

The Annual Meeting of the Parish Council was held on Monday the 13th day of MAY 2019 at the British Legion, Long Lane following the Annual Parish Meeting – commencing 7.00 pm

COUNCILLORS PRESENT: Messrs Lambert, Cock, Cole, Edwards, Rayner, Storey (arrived 7.37 pm) and Studd, Mrs Arnold, Mrs Bane, Mrs Enefer-Harrison and Mrs McGeeney. Also present 10 members of the public.

ELECTION OF CHAIRPERSON: The Clerk asked for nominations for the position of Chairperson. Mrs McGeeney nominated Mr Rayner, seconded Mrs Bane, there were no further nominations, all agreed. Mr Rayner was duly re-elected to position of Chairperson. Mr Rayner signed his Declaration of Acceptance to Office and took the chair.

ELECTION OF VICE-CHAIRPERSON: The Chair asked for nominations for the position of Vice-Chairperson. Mrs Bane nominated Mr Lambert, seconded Mrs McGeeney, there were no further nominations, all agreed. Mr Lambert was duly re-elected to the position of Vice-Chairperson. Mr Lambert signed his Declaration of Acceptance to Office.

APOLOGIES: None received.

DECLARATIONS OF INTEREST: As trustees of the Edmund Moundeford Charity, Mr Cock, Mr Lambert, Mrs Enefer-Harrison and Mrs McGeeney all declared an interest in Planning.

MINUTES: Minutes of the last meeting were taken as read, agreed and duly signed by the Chair.

PUBLIC SPEAKING: The meeting was suspended for 2 minutes to allow members of the public to speak.

MATTERS ARISING

1. **RAF Feltwell** – Clerk said Jamie Turnbull, the new Squadron Leader, will arrive 20th May 2019. Until that time, Squadron Leader Paul Graham is covering this role. In his email, Sqn Leader Graham said he hoped to attend the meeting and would look into the recent occurrences, particularly in regard to noise levels. Clerk has heard nothing since so will chase.

2. **SNT** – The few Police Connect emails received have been circulated.

3. **Risk Assessment** – Mrs McGeeney apologised for not realising she had to undertake the monthly inspection and said she would do it later in the week and forward her report to the Clerk. Clerk was in receipt of Mrs Enefer-Harrison's report. Denver Trees have finished and made a good job of the tree work. Mr Cock proposed sending a letter to the resident who repaired their wall, Mr Studd seconded, all in favour. Mrs Bane said she had spoken to Mr Leamon who said the steel could be painted on the teen shelter. Mr Cock and Mr Lambert had looked at the zip wire which was reported to be shredding slightly and said it would need attention. Clerk to contact Playmaintain who are carrying out the annual inspection in June for a price. Clerk to carry out the next inspection.

4. **Balance Sheet** – No queries. Mr Rayner pointed out that the budget is £4381 over the Precept (£40,000) and Grant (£359) but this will be funded by the amount brought forward from 2018/19 less capital (£11,806.47).

5. **Allotment Pest Control** – Reports received for March and April.

MATTERS ARISING (CONT)

6. NALC – Weekly newsletters and updates have been circulated. Mr Rayner said he would like to attend the 2-day Chair Training Course at £220 + VAT. The majority of Councillors felt this would be a worthwhile course whilst three felt it was not necessary. Mr Cock proposed Mr Rayner attend this course, Mrs Arnold seconded, 6 in favour, 3 against. Mr Rayner will make arrangements for his attendance.

7. Briefing sessions (i) Local Plan – Site Allocations & Development Management Policies Development Plan Document (ii) 5 year land supply – Public Meeting took place 15th April 2019 and was attended by Mr Alan Gomm. Mr Storey felt those present gained a sound indication of what is happening.

8. Street Light Replacement – Mrs Bane said she would like to replace 9 street lights with new LED lights; 2 x Crabbes Close and 7 x Addisons Close. Clerk to confirm price with T T Jones (Electrical). If this remains at £165.00 + VAT per light, Mrs McGeeney proposed replacing 9 x street lights, Mr Lambert seconded, all in favour. Mr Edwards asked if there were any plans to install additional street lights and Mr Rayner said this is something that could be considered for the next financial year when all existing street lights have been replaced with LED versions.

9. Ranger Visit – Rangers report received; hedges have been trimmed along Lodge Road and signs/reflectors around the village cleaned. Highways said “Works will be programmed to sweep paths and alleyways maintained by NCC as and when budgets allow”.

10. Hedge Removal rear of Edmund Moundeford Road – Fence has been installed and Orbit will carry out a site assessment this week.

11. Additional Post Boxes – Clerk cannot make contact with the Thetford Collections Manager who does not answer the telephone or return voicemails. She has made a further attempt to contact Royal Mail via their Complaints section on their website. Mr Storey offered to call the Collections Manager between the hours of 6am-8am if required. Clerk will pass on contact details. Mr Rayner advised waiting another month to see if a response is received from the logged complaint.

12. Parish Partnership Scheme – Clerk has submitted the Street Furniture Licence and Westcotec have submitted a Notice of Works together with the necessary insurances. All being well, Westcotec have advised installation will be in June.

13. Locality Budget – Mr Storey will chase this but said there is likely to be a delay as some of last year’s projects have not received this yet.

14. Overgrown Hedges – Clerk has been informed by Environmental Health that the Parish Council cannot submit a complaint on behalf of a resident; it must be the person affected that does this. The neighbour who was present at the meeting said she would try to speak to the owner before taking this further.

15. Planning Breach – Hall Farm – Mr Garrod has replied to the Parish Council’s letter, stating that he has no further plans to pursue his complaint. Mr Storey said that if he continues to remain on the Planning Committee, and if he is legally permitted to do so, he will ensure the Parish Council’s concerns are made to the panel when they meet on 3rd June 2019 to discuss this application. Mr Cock said that if Mr Storey’s position is compromised then our other Borough Councillor, Mr Adrian Lawrence, should speak on behalf of the Parish Council and the parishioners. Mr Rayner will speak to Mr Lawrence.

MATTERS ARISING (CONT)

16. Village Sign – Clerk said Bonnett’s ballpark figure for a new iron crook was £425 + VAT. Clerk to obtain two other prices.

17. T T Jones Electrical Ltd – Column Replacement & Electrical Testing – Clerk said Mr Frith had carried out the concrete column survey but as yet had not received his report.

18. Highways – Clerk said Borough Council’s advice was to speak with NCC Highways and ask permission to put notices on vehicles, asking drivers to refrain from parking on the green. Clerk said Highways are not concerned unless the grass is being damaged. Mr Rayner said he thought the grass was being damaged and Mr Cole said the vehicles were obstructing the view of traffic exiting Addisons Close. Mr Storey suggested speaking to the residents who owned the cars but Mr Cock thought this would not alleviate the problem as they have no other parking options. Mr Storey proposed the Chair speak with the residents, Mrs McGeeney seconded, 8 in favour, 1 objection. Chair will speak with the residents.

19. Allotment Monthly Walkabout – Mr Rayner apologised and said he had not carried out the inspection. Next inspection to be carried out by the Allotment Committee.

20. Senior FC – During Public Speaking, a representative said there was a delay because they are waiting for someone to visit the site to advise what needs to be done but this should be done in time for the next meeting.

21. Front Wall of Hall Drive Properties – Mr Rayner said this situation is to be monitored.

22. Summers Fair – Clerk said Mr Summers had proposed week commencing 8th July 2019 which the Parish Councillors said was suitable. Clerk to arrange meeting with Mr Summers at the field to discuss where the fair would be positioned, use of Changing Rooms etc.

23. Cllr Martin Storey Report – Mr Storey said as of 7th May 2019, NCC full council will be run on a cabinet system instead of a committee-based system. Members have been appointed to the cabinet and can speak at the meetings; they are also responsible for making recommendations to the full council. He said the NCC has unfortunately had to make cuts and consequently he had voted against the budget as he could not agree to the reduced disability budget. He said the public are welcome to visit County Hall to view how meetings are run and he can accompany them on a tour if they so wish. He said he is mindful of the villages and residents he represents and that he is contactable by email, telephone or in person.

24. Fete Committee Donation Request – Clerk read out an email from Mrs Wilson thanking the Council for its donation. Banners have been put up around the village. Mr Rayner is determining the route for the floats and asked Councillors to help marshal this event. Mrs Bane said she is organising a Parish Council float and asked for volunteers to take part.

25. Highways – Pavement has been repaired and drain covers secured and replaced where necessary.

26. Donation Request from St Mary’s PCC – Mr Cock said the request was for a donation to oversee the building of the wall and that there was no guarantee that work would be completed if donations are still required. He said he would be happier if the money was in place first. Mr Storey said he would prefer donating towards work already carried out rather than architect fees and that he would have more sympathy to revisiting this at that point.

MATTERS ARISING (CONT)

Mr Cock proposed not making a donation at this point of the project, Mrs Bane seconded, 7 in favour, 2 abstained.

27. Thank You – Mr Lambert proposed having a plaque on the bench to be situated at the park to commemorate Mr Cooper's role within the Parish Council over the many years he has served, Mr Storey seconded, all in favour. Clerk to arrange.

28. Audit – Internal audit has been completed and invoice received at £295 + VAT. Chair read out the Annual Governance Statement and the Accounting Statements and although these were agreed, the year-end date on the AGAR was incorrect. Mr Lambert proposed Clerk seek advice from the external auditors and the Chair sign the form in accordance to their advice, Mrs Arnold seconded, all in favour. Clerk to speak with external auditors.

29. Review of Committees – Mr Lambert asked if Mr Cooper could remain on the Rawlins Charity and the Fuel Allotment Committee even though he is not a Parish Councillor, Clerk to make enquiries. Mr Cock proposed Mr Rayner remain on the Atmere Committee, Mrs Bane seconded, all in favour. Mrs Bane proposed Mr Lambert for the Allotment Committee, Mrs Arnold seconded, all in favour.

30. Record of Attendance – Clerk read out figures for attendance at monthly Parish Meetings from 1st May 2018 – 30th April 2019, as follows:- Mrs Arnold 11/11, Mrs Bane 10/11, Mr Cock 9/11, Mr Cooper 9/11, Mrs Enefer-Harrison 9/11, Mr Lambert 10/11, Mr Leamon 8/11, Mrs McGeeney 10/11, Mr Rayner 10/11, Mr Storey 11/11, Mr Studd 4/5. There were only 11 meetings as the August meeting was cancelled due to an insufficient quorum.

31. Matters Arising from Allotment Tenants' Meeting (Water Supply) – Due to time restraints, Mrs Bane proposed discussing this matter at the next Parish Council Meeting, Mrs McGeeney seconded, all in favour.

32. List of Parish Council Meeting Dates & No August Meeting Proposal – Clerk asked if this year's August meeting could be cancelled due to her holiday commitments which she hadn't realised coincided with the meeting date. She also stated that there was no August meeting last year or in 2016 due to holiday and work commitments posing an insufficient quorum and only five Councillors were able to attend the 2017 August meeting. Mr Rayner proposed cancelling August 2019 Parish Council Meeting, Mr Lambert seconded, all in favour. 2019/2020 meeting dates are as follows: 10th June, 8th July, 9th September, 14th October, 11th November, 9th December, 13th January, 10th February, 9th March, 13th April and 11th May.

CORRESPONDENCE

33. Police Connect - Emails received and circulated

34. BCKLWN – Email – Notification of New Property Addresses formerly The West End, 43 Long Lane, Feltwell to 43, 43A and 43B Long Lane, Feltwell

35. PC Lee Anderton – Email – Newsletter (April)

34. USAF – Telephone – Detonation Notification – 6 detonations 10am to 2pm on 30/4/19

35. West Norfolk Clinical Commissioning Group – Email – Community Transport

36. Campaign to Protect Rural England (CPRE) – Email – Norfolk Annual Lecture 'The Bacons and Raveningham Hall' by Sir Nicholas Bacon Bt.; Rural Housing Conference 6/9/19

37. Community Action Norfolk – Emails – Jobs, Funding & Sector Newsletters

38. Early Help Children's Services – Email – May Bulletin

39. Pathmakers – Email – Trustee Recruitment

CORRESPONDENCE (CONT)

40. Rural Services Network – Email - Rural Services Bulletins & Funding Digest

41. Garden Organic – Email - Growing Communities Project in West Norfolk

42. TWR Accountants – Email – May Tax Tips & Newsletter

43. Creative Play – Letter – Play Equipment Promotion

44. HAGS – Letter – Play Equipment Promotion

45. Brochures – Parish Magazine, Clerks & Councillors Direct

46. **CHEQUES** – Were signed for the following – J Martin £33.28, S Sargent £155.32, Cash £315.00, Viridor £129.00, T T Jones Electrical £276.01, John Rolph £100.00, R H Maintenance & Landscapes £1050.00, E.ON £431.12, URM £27.00, Anglian Water £392.94, Post Office (SSE) £741.40, NALC £400.26, Denver Trees £650.00, RBL Feltwell £15.00, Mr E Lambert £25.00, TWR Accountants £354.00. Standing order to Mrs J Martin £813.19, direct debit to BT £52.01.

47. **PLANNING**

Sir Edmund Moundeford Charity: Construction of Meeting Hall at Edmund de Moundeford School, The Beck (as a trustee of the Edmund Moundeford Charity, Mr Storey declared an interest in this matter) – REFUSED – Traffic flow will be greatly increased which poses a risk to the residents of Munsons Lane, many of whom are elderly; Concern for residents regarding the level of noise from loud music and people leaving at potentially unsocial hours if the Meeting Hall is privately hired for events such as weddings, parties etc; Concern was also expressed for the lack of parking, eight spaces is not enough for a venue of this size and there were grave concerns that vehicles will park along the side of the road which is not wide enough to cope with this and again will pose safety issues to the residents; There will be access issues for the construction traffic along Munsons Lane as the road is not wide enough to cope with these.

G C Field & Son: Proposed Anaerobic Digestion Plant with associated infrastructure, Southery Road Farm, Ploughmans Drove, Feltwell – NO OBJECTION

Mr & Mrs T Smith: Single storey extension to link main house to existing front annexe and extension to annexe at Poppy Cottage, 17 Bell Street – NO OBJECTION

ANY OTHER BUSINESS

48. Mr John Leamon – Mr Lambert said a letter of thanks should be sent to John Leamon for his time served as Parish Councillor.

49. Signatory – Mr Rayner said a new cheque signatory is required.

Next meeting to be held on Monday 10th June 2019 at 7.30 pm at the British Legion.
Meeting declared closed 9.30 pm.

“On 21/5/19, planning was APPROVED by 10 Parish Councillors for Harrowden Turf for the removal of condition 3 of planning permission 14/01514/F: Construction of covered box storage agricultural building to allow for a comprehensive range of agricultural uses at Agricultural Storage Middle Farm 5 Corkway Drove