

GREAT MASSINGHAM PARISH COUNCIL

Minutes of a meeting of Great Massingham Parish Council held in the Village Hall on Monday 13th January, 2020, 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 and the Clerk, Sarah Harvey.

1. The Chair welcomed all present to the meeting.
2. Apologies
Apologies were received from County Councillor S Dark and Borough Councillor J Moriarty.
3. Declarations of Interest on Agenda Items
Councillors P James and M Wingell declared a non-pecuniary interest for the Biodiversity Project.
4. Minutes
It was proposed by Councillors D Speake, seconded by P James that the minutes of the Parish Council Meetings held on Monday 18th November and Thursday 28th November, 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
The Clerk advised that Barclays had confirmed that the mandate had been updated and bank statements from June through to November had been received.
Councillor V Cross enquired as to whether County Councillor S Dark had advised whether a meeting had been convened with representatives from the school, school governors, Parish Council and Highways to progress the parking issue. The Chair asked the Clerk to raise the issue with County Councillor S Dark on behalf of the Council.
6. Parishioner's Participation
There were no parishioners present.
7. Reports from County and Borough Councillors and Police
There were no reports made available from any party.
 - **Norfolk Police, Area Inspector's Meeting** – it was noted that whilst the community engagement sessions were being retained in order for parishioners to drop-in and discuss any issues of concern, a meeting was to be arranged for two representatives from each Parish Council to attend a meeting to talk with the Inspector and Beat Managers. It was noted that a meeting would be arranged for either Tuesday 10th March during the evening or Monday 16th March during the afternoon, depending the most suitable date for Parish Councillors to attend. The timeline for responses had been extended until the 31st January 2020. Councillor J Cole agreed to represent the Parish Council.
8. Clerk's Employment Contract and Job Description
 - a. It was noted that the amended employment contract and job description had been circulated amongst Councillors for their review prior to the meeting. It was considered and resolved that the documents should be signed by the Chair on behalf of the Council and the Clerk.
9. Finance
 - a. Accounts for payment under the Late Payments Interest Act 1998: there were none declared
 - 101873 – Royal British Legion, Wreath (Remembrance Sunday) - £25.00
 - 101874 – Mr D Turner (The Wooden Top), Biodiversity Project Sign - £280.00
 - 101875 - Scottish Hydro, Street Lighting (November) - £270.70
 - 101876 - K & M Lighting Ltd, Street Lighting Maintenance (Dec) - £72.84

- 101877 - Clerk's Salary, Travel & Expenses (18/11/ - 08/12/19) - £296.05
- b. Accounts for payment: It was resolved that the following accounts should be paid.
 - 101878 - Scottish Hydro, Street Lighting (December) - £270.70
 - 101879 - K & M Lighting Ltd, Street Lighting Maintenance (Jan) - £72.84
 - 101880 – The CGM (East Anglia) Group Ltd, Grass Cutting (Oct) - £202.46
 - 101881 – Youth Club Leader's Salary (Nov/Dec) - £350.00
 - 101882 - Clerk's Salary, Travel & Expenses (09/12/19 – 12/01/20) - £294.08
- c. Finance received during November: It was noted that the following amount had been received
 - Fishing Receipts - £216.00
- d. Financial Statements: The financial statements for April, May June, July, August, September and October 2019, were considered, approved and signed by the Chairman.
- e. Financial Statement: The financial statement for November 2019, was considered, approved and signed by the Chairman.
- f. **S137 Payment to Great Massingham PCC for Electrical Work within St Mary the Virgin Parish Church** – it was discussed and understood that the electrical work (for which a donation had been requested) had now been completed. Therefore, it was agreed that the donation request would be held in obedience.
- g. **Donations, 2019/20** – it was proposed by Councillor J Cole and seconded by Councillor P James that the following donations should be approved;
 - Great Massingham Area Community Car Scheme (GMACCS) - £300.00
 - Great Massingham Parochial Church Council - £350.00
 - Norfolk Citizen's Advice Bureau - £50.00
- h. **Budget and Precept for 2020/21** – details of the budget and precept review for the financial year 2020-21 was presented and discussed. Anticipated expenditure for the year 2020/21 was £24,797 and the anticipated income (prior to receipt of the Precept and Central Grant) was noted as £7,314. It was noted that the tax base had decreased from 347.9 to 345.1 and the Central Grant had remained the same at £139. It was agreed by all (proposed by Councillor J Cole and seconded by Councillor P James) to increase the annual Band D Council Tax contribution from £43.13 to £50.66. It was agreed to set a Net Precept figure of £17,483 for the financial year 2020/21. It was noted that the Net Precept combined with the Council Tax Support Grant of £139, would amount to a total Parish funding requirement of £17,622.
- i. **Other Financial Matters** – there were no matters raised.

10. Youth Club

- a. It was noted that the Youth Club Report for 2019 had been made available from the Youth Club Lead Worker and had been circulated amongst the Councillors for their information.
It was noted that the current Youth Club Lead Worker would leave her role in December 2019 and the current Volunteer Staff Team were planning to continue with the Youth Club if the Parish Council were prepared to give continued financial support to another Nationally Qualified Youth Worker colleague who would continue under the same paid terms and conditions. The Council wished to record their thanks for all of the hard work that the current Lead Worker had undertaken for the children of Great Massingham and surrounding villages. It considered that the Lead Worker that had been appointed to the vacant position should be invited to attend the next Parish Council meeting. Councillor J Cole agreed to make the appropriate arrangements. It was also considered and agreed that the Parish Council would continue to support the Youth Club under the same paid terms and conditions as in 2019.

11. Open Spaces

- a. **Land Encroachment, Charles Dewar Close/Sunnyside** – it was noted that the tenant of the property at Sunnyside Road whose garden had been extended into the Parish Council owned area of land adjacent to Charles Dewar Close had now reinstated the boundary to its correct position. It was noted that there was still rubbish to be cleared from the vacant land adjacent to Charles Dewar Close.

Councillor M Wingell agreed to assess the area prior to the next meeting, where arrangements could be made to address the issue.

- b. **Annual Play Area/Outdoor Gym Inspections** – it was agreed that Councillor V Cross would provide Collin S Whitmore with a copy of the inspection report for comment prior to further consideration of any actions at the February meeting.
- c. **Christmas Lighting on Village Green** – Councillor M Wingell explained that obtaining consent from Norfolk County Council to extend a power supply across the highway to the village green for the Christmas lighting had not been straight forward. Norfolk County Council had initially requested proof of a £50 million public liability cover to accompany the application. After seeking advice from the Parish Council insurers, the County Officer (Norfolk ALC), Sally Bettinson (Highways) had assisted in resolving the issue. It was noted that Sally Bettinson had spoken to a senior manager in Risk and Insurance and they had confirmed via email that the request for £50 million Public Liability insurance was incorrect and that it should have been £10million.
Councillor S Nash recommended that a group should be organised going forward to manage the Christmas lighting for 2020
Councillor J Cole proposed, seconded by Councillor M Eldridge that the Parish Council should meet the cost to install the Christmas lighting for 2020.
Councillor M Eldridge agreed to arrange for JWM Electrical Services Ltd invoice to be forwarded to the Council for payment.
- d. **Management of the Geese and Duck population** – it was noted that a number of geese were now returning to the ponds along with a few cormorants. It was agreed that potentially this may have an impact on the number of fish within the ponds. It was discussed and agreed that lasers should be used during the early morning and at dusk each day to deter the geese from settling on the ponds. Councillor D Speake agreed to organise a rota for those wishing to take part. Councillors M Wingell, P James, M Eldridge and M Hipkin expressed an interest.
- e. **Control of Moles, Village Greens** – Councillor D Speake advised that the issue had now been resolved.
- f. **Fishing Permit Application** – it was noted that a non-resident residing at Grimston had applied to the Council for a fishing permit. It was agreed that the individual should be granted permission for an annual permit (Saturdays only) at a cost of £12.00.
- g. **War Memorial** – Councillor V Cross proposed that the War Memorial should be cleaned. It was considered and agreed that the Clerk should identify who last cleaned the War Memorial and how the cost of the work was covered. The Clerk agreed to approach other local companies in order to obtain a cost for the work.
- h. **Greens and Fishing** – it was noted that the verges to the greens, particularly along Abbey Road were increasingly being damaged as a result of cars parking on the side of the road. It was agreed that Councillor M Wingell would speak to the owners of the Dabbling Duck to ask them to encourage their customers to use the pub's car park.

12. Street Lighting

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

13. Planning Matters

- a. It was resolved that the following planning applications be recommended for;
APPROVAL
19/02035/F – Variation of condition 2 of planning permission 17/02131/F to make minor alterations at Land west of 119 Summerwood Estate.
APPROVAL
19/02094/F – Construction of a single storey extension to the rear of property at The Old Meeting House 19 Station Road.
APPROVAL
19/02132/F - Proposed front porch, rear infill extension and outbuilding with rear garden at 71

Summerwood Estate.

APPROVAL

19/02203/F - Proposed side extension to bungalow at 24 Walcups Lane.

APPROVAL

19/02144/F - Siting 8 steel containers on the existing coal yard for storage of coal and electrical equipment, plus one hopper for dispensing coal at Peddars Farm 37 Lynn Lane

- b. It was noted that the following applications had been APPROVED/REFUSED by the Borough Council;

APPROVAL

- 19/01871/F

Proposed porch extension at 44 Station Road.

APPROVAL

- 19/01942/F

Proposed side and rear extensions at Shrublands, 7 Weasenham Road

- c. **Neighbourhood Plan Update** – Councillors J Cole reported that following inclusion of the relevant article within The Mallard an interest to be potentially involved in the project had been received from four parishioners. It was considered and agreed that the article should be republished within The Mallard for a further month and that any further interest and the neighbourhood plan process would be reviewed at the February meeting. Councillor M Wingell agreed to draft an article for The Mallard and also agreed to approach the Borough Council to ascertain whether the Local Plan Task group had made a decision regarding sites in Great Massingham to be included in the Local Plan.
- d. **Planning Permission for sixteen dwellings, Walcups Lane** – it was noted that planning permission had been obtained on 2018 for sixteen dwellings on a site at Walcups Lane. Development had not begun on the site, despite work being carried out to the foundations for the properties. Although the site was considered safe, the vegetation was becoming overgrown and looking untidy. It was agreed that the Clerk should approach the developers to ascertain when they proposed commencing work on the development.
- e. **Other Planning Matters** – it was noted that a building had appeared along Lynn Lane, that was presumed to be a greenhouse/garage. Councillor M Wingell agreed to investigate this further and approach the Planning Department at the Borough Council.

14. Highways

- a. **Broken/collapsed drain between Parsonage Farm and the ditch** – Councillor M Wingell reported that following the work carried out to repair the drain, this was still working well. It was agreed that this should be reviewed again at the February meeting and if considered necessary a quotation could be obtained to install inspection drainage.
Highway & Community Rangers – it was agreed that Councillor V Cross would identify any work and inform the Clerk to report to the County Council by 22nd January.
Councillor V Cross reported that there were still a number of outstanding issues that were to be completed by Highways. It was agreed that Councillor M Wingell and V Cross would arrange to meet with Sally Bettinson to discuss these issues.
- b. **Castle Acre Road/Lynn Lane SAM2 site** – the Clerk reported that Sally Bettinson had advised that the positioning of the SAM2 sign near to the junction with Drunken Drove could not be authorised due to poor visibility. Sally Bettinson had agreed to investigate to see whether there was another feasible location along both Castle Acre Road and Lynn Lane. The Clerk agreed to pass any further information to Councillor M Wingell ahead of the proposed site meeting with himself, Councillor V Cross and Sally Bettinson.
- c. **Castle Acre Road, Village Gateways** – the Clerk advised that the Parish Partnership bid had been forwarded to Norfolk County Council and that this would be assessed, and a decision made during March. It was noted that Sally Bettinson had approved the location of the village gateway prior to the bid being submitted.
- d. **Speeding Issues** – it was noted that speeding was being continually monitored within the village.

15. Village Incidents

It was noted that there had been a car accident along Castle Acre Road, which had unfortunately resulted in a fatality. There had also been an attempted theft at Lynn Lane.

16. Correspondence and Circulars

The following correspondence had been received and the contents noted.

- a. BCKLWN, Council Tax Base and Government Funding for Parishes 2020/21.
- b. PC Lee Anderton (Community Engagement Officer), Area Inspector's Meeting.
- c. Norfolk Constabulary, October Newsletter
- d. BCKWLN, Mayor's Design Awards.
- e. NCC, Public Transport Services – Changes to Bus Services.
- f. BCKLWN, Consultation Council's Governance Structure.
- g. Great Massingham Surgery, Land adjacent to Charles Dewar Close – the contents of the letter and the response sent on behalf of the Council were noted.

17. Items for the Mallard

Neighbourhood Plan Article

18. It was noted that the next Parish Council Meeting would be held on Monday 10th February, 2020 at 7.30pm and that the following items would be placed on the agenda.

- Youth Club Lead Worker

With no other business the Chairman closed the meeting at 9.35 pm.

..... Chairman
10th February, 2020

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL