

# GREAT MASSINGHAM PARISH COUNCIL

Minutes of a meeting of Great Massingham Parish Council held in the Village Hall on Monday 18<sup>th</sup> November, 2019, at 7.30pm.

Present: Councillors, M Wingell (Chair), S Nash (Vice-Chair), V Cross, M Hipkin, P James, D Speake, the Clerk, Sarah Harvey, County Councillor Stuart Dark and Borough Councillor James Moriarty.

1. The Chair welcomed all present to the meeting.
2. Apologies  
It was agreed to accept apologies of absence from Councillors C Boyden, J Cole and M Eldridge.
3. Declarations of Interest on Agenda Items  
Councillors P James and M Wingell declared a non-pecuniary interest for Agenda Item 12, Biodiversity.
4. Minutes  
It was proposed by Councillors V Cross, seconded by M Hipkin that the minutes of the Parish Council Meeting held on Monday 14<sup>th</sup> October, 2019, copies of which had been circulated to members and were available in the Village Hall, be approved and signed by the Chairman.
5. Matters Arising from the Minutes for Information Only  
Councillor V Cross reported that he had laid a wreath on behalf of the Parish Council on Remembrance Sunday at the War Memorial. Councillor V Cross advised that the War Memorial was in a poor state and proposed that the Council considered making arrangements for it to be professionally cleaned at the January meeting.  
The Chairman advised that Sally Bettinson (Highways Engineer) had approved the siting of the new Biodiversity sign opposite 21 Weasenham Road. It was noted that the sign would need to be placed a minimum of 2.5m from the road edge.  
The Chairman updated the Council following a meeting with PC Lee Anderton to discuss concerns of vehicles driving and parking against the flow of the traffic along the one-way system, School Road. Vehicles were also parking across the Give Way markings. Councillor M Wingell reported that the Police can no longer prosecute drivers for parking cars illegally, unless they are obstructing the flow of traffic.  
County Councillor S Dark suggested that it may be helpful to have the involvement of the Schools Safety Officer, who could complete a safety survey. County Councillor S Dark also suggested that a meeting could be convened with representatives from the school, school governors, Parish Council and Highways to progress the matter and consider a solution.  
It was proposed by Councillor V Cross, seconded by M Hipkin that County Councillor S Dark should assist the Parish Council with this matter, so that the appropriate meeting could be arranged before the end of the term.
6. Parishioner's Participation  
There were no parishioners present.
7. Reports from County and Borough Councillors and Police  
County Councillor Stuart Dark informed those present that following a meeting of the County Council's Cabinet and a review of the strategic and financial planning position for 2020/21 a consultation had been held on their proposed council tax level. County Councillor S Dark advised that the County Council's budget proposals are based on increasing council tax by 3.99%. It was noted that if an increase to council tax was not made, then an extra £16.3m of savings would have to be made.

This budget and level of council tax would be agreed by the County Council in February at a Full Council meeting.

County Councillor S Dark advised that the County Council had entered Purdah which in the run-up to the general election put a restriction in place on publicising the views of political parties or making any political statements. However, it was noted that North West Norfolk would elect a new MP, as Henry Bellingham had stood down following 30+ years as a Member of Parliament.

County Councillor S Dark concluded by stating that the invoice for the new seat within the parish had been passed to Sally Bettinson and that the Council would be reimbursed from the Local Member Fund.

Borough Councillor J Moriarty reported that his motion in relation to the new system for sifting planning applications was presented to Full Council, but the motion was lost. It was noted that issue would be brought before the Corporate Performance Panel and that Parish Council views would be sought ahead of the presentation being made. It was noted that a motion on Climate Change had also been lodged and would be brought before the Cabinet in the New Year. The Full Council would also consider a motion in the near future regarding the recording of all Council meetings and making them accessible online.

Borough Councillor J Moriarty advised that a By Election would also take place on the 12<sup>th</sup> December for Upwell & Delph. It was noted that if there was a change of party this would change the balance of the Council.

It was noted that the Local Plan review was still progressing, and that Borough Councillor J Moriarty attended the meetings held monthly.

There was no report available from the Police.

## 8. Finance

a. Accounts for payment under the Late Payments Interest Act 1998: there were none declared

- 101865 – Mrs S Nash, Return postage AEL Solutions Ltd (Bin Liners) - £15.28

b. Accounts for payment: It was resolved that the following accounts should be paid.

- 101866 - Scottish Hydro, Street Lighting (October) - £270.70
- 101867 - K & M Lighting Ltd, Street Lighting Maintenance (Nov) - £72.84
- 101868 – The CGM (East Anglia) Group Ltd, Grass Cutting (Aug/Sept) - £415.75
- 101869 – David Bracey Play Safety Inspections, Play Area & Outdoor Gym - £132.00
- 101870 – Great Massingham Youth Club, Youth Leader's Salary - £300.00
- 101871 – C B Arnold Ltd, Clearance of Land adj to Charles Dewar Close - £237.60
- 101872 – Clerk's Salary, Travel & Expenses (01/10 – 17/11/19) - £469.25

It was proposed by Councillors M Hipkin, seconded by V Cross and all agreed that all outstanding accounts be paid.

c. Finance received: It was noted that the following amount had been received

- Fishing Receipts (from 17/09 to 18/11/19) - £220.50
- Mrs S Nash (AEL Solutions Ltd (Refund for Bin Liners) - £216.00

d. **S137 Payment to Great Massingham PCC for Electrical Work within St Mary the Virgin Parish Church** – the Clerk advised that correspondence had been received from Great Massingham PCC regarding consideration of a donation towards emergency electrical work within the church. A copy of the correspondence had been circulated to members prior to the meeting. The Clerk reported that she had advised the PCC (as had the Council following the September PC meeting) that Parish Councils did not have the legal power to give money to the church to assist with the upkeep of the fabric of the building or for internal repairs. The Clerk explained that the Parish Council did, have the ability to use s137 of the Local Government Act to make a donation and that this was the only power the Council could use to award a grant to a church for such a project. It was noted that the s137 allowance per year is limited to £8.12 per elector and the Council must agree when considering the use of the power that any grant given under s137 is **commensurate** with the value it brings to the community. The annual allowance for 2019/20 would be £6,436.64. It was considered and agreed that a donation would further be considered at

the January meeting along with other such requests. It was also agreed that the PCC should be asked to provide details of other organisations/fundraising that has been approached/carried out to secure funding and the sums that had been awarded.

- e. **Bank Signatories** – the Chairman explained that he and Councillor S Nash were now authorised signatories on the Barclays Community Account, along with Councillors V Cross and M Hipkin, also that a new cheque book had been received. The correspondence address had been successfully changed to Councillor V Cross and the relevant form had now been received to change this to the Clerk’s address. The Chairman and the Clerk would visit Barclays to complete the process and obtain bank statements for the account from June, July, August, September and October.
- f. **SLCC Bursary and Training Update** – the Clerk advised that she intended to apply for a bursary of £200 from the SLCC (Society of Local Council Clerks) to go towards the cost of the CILCA Registration fee of £350. The Clerk asked that the remaining £150 that would not be covered by the bursary, be split between Great Massingham, North Creake and South Creake Parish Councils. The Clerk wished to refresh and update the qualification over the next months. It was considered and agreed that £50 would be made available to cover the outstanding fee.
- g. **Other Financial Matters;**
  - **VAT Refund for 2018/19** – the Clerk advised that the relevant details had been completed in order to send to HMRC to collect the VAT paid in the last financial year. Due to the change in banking details, a bank statement containing the new Parish Council address was required in order to process the claim. This would be organised and sent to HMRC as soon as possible.

#### 9. Open Spaces

- a. **Clearance of Land, Charles Dewar Close** – the Chair advised that the majority of the area had been cleared, but that work had been paused for a number of reasons. Rubbish had been fly-tipped within the trees, trees were in the way that may have required permission to be removed, one occupant of Sunnyside Road had extended their garden into the area.
- b. **Request to rent land adjacent to Charles Dewar Close** – it was noted that the tenant of the property at Sunnyside Road whose garden had been extended in to the Parish Council owned area of land adjacent to Charles Dewar Close had requested that the Council consider rental of the land to the tenant. It was considered that Freebridge Community Housing had neglected to thoroughly inspect their property and as a consequence had failed to recognise that the land encroachment had taken place. It was discussed and agreed that the boundary should be returned to its correct position. It was noted that as well as the financial commitment to prepare a short-term lease for this area of land, this may also set a precedent for neighbouring properties.
- c. **Annual Play Area/Outdoor Gym Inspections** – it was noted that David Bracey (David Bracey Play Safety Inspections) had carried out the inspections on 29<sup>th</sup> October, 2019. A copy of the inspection report had been circulated to all members for their information. It was considered that a copy of the report should be made available to Collin S Whitmore for comment prior to further consideration of any actions at the January meeting.
- d. **Christmas Lighting on Village Green** – the Chair advised that a quotation had been received from JWM Electrical Services Ltd to install cabling for tree lights to the Dabbling Duck PH and to fit a pole on the Village Green and test the lighting. The total cost to carry out the work was £348.00. It was proposed by Councillors V Cross and seconded by P James that the work be undertaken. Councillor S Nash abstained from the vote. Concerns were raised that arrangements for the Christmas Lighting should have been considered and organised earlier in the year and a proper committee formed to manage the event. It was noted that next year’s event should be further discussed at the January meeting. The Chair confirmed that he would seek permission from Norfolk County Council to place an overhead cable across the highway.
- e. **Greens and Fishing** – Councillor D Speake raised concerns about the amount of mole hills on the village greens and suggested that consideration be given to hiring a professional to control the moles. It was agreed that Councillor D Speake would seek two quotations for further consideration at the January meeting.

Councillor S Nash reported that fishing was very slow and that the fishing receipts would be collected from the Fishing Wardens on 19<sup>th</sup> November.

- f. **General Maintenance** – Councillor S Nash reported that a few litter bins still required attention.

#### 10. Street Lighting

- a. Councillor S Nash advised that three streetlights had been reported to K & M Lighting as requiring attention and had all been repaired

#### 11. Planning Matters

- a. It was resolved that the following planning applications be recommended for;  
APPROVAL  
- 19/01871/F  
Proposed porch extension at 44 Station Road.
- b. It was noted that the following applications had been APPROVED/REFUSED by the Borough Council;  
APPROVAL  
- 19/01538/F  
Proposed extension at 44 Station Road.
- c. **Neighbourhood Plan Update** – it was noted that Councillors J Cole had drafted an article for inclusion in The Mallard to inform parishioners of the Neighbourhood Plan process and in order to gain parishioners views, interest and potential involvement in the project. Copies of the draft document had been made available to members prior to the meeting and it was considered and agreed that this should be forwarded to The Mallard for publication.
- d. **Freebridge Community Housing, Land at Station Road** – the Clerk advised that planning permission for the vacant land which had been granted for the redevelopment of the site had now expired, and there was no current and valid planning permission in place. It was noted that it was the intention of Freebridge Community Housing to make a new application for the redevelopment of the site and that the Parish Council would be kept informed of their intention. It was also noted that the site was scheduled for a monthly visit to tidy and trim.
- e. **Other Planning Matters** – concerns were raised regarding the construction of a PVC porch at a property along Station Road. It was agreed that at the present time the matter should not be taken any further.

#### 12. Biodiversity

- a. **Biodiversity Management Plan for Village Greens** – it was proposed by Councillor M Hipkin and seconded by Councillor S Nash that the management of the greens should be maintained as they currently were. It was agreed that Councillor M Wingell would compose a schedule detailing the current maintenance programme for approval by the Council.

#### 13. Highways

- a. **Broken/collapsed drain between Parsonage Farm and the ditch** – Councillor M Wingell reported that he had carried out repair work to the drain and that it was currently stable. It was agreed that a permanent repair would be discussed further at the January meeting.
- b. **Castle Acre Road SAM2 site** – it was agreed that a further post, costing £89.00, along with a bracket and fixings, costing £50.00 should be secured from Westcotec Ltd and placed in the approved location. Councillor S Dark advised that he would meet the cost on behalf of the Parish Council from the Local Member Fund.
- c. **Castle Acre Road, Village Gateways** – the Chairman advised that Sally Bettinson (Highways Engineer) had suggested that the Council purchase two standard three bar white gateways from Glasdon UK Ltd. One gateway to be 960mm wide at a cost of £444.47 and the other to be 2 metres wide, at a cost of £631.61. It was noted that there would also be an installation cost of £250.00. It was agreed that the Clerk would complete a bid to the Parish Partnership Scheme in order for Norfolk County Council to meet half the cost of the project.

d. **Speeding Issues** – it was noted that speeding was being continually monitored within the village.

14. Village Incidents

There were no incidents raised.

15. Correspondence and Circulars

The following correspondence had been received and the contents noted.

- a. Great Massingham Village Hall and Institute, AGM of Trustees, Monday 25<sup>th</sup> November, 7.30pm
- b. Norfolk Constabulary, October Newsletter
- c. BCKLWN, Verification of Property Addresses at Heath Farm
- d. BCKLWN, Application for New Premises Licence, Lings Country Goods
- e. NCC, West Norfolk Service Directory
- f. NCC, West Norfolk Early Help Bulletin and Bulletin Index
- g. NCC, Briefing note about forthcoming bus service changes in Dec and Jan.

16. Items for the Mallard

Article providing details of Christmas Lighting in the village  
Neighbourhood Plan Article

17. Items for January Agenda

War Memorial condition  
Play Area Inspection Report  
Christmas Lighting  
Control of Moles on Village Greens  
Donations  
Precept and Budget for 2020/21  
SAM2 Site at Lynn Lane

18. It was proposed by Councillor M Wingell and seconded by Councillor P James that Parish Council Meetings should be moved to the second Monday of each month. The next meeting would be held on Monday 13<sup>th</sup> January, 2020 at 7.30pm.

With no other business the Chairman closed the meeting at 9.30 pm.

..... Chairman  
13<sup>th</sup> January, 2020

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL