**EDGEFIELD PARISH COUNCIL**

**Minutes of the Parish Council Meeting held in the Village Hall,**

**Monday 18th April 2016, 7:00pm**

 **Present:** John Seymour (Chair) Emma Cletheroe (vice chair)

 Mark Cook Suzanne Longe

 Anne Harrup Eric Earnshaw

 Kirsty Cotgrove (Clerk)

 + 5 parishioners

 **Public Comments:**

None.

1. **Chairman’s welcome & apologies for absence** – JS welcomed everyone. Apologies were received and accepted for HM, DR, KC (PCSO) & GP-W
2. **Statement of pecuniary or prejudicial interests** – None.

**9. To discuss and agree the possible cessation of the village newsletter in its current form** – The PC considers the newsletter is unviable in its current form. Dawn Hulbert has suggested a flyer for Edgefield could be added to the 7 Parishes newsletter, should there be anything that the VH or PC wants to advertise. The parishioner who arranges distribution of the newsletter in Edgefield is happy to insert the flyers. It was agreed that if the PC or any other organisation has anything they would like included, they can contact DH. It was agreed that this will be discussed further at the APM in May. A Facebook social media page was discussed, and will be discussed further at the APM in May.

One parishioner left the meeting at 7:25pm.

1. **To approve the minutes of the Parish Council meeting of Monday 21st March 2016** – the minutes are approved and signed (prop. SL & sec. EC).
2. **Matters arising not covered elsewhere on the agenda** – The Highway Rangers have been. EE expressed concern at the state of bottom of the hedge which was recently cut by Stody. It was agreed that the Clerk will ask the Rangers to add it to their list for the next time they come. A parishioner stated he is not happy with how the hedge was cut, and how infrequently. EC advised that Stody may be involved in some Defra schemes, which could restrict frequency of cutting to every 3-4 years.

There are still potholes on the top half of Church Lane, near the sugar beet storage area. These are along the edge of the road. The Clerk will contact highways to clarify where their responsibility ends.

Near the village gates to the south, there are grooves in the road where previous repairs have come away. The Clerk will report these to Highways.

 **5. Police Report** – The PCSO had sent his apologies to the Clerk, with a brief report to advise that in the last month there were seven calls to the police, with no crimes reported.

1. **Finance**

**(a)Payments**

The following payments were approved and cheques were signed. (Prop EC, Sec MC)

1. Kirsty Cotgrove – Clerk net salary (Apr) £ 186.55

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 (ii) NALC annual membership £ 114.48

 (iii) Kier Services – JPF rubbish removal £ 124.80

 **(b)Receipts**

None.

**(c) To approve the appointment of Stuart Fowler as internal auditor**

Proposed by EC, sec. AH, all agreed.

 **7. Planning**

**(a)Permission for Development** –None.

**(b)Refusal of permission** – None

**(c)Applications** – PF/16/0401. The Pigs, Norwich Road, Edgefield, NR24 2L. Erection of extension to restaurant area. PC no objection

**(d)Development committee decision** – None.

**(e)Decision notice** – PF/16/0044. Annandale Cottage, Ramsgate Street, Edgefield, NR24 2AX. NNDC permit given.

**(f)Additional information on applications** – None.

**(g)To consider late planning applications** – None.

**(h) To ratify applications made between meetings** – None.

1. **To update on and agree a maintenance plan for the Jubilee playing field** – JS, MC & SL met at the JPF to discuss the possibility of a gate at the entrance to the field**.** It would be possible to move the existing gate with some work, but JS expressed concern that it would be regrettable to take this course of action. The fence will also need to be replaced. JS will measure the area to be fenced and price up materials. Annual cost of the JPF were discussed. It was agreed to discuss the JPF at the May APM.

**10. To discuss and agree a 3 year term for liability insurance** – The Clerk explained that the PC can reduce and fix the cost of liability insurance if they agree to a 3 year fixed term. All agreed.

**11**. **To review and adopt the following policies** –

 **(a) Financial regulations**

 **(b) Financial risk assessment**

 **(c) Annual review of the effectiveness of internal audit**

 **(d) Annual review of the effectiveness of internal control**

 **(e) Risk management policy**

The above policies were agreed and signed as necessary.

**12. To report on Highways issues** – Mainly discussed already in matters arising. Also identified was a dropped drain cover on Potters Corner.

**13**. **An update on the proposed Community Speedwatch group** – Eight volunteers have come forward. The Clerk will contact the PCSO to arrange a meeting. EC noted that several parishioners have contacted her to comment on the reduction of speeding in the village.

**14**. **Report from David Ramsbottom, County Councillor** – None.

**15**. **Report from Georgina Perry-Warnes, District Councillor** – None.

**16**. **Correspondence** – NALC have sent communication through regarding a consultation into planning changes. This was discussed and it was agreed that it was good that the planning process will be sped up, but the reduction in consultation is concerning.

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 It was agreed that the PC would want to be included in the planning consultation process from the initial stages as they are now, otherwise there is a risk that any consultation could occur after building has started. It was also noted that there is a difficulty in commenting on this consultation as the NNDC Local Plan is not yet complete.

**17. Matters for further discussion** – EC reported that the post lady has been experiencing difficulty in collecting post from the box in Rectory Road, as someone has been putting litter in the post box, damaging the post inside. It was agreed that this is a criminal matter, and the Royal Mail should therefore be reporting this to the police. It was agreed the Clerk will contact the PCSO for further advice.

MC & EE have cleaned the village sign. JS will obtain some more of the sealant.

**16. Date of next meeting** – Monday 16th May 2016, Annual Parish Meeting at 6:30pm, Annual Parish Council Meeting at 7pm.

**17**.  **To close the meeting** – There being no further business, the meeting closed at 8:30pm.

Signed: Dated:

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