

There are links to supporting documentation

- 1) Attendance
 - a) Present
 - i) Chair - Russell Cole(RC)
 - ii) Parish Councillors - Steve Sophocleous, (SS), Amanda Giles (AG), Jan Edye(JE), Sheila Lewis-Smith(SLS), Garry Wheatley(GW)
 - iii) County Councillor - David Bills (DB)
 - iv) District Councillors - Phil Hardy(PH), Adrian Dearnley (AD)
 - v) Public - none
 - b) Apologies for absence
 - i) Parish Councillor - John Heaser (JH)
- 2) Declarations of interest in items on the agenda by Parish Councillors
 - a) None
- 3) To confirm the minutes of the Parish Council Meetings
 - a) held on 15/07/2019 - Proposed - AG, Seconded - JH, Signed by RC
- 4) Public Participation
 - a) DB
 - i) Discussion of how to replace the bus that Hethersett Academy will stop providing next year.
- 5) Planning -
 - a) Parish Council Recommendation
 - i) 2019/1756 - Elm Farm - conversion to two bungalows - no comment
 - ii) 2019/1774 - 20 Braymeadow Lane - extension - no comment
- 6) Parish Facilities—
 - a) Village Hall improvements - convert hot water to pressurised, remove water tanks - scheduled for Oct half term
 - b) Scooter ramp and zip wire
 - i) See [summary of progress](#)
 - c) Monitoring CGM compliance with schedule
 - i) Jayne Cable has been doing some of the 'gardening' type tasks around the VH that CGM have not done well (ie clearing weeds from car park gutters and round the tennis court). JH has discussed with Mark Wyatt all the points that have not been done well and he has seen for himself. He is supposed to get back to JH with a modification to the schedule that will move some jobs to JC. This should work better as she can keep an eye on weed growth and be more flexible than CGM. The main grass cutting has been good this year and a schedule has been agreed with HAFC. .
 - d) Conversion of web site to Joomla
 - i) Some progress but a lot still to be done, mainly by JH. Dan Lewin has been paid for his contribution so far.
 - e) New dog bin at School Lane / Mill Rd junction
 - i) Street furniture license and the bin have been obtained. Highways will install bin as there are multiple cables at the site.
- 7) Highways –
 - a) [Traffic calming plans](#)
 - i) JH has asked Bob West if he has made any progress but not received a reply.
 - b) Village Hall road and pothole repair
 - i) PC has paid for pot holes to be mended on section leading to VH. Saffron still refute ownership.

- 8) Correspondence received since the last meeting
 - a) School bus meeting on 25/09 - arranged by Jess Cole. SS will ask NCC to provide a bus service and will liaise with DB and with Hethersett Academy.
- 9) Financial -
 - a) Authorisation of payments for bills received since the last meeting
 - i) Done by email
 - b) Annual audit report - approval received 15/09, no problems. Report has been added to website
 - c) School no longer require £12,000 CIL money as new classroom will be funded by NCC
- 10) Legal matters
 - a) Insurance - both PC and CT renewed with 3yr agreements with Hiscox and an overall saving of about £200 compared to last year
 - i) We need to pay attention to Health & Safety in respect of the VH - lots of work to be done here.
 - b) Community Trust - conversion to CIO
 - i) SLS has made progress - her draft [document](#) has already been circulated
 - c) Car Park lease to CT has been terminated and this has been recorded at Land Registry
- 11) Next meeting is - 25/11/2019 at the Village Hall