

The Meeting of the Parish Council was held on Monday the 10th day of SEPTEMBER 2018 at the Methodist Chapel, Bell Street – commencing 7.30 pm

COUNCILLORS PRESENT: Messrs Lambert (Vice Chair), Cock, Cooper, Leamon and Storey, Mrs Arnold, Mrs Bane, Mrs Enefer-Harrison and Mrs McGeeney. Also present 7 members of the public.

APOLOGIES: Apologies received from Mr Rayner and Squadron Leader Neild.

DECLARATIONS OF INTEREST: None.

MINUTES: Due to an insufficient quorum, the August meeting was cancelled. Minutes of the July meeting were taken as read, agreed and duly signed by the Vice-Chairman.

PUBLIC SPEAKING: The meeting was suspended for 7 minutes to allow members of the public to speak.

MATTERS ARISING

Following the Chair's resignation, Mr Lambert (Vice Chair) chaired the meeting. Mr Lambert asked for nominations for position of Chairperson, Mr Cock proposed Mr Rayner, seconded Mrs Arnold, there were no further nominations, all agreed. Mr Rayner was duly elected to position of Chairperson. As Mr Rayner was not present at the meeting, Clerk will make arrangements with him to sign his declaration of acceptance to office and advise the Electoral Officer at BCKLWN.

1. RAF Feltwell – Squadron Leader is on leave for a month and therefore no report received.
2. SNT – Various Police Connect emails have been received and circulated.
3. Risk Assessment – The Clerk carried out the risk assessment. She said overall the field was neat and tidy, and the play equipment and tennis court were in an acceptable condition although the climbing frame could do with painting. She said earlier in the month the Handyman had replaced one of the roofing on the cantilever swing. Some cracks have formed in the skate park which she took photographs of and sent to Canvas Spaces who said they were of little concern and would be assessed at the end of the retention period. The Changing Rooms were all in order. The gate posts near the cub hut are overgrown with ivy which needs trimming back. Mrs McGeeney carried out the August risk assessment and said she concurred with the Clerk's report but added that the "No Dogs" sign was not in an obvious position at the entrance near the cub hut because it was on the gate which was permanently open inwards. She also reported a hole in the side of the container with sharp edges and a post behind the Changing Rooms which should be removed, Clerk to contact football managers. Clerk has had a response from the owner of Corner Lodge stating he could not undertake cutting back the large conifers. Mr Storey proposed obtaining prices for this work, Mr Cock seconded, all in favour. Clerk to obtain quotations. Clerk to ask Handyman to put up CCTV signs. Mr Leamon to carry out next Playing Field inspection.
4. Balance Sheet – No bank statement has been received as yet therefore the Clerk has been unable to produce a balance sheet. Clerk will issue a copy to each Parish Councillor when it is completed.
5. Allotment Pest Control – July and August reports received.
6. NALC – Weekly newsletters and updates have been circulated.

MATTERS ARISING (CONT)

7. Skate Park – Clerk advised three prices for an anti-social sign and read out two options for the wording, the second less formal than the first. Mrs McGeeney proposed the more formal wording, Mr Storey seconded, all in favour. The cheapest price was £71.50 + VAT (+ clips). Mrs Bane proposed purchasing the sign for £71.50 + VAT and attaching it underneath the existing skate park sign, Mr Cock seconded, all in favour. Clerk to organise.

8. Briefing sessions (i) Local Plan – Site Allocations & Development Management Policies Development Plan Document (ii) 5 year land supply – No further news.

9. Street Light Replacement – Mrs Bane said she would like to discuss replacing a further 10 street lights at the next meeting.

10. Ranger Visit – No report forthcoming from the previous visit but a report has been received following the visit w/c 23rd July 2018. Next visit has not yet been advised.

11. Hedge Cutting – Still no response from Orbit. Clerk will continue to chase. Mrs Bane said some fence panels have also been dumped here.

12. Additional Post Boxes – Royal Mail have advised date for One-Stop as 5th September but nothing has been done and also advised they are waiting grounds to be completed for Wilton Road which once approved will go to Planning. Clerk to continue to chase Royal Mail.

13. Dogs' Mess – Littering and Dog Fouling Survey conducted by the Borough Council concluded end July after which results will be analysed and a report prepared for consideration by the council's Environment and Community Panel. Clerk to make enquiries.

14. Allotment Walkabout: August & September – Mr Storey carried out the allotment walkabout and said he was not impressed at all by the condition of some and felt the allotment committee should have a look together. Clerk to arrange. Mr Storey thanked Mr Cock for continuing to rotovate those allotments that were not being tended to correctly.

15. Highways – Mr Storey said the Long Lane/Short Beck junction has been programmed for repair. Clerk said the complete footpath along High Street (opposite side to One Stop) has been programmed for resurfacing but this would not be in the near future. In the meantime, Highways will assess it and make safe any areas requiring immediate attention.

16. Parish Partnership Scheme – Mr Storey said he is still considering whether to spend some of his Location Member's Highway Budget on a flashing sign for The Beck. Clerk reminded everyone that the Scheme will run again in the financial year 2019/20.

17. Data Protection Bill – Clerk circulated a copy of the new GDPR Policy provided by NALC. Mrs Bane proposed this be adopted, Mrs Enefer-Harrison seconded, all in favour. Clerk will put this on the website.

18. Hedges – Clerk has tried to contact Orbit but to no avail. Clerk to keep chasing.

19. Street Sign – Clerk to chase Borough Council re missing Western Close street sign.

21. Street Light Maintenance Renewal Contract – Clerk advised price from T T Jones Electrical to replace existing lights with LED Indo Air Lanterns is £165/lantern compared to current supplier's price of £205/lantern. Mr Lambert proposed renewing contract with T T Jones Electrical, Mrs Arnold seconded, all in favour.

MATTERS ARISING (CONT)

22. Alleyway – Mr Storey proposed obtaining prices to have the alleyway repaired, Mr Cock seconded, all in favour.

23. Senior FC – Clerk asked for clarification on when to charge the FC for usage of the Changing Rooms. Mr Lambert confirmed this is for all friendly as well as league games.

24. Music Festival – Mr Lambert invited Mr Stickley to speak, having emailed the Parish Council with further details prior to the meeting. Mr Stickley said he would like to coincide the festival with the village yard sale day on 5th July 2019 and all funds raised would be for St Mary's Church. After a discussion, Mr Lambert asked the Clerk to advise residents, via the Parish Magazine, that this item would be discussed at the next Parish Council meeting so that residents could voice any concerns.

25. Playing Field Committee – Next meeting.

26. Complaint to Environmental Health re Playing Field – Clerk said she was contacted by Sue Payne from the Environmental Health on the 8th August regarding a complaint they'd received from a Payne's Lane resident regarding shouting, swearing and loud music at the playing field. As there was no August meeting, all Parish Councillors were notified by email. Sue Payne asked the Parish Council to monitor the playing field for two weeks and said she would ask the complainant to do this as well. Clerk had drawn up a rota and herself and five Parish Councillors had volunteered to undertake this task. After the two weeks of which no anti-social behaviour was noted, the Clerk spoke with Sue Payne who said as the complainant had seen no need to keep a two-week diary themselves, the log should just be kept safe. Mr Lambert suggested monitoring the park should be continued and Mrs Bane said she would draw up a rota. All Parish Councillors said they would be willing to participate.

27. Memorial Bench – A proposal was read out from Mr Rayner to purchase a bench which incorporates a steelwork image to commemorate the 100 year anniversary of the end of WW1 at a price of £695 + VAT and £105 + VAT for delivery. Mr Lambert said he had looked at the existing bench and thought this could be modified to include something similar. Mrs McGeeney offered to obtain a price from Bonnetts in Stoke Ferry for this work. Mrs Bane proposed obtaining a price from Bonnetts, Mr Cock seconded, all in favour.

28. Alive Leisure – Correspondence received regarding appointing a Village Sports Co-ordinator. Clerk to advertise details in Parish Magazine.

29. Development 26 Bell Street – After receiving a letter from Mr C Copeland, BCKLWN, advising the proposed new name of "Barker's Drive" for the development behind 26 Bell Street, the Clerk was asked to respond with the Parish Council's view that this name had no link to the village and to suggest a more meaningful name of "Rice's Close" which related to the original owners who had lived on this site for over 120 years. The response from Mr Copeland was that "Barker's Drive" was not rude or offensive and he could see no reason why this could not be used. The Clerk was asked to reply, drawing Mr Copeland's attention to the list of protocols for new street names set out on the BCKLWN website of which the first states that "the name(s) should, when possible, have a proven historical connection to the land intended for development". The Parish Council felt Mr Copeland's response to the second email was terse and unnecessarily rude, and asked the Clerk to write a letter of complaint to Mr Brian Long and Mr Ray Harding, particularly as Mr Copeland's Line Manager, Mr L Osler, had not yet written to the Clerk with full details regarding this which Mr Copeland had also stated in his response. Clerk to write complaint to the BCKLWN. A further letter has been received stating that "Barker's Drive" has been approved.

MATTERS ARISING (CONT)

30. Pop-Up Youth Club – Clerk was contacted by the YMCA asking permission to hold a pop-up youth club on the playing field over the school summer holidays. This was granted and the youth club ran for two nights over three weeks. Information will be submitted to the Parish Council to ascertain whether a youth club would be a worthwhile provision in future.

31. Insurance Renewal – Insurance expires 30th September 2018. Clerk has requested renewal quotes but as yet has only received one. Clerk will email all Parish Councillors with the other quotations and due to time constraints, Mr Lambert asked the Clerk to contact all Parish Councillors with the new quotations so that a decision could be made, Mrs Bane seconded, all in favour.

CORRESPONDENCE

32. Police Connect – Emails received and circulated

33. Op Rural Crimes – Email – August Newsletter

34. BCKLWN – Email – Results of first Norwich Western Link consultation

35. NCC – Email – Section 31 (6) Highways Act 1980 Deposit – A deposit has been entered into the Register of Deposits and Declarations under the above legislation. Further information can be found at <https://www.norfolk.gov.uk/out-and-about-in-norfolk/public-rights-of-way/register-of-declarations-and-deposits/about-register-of-declarations-and-deposits>; West Norfolk Early Help Bulletin and Service Directory for August and September

36. PC Lee Anderton – Email - CID Identifiable Stolen Property Bulletin (June 2018); Norfolk Constabulary Contact Guide; Parish Newsletter August 2018

37. Barclays Bank – Letter – Brandon branch closing 2nd November 2018

38. Norfolk Parishes Website Team – Email – Transfer of operation and support of website to Broadland Digital on 1/9/18

39. Seafarers UK – ‘Fly the Red Ensign for Merchant Navy Day’ campaign 3/9/18

40. E.ON – EnergyTalk Newsletter July 2018; Monthly Market Report July/Aug 2018

41. Groundwork UK – Email – Community News

42. Civic Voice – Email – War Memorial News

43. CAN – Email – Sector Newsletter; Training News; Jobs Newsletter; Funding News

44. UKPN – Summer Newsletter

45. Active Places – Email – July Newsletter, September Newsletter

46. Garden Organic – Email – Growing Communities Project Launch in Swaffham 31/7/18

47. Kickstart – Email – Alternative Transport Provision for Rural Communities across Norfolk – “Thank you for support”

48. NPFA – Email – July Newsletter/Invitation to AGM 17/10/18

49. Sports & Play Consulting – Email – Support for new playground or sports facility

50. Brochures – Parish Magazine

51. **CHEQUES** – Were signed for the following – J Martin £45.04, S Sargent £120.24, T George £165.63, Cash £10.00, John Rolph £100.00, T T Jones Electrical £52.63, Anglian Water £59.34, PKF Littlejohn LLP £240.00, Viridor £185.53, E.ON £436.94, Luke Hamill £846.00, Community Heartbeat Trust £13.00. Standing order to Mrs J Martin £813.19 and direct debit to BT £48.60. As the August Meeting was cancelled, cheques were signed 13/8/18 by Mr Lambert, Mr Cock and Mr Cooper for the following – J Martin £31.24, S Sargent £137.86, Cash £10.00, Methodist Church £16.63, Post Office Ltd (SSE – Changing Rooms) £80.16, E.ON £436.94, Viridor £111.00, Berryman £56.16, K&M Lighting £984.00. Standing orders to Mrs J Martin £813.19 and K&M Lighting £158.14 and direct debit to BT £48.60

52. PLANNING

E W Porter & Son – Two-storey extension to the rear of Croft House, Croft House Drive – APPROVED; Mrs Christine Barrett - Outline Application – Residential development for a minimum of 19 dwellings following demolition of existing at Long Lane Farm, 30 Long Lane – REFUSED as too intensive and historic buildings should not be demolished; E W Porter & Son – Alterations to farm store for use as farm office at Grange Farm, Old Methwold Road – APPROVED; Mr Jeremy Porter – Rear extension to 7 Lodge Road – APPROVED; Mr Daniel Sharples & Mrs Kerri Harman-Bateson – Single storey side extension, single storey rear extension and attached garage at 50 Lodge Road – APPROVED.

Feltwell Developments – Erection of 46 developments with associated garages and highway works at 10 Lodge Road – Correspondence from Intermodal Transport viewed on the Planning Portal regarding a permanent pedestrian crossing states that only 53 pedestrians crossed this road in one hour. Using their formula, they state this figure would have to be at least doubled to warrant a pedestrian crossing at this site. Mrs Bane asked if Mr Storey's Locality Budget could be spent on a pedestrian crossing. Mr Leamon proposed investigating cost of a pedestrian crossing, Mrs Bane seconded, 4 in favour. Clerk to obtain price.

ANY OTHER BUSINESS

53. Highways – Two planters have been put directly on the pavement outside a property on Hill Street and need removing, Clerk to report to Borough Council. Potholes on Old Brandon Road are worsening, Buddleia bush on Short Beck needs cutting back from the road, Clerk to report to Highways. Clerk said roadsweeper should be in the village by the end of the month.

54. Overgrown Hedges – Letters to be sent to owners of 6 Newcombe Drive to trim back hedge as it is covering the sign to Hall Drive and Hill House, Hill Street, to cut back the tree overhanging the path and road.

55. Planning Breach – Hall Farm – Two gateways have been formed at the rear of the site. This is not in the planning application and it was felt that this would only generate more parking problems in Bell Street if these remain. At the request of Mr Lambert, Clerk has logged a breach of planning with the Borough Council.

56. Village Sign – Mr Cock said this is in very poor condition. Mr Lambert and Mr Cock will assess this further in time for the next meeting.

57. Parking High Street – Clerk advised the Parish Council had been copied into an email sent from a High Street resident to Mr Storey and Mr Lawrence in their capacity as Borough Councillors re this issue.

58. Church Wall – Mr Cooper said the wall at St Nicholas's Church is very unstable and needs attention. Mr Lambert will investigate this.

59. External Audit – Clerk advised this has been completed for year ended 31/3/18.

60. Changing Room Electricity Renewal – In an email to all Parish Councillors, the Clerk had advised renewal date was end September however if not renewing with the current provider (SSE), they must be informed by the end of August. Clerk had subsequently circulated quotations from SSE, Npower and E.ON. SSE provided a competitive price of £792.45/year therefore Mr Lambert had proposed renewing with SSE, Mr Cock seconded, all in favour.

ANY OTHER BUSINESS (CONT)

61. Thank You – Mr Rayner has asked the Clerk to write to the Fire Service and American Fire Service for their swift action back in July dealing with the farm fire.

62. Feltwell Museum – Clerk arranged for the removal and collection of the only remaining Victorian light in Feltwell which was situated on the Hall Farm site. Clerk passed on thanks to the resident who identified this light from Graham Simons who said it was a “good addition” to the Feltwell Museum.

63. Chair’s Resignation – Following the Chair’s immediate resignation due to ill health, Mr Lambert said he would like to thank Mrs Batten and also her husband Barry for the considerable amount of work they had done for the Parish Council and sent them both best wishes on behalf of all Parish Councillors. He proposed buying Mrs Batten a gift, Mrs Bane seconded, all in favour. Mrs Bane will liaise with the Clerk.

Next meeting to be held on Monday 8th October 2018 at 7.30 pm.
Meeting declared closed 9.25 pm.
