

GREAT MASSINGHAM PARISH COUNCIL

Minutes of a meeting of Great Massingham Parish Council held in the Village Hall on Monday 14th October, 2019, at 7.30pm.

Present: Councillors, M Wingell (Chair), S Nash (Vice-Chair), C Boyden, J Cole, V Cross, M Eldridge, M Hipkin, P James, D Speake, the Clerk, Sarah Harvey and one parishioner.

1. The Chair welcomed all present to the meeting.
2. Apologies
Apologies of absence were received from Borough Councillor James Moriarty.
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 J Cole, seconded by C Boyden that the minutes of the Parish Council Meeting held on Monday 16th September, 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 S Nash reported that the toddler swing seat had been replaced and that the bird spikes had also been put in place.
Councillor S Nash reported that the replacement litter bin liners that had been purchased were the wrong dimensions and had been returned. It was agreed that two liners should be purchased from Wickes at a cost of £6.00 per item to ascertain whether they were the appropriate size.
Councillor M Wingell advised that the Borough Council of King's Lynn & West Norfolk (BCKLWN) were to supply twelve dog fouling signs for the village. Locations for the signs were still to be agreed.
Councillor M Wingell noted that the majority of geese had migrated, although a small number remained.
6. Parishioner's Participation
There were no comments made.
7. Reports from County and Borough Councillors and Police
A report had been received from Borough Councillor, J Moriarty via email and it was noted that the Local Plan Task Group were still considering all responses to the consultation exercise. It was noted that revisions were being made by Freebridge, so that their Board was becoming more skills based.
BCKLWN would be losing two seats on the Board which it had held since the public housing stock was transferred. Councillor J Moriarty concluded by advising that full Council (BCKLWN) would meet later in the week.
It was noted that no reports had been received from the County Councillor, Stuart Dark or the Police.
8. Finance
 - a. Accounts for payment under the Late Payments Interest Act 1998: there were none declared.
 - b. Accounts for payment: It was resolved that the following accounts should be paid.
 - 101860 – Scottish Hydro, Street Lighting (Jul/Aug/Sept) - £803.60
 - 101861 – K & M Lighting Ltd, Street Lighting Maintenance (Oct) - £72.84
 - 101862 – PKF Littlejohn LLP, Limited Assurance Review AGAR - £240.00
 - 101863 – Newprint & Design, 25 x Day Permit Books - £146.40
 - 101864 – The Mallard, Annual PC Sponsorship - £50.00
 - 101865 – Mrs S Nash, Postage Fee for returned Litter Bin Liners - £15.28

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

- c. Finance received during June: It was noted that the following amount had been received.
 - Youth Club Leader (25% of cost of wages 05/02 – 23/07/19) - £200.00
- d. **Bank Signatories** – it was noted that all the relevant forms had been submitted to Barclays by Councillors S Nash and M Wingell, but that confirmation of the mandate change was still being awaited. It was considered and agreed that Councillor M Hipkin would speak to Barclays to ascertain whether the changes had been made and make enquiries about updating the new correspondence address.
- e. **Other Financial Matters;**
 - **External Audit:** it was reported that on the basis of the review, Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), was in accordance with proper practices and that no matters had given cause for concern that relevant legislation and regulatory requirements had not been met. PKF Littlejohn had noted two administrative errors that would need to be corrected on completion of the AGAR for 2019/20.
 - **Cambridge & Counties Bank Limited** – the Clerk reported that a letter had been drafted to advise of the change in Clerk/RFO and Chair, the new Parish Council address and Chair's address.

9. Open Spaces

- a. **Clearance of Land, Charles Dewar Close** – Councillor M Wingell advised that a quotation had been received to clear the perimeter of the land adjacent to Charles Dewar Close. It was noted that the contractor was to charge £36.00 per hour and it was estimated that the work would take up to four hours to complete. It was agreed that Councillor M Wingell should ask the contractor to complete the work, but that the Council would limit the budget for the work at £200. Councillor M Wingell was to supervise the contractor for the first hour, so that it caused little disruption to neighbouring residents.
- b. **Annual Play Area Inspection** – Councillor M Wingell advised that the annual inspection had not been carried out in June at the reduced cost RoSPA offer annually. The Clerk advised that for RoSPA to carry out the inspection sooner it would cost £232 plus VAT for the first Play Area and then £68.50 plus VAT for the second area. The clerk advised, as an alternative, that both Wicksteed Leisure and David Bracey Play Safety Inspections had been approached regarding both cost and their availability to carry out the inspection all of which was relayed to the Council. It was considered and agreed that David Bracey Play Safety Inspections should be asked to carry out the inspection as soon as possible. It was noted that to inspect both the Play Area and Outdoor Gym equipment would cost a total of £110 plus VAT.
- c. **Greens and Fishing** – Councillor S Nash advised that she had met with Richard Fisher (Aboricultural Officer, BCKLWN) to discuss what work could be carried out around the village greens. Richard Fisher had confirmed that the Parish Council were able to remove the small, self-set trees from around the pond on Weasenham Road, as long as they did not exceed the 75mm stem size. It was noted that the damaged/broken tree around Scotsman's Pit could also be removed. All other work would need to be given permission by the BCKLWN. It was considered and agreed all work not requiring permission should be carried out and that permission should be sought for the other proposals.
Councillor M Eldridge reported that only around eight fishing permits had been given out during the last month.
- d. **General Maintenance** – Councillor S Nash reported that the area around the War Memorial had been tidied with a repair undertaken. It was considered and agreed that a wreath would be laid on behalf of the Parish Council on Remembrance Sunday by Councillor V Cross, in the absence of the Chair M Wingell.

10. Street Lighting

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

11. Planning Matters

- a. It was resolved that the following planning applications be recommended for;
APPROVAL
- 19/01742/F
Proposed rear extension at The Cottage, 55 Castleacre Road.
- b. **Applications approved** - there had been no planning applications approved/refused.
- c. **Neighbourhood Plan Update** – it was noted that Councillors J Cole, P James and M Wingell had attended a meeting at the BCKLWN with Alex Fradley (Principal Planner) and Alan Gomm (Local Development Framework Manager) on the 7th October to explore the process of a Neighbourhood Plan. Councillor J Cole produced a report of the meeting which was circulated amongst Councillors for their consideration. Following a discussion it was agreed that in the first instance a statement should be published in The Mallard to inform residents of the process. It was resolved that Councillor J Cole would draft an article that could be reviewed by the Council at the November meeting.
- d. **Other Planning Matters** – Councillor V Cross raised concerns regarding intentions for the land along Station Road, owned by Freebridge. It was noted that planning permission had been granted in 2017, but that the land still remained redundant. It was agreed that the Clerk should correspond with Freebridge to ascertain their plans for the area.

12. Biodiversity

- a. **Biodiversity Sign** – it was noted that the proposals for the new Biodiversity Sign to be placed opposite 21 Weasenham Road had been circulated to Councillors for their consideration. It was agreed that the proposed site for the sign was acceptable subject to consultation with Highways. It was agreed that the Parish Council would meet half of the total cost of the sign with the Biodiversity Group. The total cost for the sign was noted as £250.00 (ex VAT).
Councillors S Nash and D Speake abstained from voting on the proposals.
- b. **Biodiversity Report, Village Greens** – it was noted that the proposals from the Biodiversity group for amending the management of parts of the village greens, pond margins and roadside verges had been circulated to all Councillors for their consideration prior to the meeting. The Council agreed that the majority of the proposals were worth considering, although concerns were raised regarding proposals for the middle of the village, as it was felt these should continue to be kept tidy.
Councillor M Wingell suggested that a management policy of the greens should be produced that could be an amalgamation of the Norfolk Wildlife Trust report and the Biodiversity report. It was agreed that both reports should be circulated prior to the November meeting and that Councillors should record their thoughts with a view to forming a policy after the next Parish Council meeting.

13. Highways

- a. Councillor V Cross advised that there were still some Highways actions outstanding that had been agreed with Sally Bettinson (Highways Engineer), including the extension of the yellow hatching outside the School.
Councillor S Nash raised concerns about 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 agreed to speak to PC Lee Anderton about the issues and to ask him to attend a site meeting.
Councillor P James reported that the Speed Watch team had recorded a vehicle exiting the village along the Castle Acre Road at 56mph.
- b. **Castle Acre Road SAM2 site** – it was noted that the proposed additional site for the SAM2 Sign had been approved. It was noted that an additional pole would cost £90.00 and additional brackets £30.00 a pair. The Clerk would confirm the prices with Westcotec Ltd.

Castle Acre Road, Village Gateways – Councillor M Wingell advised that Sally Bettinson (Highways Engineer) was happy with the proposed site and suggested that the village gates could be made by a local contractor in order to save some money. It was agreed that Councillor M Wingell would circulate the details including the proposed cost for Councillors consideration prior to the November meeting.

Councillor M Hipkin advised that there were some concerns from residents along Lynn Lane that there was neither a Vehicle Activated Sign or SAM2 Sign sited along this particular route. It was suggested that Highways could assess whether a SAM2 Sign could be positioned along Lynn Lane.

14. Village Incidents

Councillor M Wingell reported that he had made enquiries with the Police regarding a sexual assault that had been carried out along Mill Lane. In response the Police had stated that the only details that could be released were already in the public domain.

15. Correspondence and Circulars

The following correspondence had been received and the contents noted.

- a. Great Massingham Community Car Scheme, Donation Request – to be considered at the January, 2020 meeting along with other donation requests.
- b. BCKLWN, Emerging Local Plan Review & Neighbourhood Plans.
- c. BCKLWN, Planning Update Session, 25th September, 2019 – circulation of course presentation documents with Councillor's agenda packs.
- d. Norfolk County Council, West Norfolk Service Directory.
- e. Norfolk County Council, West Norfolk Early Help Bulletin and Bulletin Index.
- f. FCC Communities Foundation Ltd (formerly WREN).

16. Items for the Mallard

Article on reporting issues with Street Lighting.

Article from October Parish Council Meeting.

17. Items for November Agenda

Approval of draft statement, Neighbourhood Plan

Response to Biodiversity Management Plan

Christmas Lighting

SAM2 Sign, Village Gateway, Speeding

18. It was noted that the next Parish Council Meeting would be held on Monday 18th November, 2019 at 7.30pm.

With no other business the Chairman closed the meeting at 9.33 pm.

..... Chairman

18th November, 2019

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL