research and send her suggestions to the Councillors before the next meeting.(AH)

Minute 6 - to discuss the Village Hall

Jeremy explained that the email he had distributed to Councillors about the possible use of the church as a village hall was as a result of the frustration at the lack of progress with the proposed new build.

It was explained that a feasibility study had been undertaken several years ago on the matter of using the church in this way but had been dismissed.

Ralph explained that it was still the 106 Agreement that was holding up the granting of Outline Planning Permission. He had made contact with the Planning Department about this but was not given any useful information.

Henry told the meeting that the architect on the case does chase the progress but cannot be on the case the whole time. Henry felt that there would be a delay of between 3 and 33 days while the Agreement is sent to whoever needs to sign it. Eoghan felt that it would not just be a matter of closure of the old village hall and opening of a new one but that money would usually be involved somewhere. Henry revealed that the 106

agreement did not include any detail regarding West Acre Estate's financial contribution to the cost of the building of the new village hall. Ralph felt confident that Outline Planning Permission would eventually be granted.

Sally asked Henry who exactly needed to sign the 106 and why there was an ongoing delay. She was assured that the matter was in hand.

The overall mood of the meeting appeared to be that the majority of the Councillors and residents were totally confused.

Minute 7 - to view displayed correspondence for the month

This was displayed at the back of the hall as usual. Also, an email had been sent to the Parish Clerk from Melanie Cousins expressing her interest in the forthcoming vacancy for the Parish Clerk. However, she would expect payment of approximately £10 per hour!

Minute 8 - to receive any other matters for discussion

An email received from Patrick Latta about funding for improvements to the churchyard will be placed on the next PC Agenda. This was proposed by Henry and seconded by Colin.

Colin stated that Ruth McMullen's bench was now in situ on the common, thanks to Henry.

Minute 9 - to confirm the date and time of the next meeting

This was provisionally confirmed as Monday October 20th 2014 at 7pm at the Village Hall. This will be confirmed ASAP by Jeremy.

Action - JC.