

Minutes of the Extraordinary Council meeting held on Monday 26 March 2018, Suite 2, Taverham Village Hall, at 8.10pm, when there were present:

Mr J Pennells in the Chair	
Mrs L Barrington-Smith	Mrs P Mooney
MR J Cox	Mrs S Parkinson
Mrs B Clarke	Mr P Savage
Mr C Ison	Mrs M Temple
Mrs J Latchford	Mrs J Tyler
Mr R Morriss	Mr D Wilson

Also present: District Councillor Bannock, Clerk and 1 member of the public

**Apologies for absence** were received from Councillors King and Kharimi-Govanlou

**Declarations of interest:** Mr Pennells and Mrs Temple reminded the Meeting that they were members of the District Council's Standards Committee

**The Minutes of the Neighbourhood Plan Steering Group meeting held on 21 March 2018** were received.

The meeting requested that the Neighbourhood Plan website did not go live until the Council had approved it. Mr Morriss advised that the Steering Group had agreed that the website would not go live until 9 April.

**It was agreed that the website would be viewed at the Parish Council meeting on 9 April.** Councillors queried the requirement for the retainer for the website designer as this sum had not been included within the quote for works when the Group had applied for grant funding. It was clarified that the £12 per month was for webhosting and for the designer to maintain the site, and the additional £25 per month was to pay for any assistance that the Group needed when updating the website. The designer had confirmed that 30 days' notice would be required to terminate the hosting and/or the retainer. Councillors were advised that the Steering Group should be sufficiently experienced to update the site within 6 months, and that the situation would be reviewed within 3 months.

**It was proposed and seconded to agree to the webhosting and to the retainer in the respective sums of £12 and £25 per month. The proposal was unanimously agreed.**

The Council had not designated the Clerk as the Data Protection Officer for the Council. The Clerk had advised a member of the Steering Group that a privacy notice complying with the General Data Protection Regulations coming into force in May would be needed, however she was not in a position to instruct the website designer on the wording of the notice. Richard Squires had been asked to obtain advice from Broadland District Council's Data Protection Officer regarding the content of privacy notices suitable for neighbourhood plans.

**The Steering Group was reminded that Parish Council work was the Clerk's priority, that only the secretary of the Steering Group should be making contact with the Clerk, and that should any work be requested of Council staff, sufficient notice was required.**

There was concern that a document on the Neighbourhood Plan website implied that the Neighbourhood Plan Steering Group would decide how future CIL income would be spent. It was confirmed that Parish Councils were responsible for spending CIL and that suggestions from neighbourhood plans provided a clear indicator in how the community would prefer to see the funds spent. There was discussion regarding the "Starter for Ten" document which was proposed to be included on the Neighbourhood Plan website and there were concerns that the document contained inaccuracies and did not promote Taverham as a unified parish. **Councillors agreed that a great deal of work had been carried out to draft the "Starter for Ten" but that it should be removed from the website as it could be mis-understood as a complete plan which had already been adopted.**



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The Steering Group recommended that a questionnaire be drafted by the website designer. **It was agreed that the use of Survey Monkey could be discussed at a later date if it was required.**

A report had been circulated to councillors recommending that Rachel Leggett be called in to support the Steering Group's first consultation event. Councillors were keen to help the Group make the event as successful as possible and considered that Ms Leggett's expertise would bolster the Group's confidence.

**Mrs Latchford proposed, seconded Mrs Mooney, to accept Ms Leggett's quote in the sum of £320 to produce a full briefing and equipment list on how to run a community drop-in session, and to produce display panels required for the session. The proposal was agreed with one abstention.**

Copies of three quotes for banners and posters had been circulated to the Steering Group which then recommended accepting the quote submitted by Wensum Print. It was noted that the quote was in excess of funds left available from the grant.


**Mrs Tyler proposed, seconded Mrs Latchford, to accept the quote from Wensum Print in the sum of £366 to produce banners and posters for the consultation event. The proposal was unanimously agreed and it was noted that the overspend would be met by the funds held by the Council for the Plan.**

A copy of the draft consultant's brief had been received by all councillors.

**The brief was agreed with amendments.**

The Meeting closed at 9.20pm.

Signed.....



Dated.....

9/4/2018