

# GREAT DUNHAM PARISH COUNCIL

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MINUTES OF THE MEETING OF GREAT DUNHAM PARISH COUNCIL HELD ON OCTOBER 29<sup>th</sup>  
2018 AT 8.00 P.M. IN THE VILLAGE HALL

**Present:** Cllr R Warnes, Cllr K Arnold, Cllr G Lawes, Cllr A Wakeling, Cllr B  
Upton and Mrs Hayley White (Clerk)

**1. Welcome and to consider apologies for absence**

Cllr Warnes had sent apologies that he was running late so Cllr Upton started the meeting. All other councillors present.

**2. To declare any Interests re items on the agenda**

Cllr Warnes re item 8 planning

**3. To confirm and accept the minutes of the meeting held on 3<sup>rd</sup> September**

All agreed

**4. To discuss any matters from the September minutes (not on the Agenda)**

None

**5. Discussion on recording of council meetings**

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Cllr Warnes came in and so he took over the running of the meeting.

**6. PUBLIC PARTICIPATION**

None

**7. To discuss Correspondence**

Letter from HMRC about online VAT returns  
Scribe training event – same day as Cilca training  
Clerks and Councils direct magazine

**8. Planning Issues - New Planning Applications for consideration**

Breckland 3PL/2018/0855/HOU Castle Acre Road

Confirmation came back that it is definitely a temporary access and that the hedge will be reinstated.

Breckland 3PL/2018/0046/F Great Dunham Hall, proposed extension to grain store.

Still on going.

Breckland 3PL/2018/1228/F The Granary Beeston Road Great Dunham. Single storey and two storey extensions to side and rear detached garage & change of use of land from agricultural to residential

No objections

Breckland 3PL/2018/1168/HOU Shrublands Litcham Road, Great Dunham Proposed conversion and extension of existing garage to provide self contained annexe

Councillors object to the plans. They are not in keeping with buildings the area – buildings from the school round to the Flowerpot are all bungalows. It was also felt that the height of the new building may dwarf the existing bungalow.

**9. To discuss any Highways Matters –**

Update on the yellow lines outside the school and the repainting of the faded 30 m.p.h signs.  
Not done – to be chased.

Update on marker posts alongside Crow Lane/junction with Palgrave Road.  
New wooden posts are in.

**10. To discuss Cllr Rhodes training regarding Data Protection**

Cllr Rhodes attended training regarding Data Protection. He and Mrs White looked through the council's documents and are happy that regulations are being met.

**11. To discuss Data Protection Officer role and amend relevant documents**

Post May 23<sup>rd</sup>, advise from ICO came out that councils do not require a DPO but can choose to have one. As NALC also says there is no need to have one, it was agreed by all to not have a named DPO. Documents will be amended.

**12. Documents to take up to Norfolk Records Office**

SO/ best practice says 3 years kept, rest archived  
Minutes book from 1953 to 1993, another one from 1993 to 1997 and loose leaf since then. All Agreed to have clerk to take them up to the records office at a convenient time.

**13. 6 month internal audit report and finance update**

Internal completed audit. All is in order. Bank statement was not available at time. Mrs White has since received it and has and fully reconciled the bank. Just over £4000 in bank before cheque for Tommy has been deposited.

**14. Sign the bank mandate to change statement address to new clerk's postal address**

Needs letters from 2 of the signatories confirming that Mrs White is the new clerk and that you would like her address to become the bank correspondence address. Along with a copy of last time's signed minutes showing Griselda leaving and Mrs White taking over.

**15. Update on clerk's training**

CILCA training days are about halfway through. Need to get portfolio work started now.

**16. To authorize financial payments**

Paid since the last meeting : Remembered Trading £763.42 for a Tommy Statue (cost to be shared with Amenitees committee and National Heritage Lottery Fund) £180.00 to NALC for CILCA training, £125.00 to SLCC for CILCA portfolio (both of these shared 50% with Weasenham PC)  
Clerks wages to be agreed after contract is signed

**17. To receive items for the November agenda**

Budgets and precept setting  
Website

**18. Confirm date and time of next meeting**

Thursday 8<sup>th</sup> November 8pm in the Village Hall

**19. To consider a proposal under the Public Bodies (Admission to Meetings) Act 1960 s1 to exclude the press and public in order to conduct confidential business:**

- a. Discuss and sign Mrs H White's contract  
Signed and agreed.  
Paid £106.95
  
- b. Discuss and pay retiring clerk's invoices  
Paid £88.02

Meeting closed at 21:30.

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Chairman

*Roger J. James*

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Date

*8-11-2018*