

GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Great Massingham Parish Council held virtually via Zoom on Monday 8th June, 2020, at 7.30pm.

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

1. The Chair welcomed all those present to the meeting.
2. Apologies
It was agreed to accept apologies from Councillor M Hipkin – unable to access.
3. Declarations of Interest on Agenda Items
There were no declarations of interest declared.
4. Minutes
It was proposed by Councillors C Boyden, seconded by D Speake that the minutes of the Annual Parish Council Meeting held on Monday 11th May 2020, copies of which had been circulated to members, be approved and signed by the Chair.
5. Matters Arising from the Minutes for Information Only
The Clerk advised that the signed conditions and cheque had been received by Highways for the Village Gateway scheme at Castle Acre Road. It was noted that the Highways Engineer would make further contact with the Parish Council once the work had been scheduled.
The Clerk advised that following further contact with AJ Restoration, the work to the war memorial should be completed by the end of August 2020.
Borough Councillor, J Moriarty, asked whether the Parish Council had received the money from County Councillor S Dark for the bench purchased in 2018/19. It was suggested that County Councillor S Dark should be emailed weekly until the payment had been received.
6. Parishioner's Participation
There were no comments made.
7. Reports from County and Borough Councillors and Police
Borough Councillor J Moriarty advised that the Borough Council were currently concentrating on handling the effects of the Coronavirus and this was being co-ordinated by Borough Councillor S Dark (Heacham Ward). Borough Councillor J Moriarty noted that the Office for National Statistics (ONS) had recorded that West Norfolk was the worst area for fatalities because of the Coronavirus. It was noted that a letter of concern was presented to the Borough Council Leader, Councillor B Long, by the Independent Councillors to express their concern over the figures. As a result of the letter, the Borough Council was refusing to brief Independent Councillors. Borough Councillor J Moriarty was to send a copy of the letter to all Parish Councillors for them to make a judgement as to whether the letter was political.
8. Casual Vacancy
It was noted that the Chair had received a letter of resignation from Councillor M Wingell. The Clerk advised that The Local Election Rules 2006 require the Casual Vacancy to be advertised on the Notice Board and Parish Council Website for a period of 14 days. If within the 14 days of the date of the notice a request, in writing, that an election should be held to fill the vacancy, signed by ten local government electors of the Ward is given to the Proper Officer (BCKLWN), then an election would need to be held. **However**, this election would not be able to take place until **6 May 2021** as a result of the Coronavirus Act 2020 and the 2020 Regulations.

If no such request is received by the Proper Officer (BCKLWN), the Parish Council will take the necessary steps to fill the vacancy by co-option.

It was noted that Electoral Services (BCKLWN) had confirmed that there had been no request for a by-election following advertisement of the Casual Vacancy left by Councillor V Cross. Therefore, the Parish Council could proceed with co-option to fill the vacancy.

It was agreed that the vacancy would be advertised on the notice board, website and in the village shop and that applications would be considered, and the position filled at the August meeting.

9. Finance

a. Accounts for payment under the Late Payments Interest Act 1998:

• Norfolk County Council (Village Gateway Scheme)	689.94	101906
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b. To approve the accounts for payment (list at meeting).

• Scottish Hydro (Street Lighting, May Statement)	270.14	101907
• K & M Lighting Services (Street Lighting Maintenance, June)	72.84	101908
• Colin S Whitmore (Equipment Inspection, Grass Cutting & Repairs)	189.00	101909
• Clerk's Salary, Travel & Expenses (11 th May to 7 th June)	283.33	101910

It was proposed by Councillors J Cole, seconded by P James and agreed that all outstanding accounts be paid.

c. To note the finance received during April.

• BCKLWN, Parish Precept	17,483.00
• Council Tax Support Grant	139.00
• Community Infrastructure Levy (CIL) Payment	1,278.00

d. Financial Statement: The financial statement for April 2020, were considered, approved and signed by the Chairman.

e. **HTB One Year Fixed Rate Bond Account** – it was noted that the Issue 30 Bond (1.71%) had expired at the end of 2019, therefore the sum had automatically been invested into the Issue 33 Bond (1.5%). It was considered and agreed that the Parish Council's investment should remain within the account for the remainder of the term.

f. **Barclays Community Account/HTB Bond Account, Mandate Change** – it was agreed that following the resignation of Councillor M Wingell, Councillor M Eldridge should be replaced as a signatory on the accounts.

g. **Community Infrastructure Levy (CIL), Annual Parish CIL Report** – it was noted that the Parish Council had received £1,278 in CIL Payments. This was a result of planning application 17/02131/F that had generated 15% of CIL receipts from development in the parish area. It was noted that the Parish Council must prepare an Annual CIL report to comply with accounting and auditing procedures. It was proposed by Councillors J Cole, seconded by D Speake that the total sum be allocated to pay for the Village Gateway Scheme (£689.94) and maintenance of the War Memorial (£627). The Annual CIL report would be available on the website after 30th June.

10. Governance

a. **General Data Protection Regulations Policy** - it was noted that copies of the document had been made available to all Councillors along with a draft privacy notice, for their consideration.

b. **GDPR – Information Audit** - the Clerk presented the draft information audit that she had recently undertaken, a copy of which would be placed on the Parish Council's website. It was noted that this document would continue to be reviewed and presented to the Council annually.

It was proposed by Councillor J Cole, seconded by S Nash that both documents should be formally adopted.

11. Open Spaces

a. **Removal of Rubbish, land adjacent to Charles Dewar Close** – Councillor J Cole advised that he had secured three quotations for the removal of the rubbish from the site, which ranged between £2,000 and £4,500. It was agreed that given the significant cost involved in removing the rubbish and the undecided use for the site in the future, the site should be monitored quarterly. It was noted that there were two fridges that could be removed and taken to a recycling centre.

- b. **Moles, Village Greens** - Councillor D Speake advised that village greens were much improved, and that the pest controller may set some further traps around Scotman's Pit once lockdown measures were eased.
- c. **PROW (FP18), Sunnyside Road** – it was noted that an unofficial entry/exit point had been established and that the official gated entry/exit point was not being used. Councillor J Cole agreed to report the problematic gate via the Norfolk County Council's interactive reporting tool. It was agreed that prior to doing this Councillor D Speake would talk to the landowner to ask if the brambles could be reduced.
- d. **Path Cutting, Biodiversity Site, Weasenham Road** – it was noted the Biodiversity Project had written to the Parish Council to ask whether the Parish Council's grounds maintenance contractor could mow the pathways on the Biodiversity Site, as currently none of the volunteers owned a suitable mower. It was considered and agreed that CGM Landscapes would be asked to quote for the work and this would be considered further at the July meeting.

12. Street Lighting

- a. There were no issues reported.

13. Planning Matters

- a. It was resolved that the following planning applications be recommended for;
APPROVAL
20/00664/F – Construction of an oak framed cart shed garage at Robkin, 18 Sandy Lane.
- b. **Applications approved** - there had been no planning applications approved/refused.

14. Highways

- a. Councillor M Eldridge noted that some of the public footpath signs looked tired. Councillor D Speake agreed to report the necessary signage to Norfolk County Council.
- b. **Lynn Lane, Resurfacing and Drainage issues** – it was noted that the Councillors concerns had been reported to Sally Bettinson (Highway Engineer). The Clerk advised that Sally Bettinson had responded stating that the surface dressing of Lynn lane was now in doubt due to the ongoing Coronavirus problems and that hopefully it may go ahead later in the year. The drainage issue required a scheme to be put on Highways forward programme, which would then be prioritised with other locations for future funding. It was not on this coming years programme, so the earliest it might be considered would be the 2021/22 programme and then at that point she could not guarantee it would go forward. It was agreed to monitor the drain at the bottom of Lynn Lane and report issues to Highways as and when they continued to arise.
- c. **Speeding Issues** – there were no matters reported.

15. Village Incidents

Councillor S Nash reported that certain holiday homeowners had been travelling to the village during 'lockdown' when the Government had clearly stated such journeys should not be made. The Police had attended one particular property on two occasions.

Councillor S Nash reported that during the same period an email had been received from an individual who didn't reside in the village, but was seeking permission to stay at a close relatives home in the village. The individual had been made aware that permission could not be sought from the Parish Council, but that the guidance issued by the Government should inform her decision.

16. Items for the Mallard and Website

It was noted that the Clerk would submit her monthly report to The Mallard.

17. It was noted that the next Parish Council Meeting would be held on Monday 13th July, 2020 at 7.30pm.

With no other business the Chairman closed the meeting at 8.45 pm.

..... Chairman
13th July, 2020

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL