

The Meeting of the Parish Council was held on Monday the 14th day of OCTOBER 2019 at the Royal British Legion, Long Lane – commencing 7.30 pm

COUNCILLORS PRESENT: Messrs Rayner (Chair), Lambert (Vice-Chair), Cock, Cole, Edwards, Storey and Studd, Mrs Arnold, Mrs Bane and Mrs McGeeney (arrived 7.50 pm). Also present 4 members of the public and Squadron Leader Turnbull.

APOLOGIES: Apologies were received from Mrs Enefer-Harrison.

DECLARATIONS OF INTEREST: None.

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

PUBLIC SPEAKING: The meeting was suspended for 10 minutes to allow members of the public to speak.

MATTERS ARISING

1. **RAF Feltwell** – Sqn Leader Turnbull said the 48-hour operation had been cancelled for operational reasons. To answer concerns of residents, he is commissioning a noise and vibration survey and will liaise with the Clerk regarding this over the next three months. He said he could bring a member of USAF personnel to a meeting but would like to meet with some members of the Parish Council first to discuss any immediate issues. He also stated that RAF Mildenhall will not close earlier than 2027. Mr Lambert raised concern regarding the queuing traffic at the Feltwell entrance due to backlog of buses going through security. Sqn Leader said he is working with security forces here to speed up procedures. Mr Cock said there were about 12 detonations during the last day of demolitions which he thought was excessive. Sqn Leader asked for the date and Mr Cock said he would liaise with the Clerk. Mr Storey asked if the tall security light at the Feltwell entrance could be realigned so it does not shine directly into oncoming traffic. Sqn Leader said he would look into this.

2. **SNT** – Police Connect emails circulated but nothing relating to Feltwell has been received.

3. **Risk Assessment** – Mr Studd carried out the inspection and said he had been disappointed by the amount of litter present and having to dispose of a bag of dog faeces that had been left on the field. He was very concerned about the condition of the wall where the tree was removed and believed it should be cordoned off. He said there was graffiti on the teen shelter and paint peeling from some of the play equipment. Mr Rayner said the play equipment should be repainted in the Spring. Clerk to ask Handyman to clean the teen shelter. Clerk read out three prices for tree survey, the most competitive being £350 from S P Landscapes of Red Lodge. Mrs Bane proposed S P Landscapes undertake the tree survey, Mr Studd seconded, all in favour. Clerk to organise. Clerk said she had met Denver Trees and they will carry out the felling of the tree at the back of the field in the next two weeks. Clerk read out three prices for the ‘No Dogs’ sign, the cheapest was £50 from J D Signs of Southery. Mr Lambert proposed purchasing signs from J D Signs, Mr Cole seconded, all in favour. Clerk to purchase. Clerk said Mrs Scarff had contacted her regarding ‘Poke Weed’ growing near the Scout Hut which Mrs Scarff thought was poisonous. Mr Lambert said he would deal with this. Mrs Arnold to carry out the next inspection.

4. **Balance Sheet** – Mr Edwards asked for a breakdown of ‘Other’ and ‘General Expenditure’. Clerk advised that this information was available under the new Expenditure Sheet she had produced for 2019/20.

MATTERS ARISING (CONT)

5. Allotment Pest Control – No report received for September. Mr Edwards said he did not think the vermin was being effectively controlled as he had spotted at least two rats on his allotment. Mr Rayner said the Allotment Committee would investigate this.

6. NALC – NALC bulletins circulated as received.

7. Briefing sessions (i) Local Plan – Site Allocations & Development Management Policies Development Plan Document (ii) 5 year land supply – Mr Storey said this is ongoing.

8. Street Light Replacement – Price confirmed at £165/light therefore 12 LED street lights will be renewed this week.

9. Ranger Visit – No report received for July as yet.

10. Parish Partnership Scheme – Clerk presented three prices for new bus shelter. The most competitive was from Westcotec at £6000 + VAT including laying a new base. Mrs Bane proposed purchasing from Westcotec, Mrs Arnold seconded, all in favour. Clerk to submit bid for a new replacement bus shelter at High Street to NCC.

11. Locality Budget – Mr Storey will make enquiries regarding this.

12. Village Sign – Clerk and Mrs Bane said they will speak with Mr Batten asap.

13. T T Jones Electrical Ltd – Column Replacement & Electrical Testing – Clerk has instructed T T Jones to replace column at £1456 + VAT as per instructions from insurers.

14. Summers Fair – Clerk said she thought this had been well attended and had run smoothly albeit a complaint from one of the residents regarding noise which had soon been rectified.

15. Cllr Martin Storey Report – Mr Storey said there are currently 84 **Borough County** Councillors representing Norfolk residents of which there are approximately 890,000. Although, the Local Government Boundary Commission agree the number of **Borough County** Councillors is adequate, there is an issue regarding how many **should** represent each division/ward and they are therefore currently conducting a public consultation ending 2/12/19.

16. Thank You – Mr Lambert said he had affixed the plaque to the bench and will liaise with the Clerk regarding laying the base.

17. Oak Garden – Crack to be monitored. During Public Speaking, a resident had raised concern about electric wires touching the branches of the Oak tree. Clerk to contact UKPN.

18. Tree - Old Methwold Road – Clerk said Richard Fisher had confirmed the tree has a TPO and there is no fee to submit a planning application to have its branches cut back. Mr Studd proposed carrying out a tree survey on all Parish Council-owned trees, Mrs Arnold seconded, all in favour. Clerk to obtain prices.

19. Hedge – Wilton Road – Clerk said Orbit only cut halfway along this hedge so has requested Highways speak with them again.

20. Fence – Mr Rayner said as the fair have been on site this week, he had not been able to meet anyone but will have information for the next meeting.

MATTERS ARISING (CONT)

21. High Street/St Mary's Junction – Clerk advised that due to a departmental reshuffle, the Highways contact was now Mark Sharman and therefore she was still trying to obtain a reply regarding this. Clerk to chase.

22. Ratification of Minutes of Extraordinary Meeting held 30th September 2019 – These were taken as read, agreed and duly signed by the Chairman.

23. Matters Arising from Extraordinary Meeting held 30th September 2019 – **Minute 1587, Item 2, Personnel Committee including Terms of Reference** – Mr Lambert said he had started to look into this. **Minute 1587, Item 4, Policies** – Mr Rayner said this was in hand.

24. Review Model Standing Orders – Mr Cole queried 4b of 'Committees and sub-committees'. Mr Cock said the current Model Standing Orders had served the Parish Council well and proposed they be re-adopted as they are, Mrs Bane seconded, all in favour. Clerk to put new copy on website.

25. Doctors' Lease – Clerk advised the lease for the overspill car park needed to be renewed and terms reviewed. Mr Edwards proposed increasing the rent to £500 per annum but there was no seconder. Mr Lambert proposed increasing to £375 per annum with a three year lease, Mr Studd seconded, 6 in favour, Mr Edwards against, Mr Storey abstained. Clerk to advise Practice Manager and speak to Solicitor re cost of new lease.

26. Edmund de Moundeford Trust – Expiry of Trustee Term – Clerk advised Mr Storey's term will expire end October however Mr Storey said he believed his position on the board was to represent Norfolk County Council. Clerk to obtain clarification from Mr Hawkins.

27. Budget/Precept 2020/21 – Clerk presented a spreadsheet showing expenditure for this financial year to date and forecast to end March 2020. At present, figures show a forecast of carrying over approx. £16,000. The Chair said he had asked the public for ideas on what they would like in the village via the Facebook Village Community Page and a MUGA (Multi-Use Games Area) was favoured by many. Floodlights were also suggested as well a new bus shelter for Bell Street. Mr Storey said he would like to see some of the money go towards next year's fete and carnival. Mrs McGeeney asked if some of the money could be spent on planters and the Chair asked her to bring costings for this to the next meeting.

28. Trees Camp Close/Moat Side – Clerk read out email from a concerned resident regarding the trees on this piece of unadopted land. Mr Lambert proposed writing to the Borough Council, Mr Cole seconded, all in favour. Clerk to write to Borough Council.

29. Memorial Garden – The Chair said he had been asked by the RBL if a corner of the Memorial Garden could be opened up on Remembrance Sunday for members of the public to display wooden crosses to commemorate those they have lost. Mr Storey proposed this be permitted, Mr Edwards seconded, all in favour. Chair to speak with Mr Linkin.

30. Remembrance Sunday – The Chair advised St Mary's Street will be closed to all traffic from 9.30 am – 12.30 pm on Sunday 10th November. He said he was hoping for some Police assistance to temporarily shut Bell Street during the parade and if not a contingency plan would be put in place. He advised that for insurance purposes, the road closure would be the responsibility of the Parish Council. The Chair said someone may need to lay the Parish Council wreath on his behalf. Mrs Arnold asked if the 'Tommy' could be situated in the Memorial Garden permanently. Mr Storey thought this was a good idea but the Chair was concerned he would be stolen. To be discussed at next meeting.

MATTERS ARISING (CONT)

31. VE Day Celebration – 8th to 10th May 2020 – Chair said he is hoping various village groups will get involved with this. He said there would be a wreath-laying ceremony on Sunday 10th May and asked if the Parish Council could purchase another memorial bench to commemorate the end of World War II at £781 + VAT which could be situated next to the World War I bench. Squadron Leader said RAF Lakenheath would be happy to contribute to this. Mr Cole proposed asking the public to donate to this via the Parish Council website/ Facebook Village Community Page with any shortfall be paid for by the Parish Council, Mr Storey seconded, all in favour. Chair to arrange.

CORRESPONDENCE

- 32. Police Connect - Emails received and circulated
- 33. RAF Lakenheath – Email – Jason D. Raines, Deputy Wing Chaplain, 48th Fighter Wing – Invitation to 34th Annual Thanksgiving Eve Service at Ely Cathedral on 27/11/19
- 34. Norfolk County Council – Invitation to Parish Paths Seminar 28/10/19; Public Information Notice: Help prevent the spread of Norovirus
- 35. BCKLWN - Planning Update Session Presentation; Council Tax Support Scheme 2020/2021 Consultation
- 36. TWR Accountants – Email – Newsletter and Tax Tips (September & October)
- 37. Community Action Norfolk – Emails – Funding Newsletter; Health and Social Care and Voluntary Sector Engagement Events
- 38. Local Government Boundary Commission for England – Email – Public consultation on division arrangements for NCC
- 39. West Norfolk Clinical Commissioning Group – Email - NHS Clinical Commissioning Groups in Norfolk and Waveney vote to merge
- 40. Rural Services Network – Weekly bulletins
- 41. RAF Marham – Email – Community Information Event
- 42. Early Help Children's Services – October Directories & Bulletins; Half Term Activities
- 43. EON – Email – Monthly Marketing Report (September)
- 44. Earth Anchors – Email – Promotion on noticeboards
- 45. Brochures – Parish Magazine
- 46. **CHEQUES** – Cheques were signed for the following – J Martin £46.45, S Sargent £119.83, Viridor £129.00, R H Maintenance & Landscapes £525.00, E.ON £481.97, RBL Feltwell £55.00, T T Jones Electrical £124.39, PKF Littlejohn £480.00, Zurich Municipal £1345.90, Norfolk ALC £540.00, HMRC £203.31, Cash £50.00. Standing order to J Martin £846.47, direct debit to BT £51.24.

47. PLANNING

There were no planning applications.

ANY OTHER BUSINESS

- 48. Highways – Footpath along Bell Street needs attention. Clerk to contact Highways.
- 49. Resignation – Clerk read out letter of resignation received from Mrs Enefer-Harrison who was resigning due to increasing work and family commitments. Clerk to write a letter of thanks and then advise the Borough Council. Mr Lambert asked whether Mrs Enefer-Harrison could continue as a member of the Edmund Moundeford Trust. Clerk to enquire.
- 50. External Audit – Clerk advised this was now complete for year end 31/3/19.

ANY OTHER BUSINESS (CONT)

51. Lodge Road Closure – Closed 21st – 27th October inclusive due to service connections to Skye Gardens.

52. Community Infrastructure Levy (CIL) – Clerk advised receipt of £96.00 CIL payment. Mr Rayner explained that CIL payments are received from owner's who have increased their property's floor space or who have built new properties. There are restrictions on spending however as monies must be spent on infrastructure.

53. Speed Cameras – Mr Cole asked if information could be obtained from the speed camera recently at Lodge Road. Mr Rayner said it could be requested via the Freedom of Information Act.

Next meeting to be held on Monday 11th November 2019 at 7.30 pm at the British Legion.
Meeting declared closed 9.43 pm.
