

GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Great Massingham Parish Council held virtually via Zoom on Monday 13th July, 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
Councillor P James declared a non-pecuniary interest in Agenda Item 11b, Open Spaces.
4. Minutes
It was proposed by Councillors C Boyden, seconded by J Cole that the minutes of the Parish Council Meeting held on Monday 8th June, 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 changes to the mandate had been made to the Hampshire Trust Bank Bond Account and confirmation of this had been received. It was noted that Barclays were proving difficult to contact to obtain the appropriate mandate change forms, so the relevant changes were not yet complete.
The Clerk advised that the Parish Council had not been officially invited to comment on planning application 20/00775/PACU3, as the application was a ‘Prior Approval for Change of Use’. It was noted that some changes of use were subject to prior approval and that an application had to be submitted to the local authority before a formal application was submitted by the applicant in order to assess the impacts and/or risks of the proposal.
Councillor D Speake advised that he had spoken to the landowner regarding tidying the entrance way to PROW (FP18), Sunnyside Road.
6. Parishioner’s Participation
There were no comments made.
7. Reports from County and Borough Councillors and Police
Borough Councillor J Moriarty advised that Borough Council meetings had recommenced and were available on YouTube for anyone to join.
Borough Councillor J Moriarty reported that following the purchase of courgette seeds from Mr Fothergill for courgette plants, many customers had been extremely unwell after consuming the vegetables.
Borough Councillor J Moriarty also made comment on the Corporate Performance Panel meeting that would be held on the 22nd July and a letter he had circulated to Parish Council’s across the borough to advise them of review to be held of the planning sifting system at the forthcoming meeting. Borough Councillor J Moriarty advised that he had been in receipt of twenty-five responses to his letter and many Parish Council’s had expressed their discontent at not being consulted when the sifting system was introduced. Another strong theme within the letters was that if the Parish Council’s views on an application differed to those on the sifting panel then these may not be called in for the Planning Committee to consider.

8. Casual Vacancy

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 M Wingell. 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. COVID-19 Pandemic

a. **Council Meetings** – it was noted that following the further easing of lockdown restrictions on the 4th July the NALC (Norfolk Association of Local Councils) continued to strongly advise that local councils should continue to meet remotely. It was noted that Parish Councils had the power to hold public meetings remotely by using video until May 2021. It was agreed that the Council should continue to meet remotely via Zoom, until such time the recommendations changed.

b. **Reopening of the Play Area** – it was noted that the council were keen to open the play area ahead of the summer holidays but felt that they were unable to take the necessary steps to mitigate the risks involved. The Parish Council noted that they were not able to prove that the play equipment could be frequently monitored to support social distancing, as well as regularly sanitising the play equipment throughout the day. Therefore, it was resolved that the Play Area should remain closed for people's safety.

It was agreed that the gate to the fenced toddler play area would be secured and the appropriate signage put in place and those pieces of equipment that could not be fenced off would be sign posted accordingly. It was noted the signage would be checked on a regular basis to make sure it remained in place.

10. 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.

- 101911 - Scottish Hydro (Street Lighting, June Statement) - 261.52
- 101912 - K & M Lighting Services (Street Lighting Maintenance, July) - 72.84
- 101913 - Mr R Canwell (Internal Audit Fee) - 30.00
- 101914 - Clerk's Salary, Travel & Expenses (8th June to 12th July) - 329.64

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

c. Finance received during May: it was noted that no finance had been received.

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

e. **Internal Audit:** The Clerk reported that the internal audit for the financial accounts 2019-20 had been carried out and there were no matters of concern that the auditor wished to raise with the Parish Council. It was noted that the Internal Auditor was not able to examine a register of the Council's Assets but was assured that one was in the course of being prepared.

f. **Annual Governance Statement for 2019/20 (AGAR Part 3)** – it was noted that Councillors had been circulated a copy of the Statement for their information and it was AGREED that the Chairman and RFO sign the Statement.

g. **Statement of Accounts for 2019/20 (AGAR Part 3)** – it was noted that Councillors had been circulated a copy of the Accounts for the year ending 31st March 2019, together with a bank reconciliation at the year end and reasons for variations. Councillors had also been circulated with a copy of the Statement on AGAR and it was considered and AGREED that the Chairman and RFO sign the Statement.

h. **Clerk's Training Update** – the Clerk stated that she wished to revise and update the CILCA (Certificate in Local Council Administration) qualification with Norfolk Parish Training and Support between September 2020 and March 2021. The Clerk advised that an application for a bursary of £200 would be submitted to the SLCC (Society of Local Council Clerks) to contribute towards the cost of the course. It was noted that the CILCA training fee would be £204 and the

CILCA Registration fee would be £350. The total cost of £554, less the £200 bursary, would leave a fee to be paid of £354. This outstanding cost would be divided between the three Parish Councils the Clerk was employed with, to leave an individual fee of £118 to be paid by Great Massingham. It was proposed by Councillors J Cole, seconded by P James that the Clerk should proceed with the training

11. Open Spaces

- a. **Siting of Mobile Coffee Van, Village Greens** – it was noted that a request had been received from Simply Coffee (mobile coffee shop) to site a mobile coffee van on the village greens on an ad hoc basis. It was noted that the coffee shop would normally be sited on the green in conjunction with cyclist events and that occasionally donations were made to local organisations. The business owner had provided the Council with current hygiene certification and Public Liability insurance. It was considered and agreed that the business owner should be given permission to site his mobile coffee van on the greens, with the condition that all litter would be removed from the site and that the unit was parked in such a way as not to cause an obstruction.
- b. **Path Cutting, Biodiversity Site, Weasenham Road** – the Chair advised that a quotation had been sought from CGM Landscapes to cut the grass pathways on the Biodiversity Site each time they visited the village. It was noted that total cost on each occasion would be £25.00 + VAT. Following four votes against the proposal and one abstention, the Parish Council resolved that the grass cutting should continue to remain the responsibility of the Biodiversity Group.
- c. **Hedging, Scotsman’s Pit** - the Chair advised that a quotation had been sought from CGM Landscapes to cut the side and the top of hedging adjoining a property adjacent to Scotsman’s Pit. It was noted that the total cost would be £75.00 + VAT. It was proposed by Councillor J Cole and agreed that the hedge should be cut at the appropriate time of the year i.e., in October.

12. Correspondence

The following correspondence had been received and the contents noted.

- a. **Great Massingham Area Community Car Scheme Update** – it was noted that ‘Comparisons’ showing statistics for Great Massingham passengers for 2010, 2015 and 2020, along with the latest information regarding the scheme had been circulated to all Councillors prior to the meeting. It was considered that further data should be requested showing statistics from other villages who use the service, to make a comparison.
- b. **Borough Councillor J Moriarty, Consulting Parish Councils on Planning Applications** – the letter had been circulated to all Councillors prior to the meeting and the contents noted. It was agreed that the Council should formally respond to the Corporate Performance Panel (CPP) to record their discontent around the Sifting System prior to the review being undertaken by the CPP at the 22nd July meeting.

13. Street Lighting

- a. There were no issues reported.

14. Planning Matters

- a. It was resolved that the following planning applications be recommended for;
 - APPROVAL
20/00429/F - Demolition of existing Single Storey Dwelling with link attached annexe and construction of Replacement Dwelling at Oaklea Drunken Drove.
 - APPROVAL
20/00882/F - Proposed extension and alterations at Jandery Walcups Lane.
- b. It was noted that the following applications had been APPROVED/REFUSED by the Borough Council;
 - APPROVAL
20/00429/F - Demolition of existing Single Storey Dwelling with link attached annexe and construction of Replacement Dwelling, at Oaklea Drunken Drove Great Massingham.

APPROVAL

20/00664/F - Construction of a oak framed cart shed garage at Robkin 18 Sandy Lane Great Massingham.

15. Highways

- a. **Email from Parishioner, Overgrown PROW's** – the Clerk advised that an email with accompanying photo's had been received from a parishioner regarding several overgrown PROW's in the village. It was noted that the Clerk had contacted Highways prior to the meeting and the issue had now been resolved.
Abandoned Vehicle – Councillor D Speake advised that an 'abandoned' Corsa, that had been parked on the village green had been reported to the relevant authority.
Footpath Signs – Councillor D Speake advised that he had reported twelve footpath signs to Highways, that required attention.
- b. **Norfolk County Council, Parish Partnership Scheme 2021/22** - it was noted that the Parish Partnership Scheme initiative would be repeated during 2021/22. The County Council had allocated £325,000 on a 50/50 basis to fund schemes put forward by Town and Parish Councils. It was noted that all proposals would need to be with the County Council by 4th December 2020. It was agreed to carry this forward to the August meeting.
- c. **Speeding Issues** – Councillor P James advised that the Community Speed Watch scheme would commence soon, and that the Council would be kept up to date with progress. It was noted that precautions would need to be taken to mitigate the risks from COVID-19.

16. Village Incidents

Councillor J Cole advised that a vehicle owner had been prosecuted for driving without tax or insurance and that the vehicle had been impounded by the Police.

Councillor S Nash advised that the street name sign for Drunken Drive had been stolen. Therefore, this had been reported to both Highways and the Police. A replacement sign was to be organised by the Borough Council, Street Naming and Numbering.

17. Items for the Mallard and Website

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

The Clerk noted that the Parish Council website would need to be compliant with the 'The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018' that came into force in 2018. It was noted that the website accessibility would need to be reviewed and an accessibility statement added to the website prior to the 22nd September 2020.

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

- Co-option of parish Councillors (two vacancies).
- Christmas Lighting

With no other business the Chairman closed the meeting at 9.00 pm.

..... Chairman
10th August, 2020