

MATTERS ARISING

1. RAF Feltwell – **No report from Squadron Leader.**

2. SNT – **Police Connect emails circulated, no reports regarding Feltwell.**

3. Risk Assessment – In the last month, several people have ignored the notices and used the playing field, skate park and tennis courts. Mrs Peckham has constantly asked people to leave and requested Councillors' opinions on how to deal with this. The consensus was to not approach people but to call the Police, however on the one occasion the Clerk did this following reports of four men using the skate park, there was a 20 minute waiting time and the men had left by the time she had made contact. The Beat Manager, PC David Funnell, said he would continue to patrol the area and trespassers will be dealt with accordingly. Two padlocks have been stolen from the tennis court gates therefore Mr Lambert removed the tennis net. Latest Government Guidelines state that play areas with play equipment, including outdoor gyms and parkour areas, must remain closed. Restrictions have been lifted on football pitches, tennis courts and multi-use games areas so that people could play sport with up to six people as long as social distancing is maintained.

(i) Enquiry received from U16 Football Team regarding possible recommencement of training (circulated 8th June). Manager has since emailed to say he feels this is too soon but Clerk would be grateful for Councillors' views on this matter.

Decision by Clerk, in conjunction with the Chair and Vice-Chair: Based on Councillors' opinions (1 in favour of permitting football training whilst field is shut, 9 against and Mrs Peckham abstain) – No football training permitted whilst field is shut

(ii) Annual Playing Field Inspection was carried out 19th May by Wicksteed, report has been circulated. Most Councillors were happy for the Handyman to carry out the cleaning, painting and repair works but a couple were unsure where we stood legally if he were to carry out structural repair works. Clerk sought clarification regarding this from our insurers who said *"The repair of safety critical parts is up to the risk appetite of the councillors. Best practice would be to get a third party to do it, because if their work is faulty and someone is injured, you can pursue them for damages on their insurances, rather than having to bare the whole cost on your policy (which would obviously then increase its premium for a number of years thereafter)"*. Concreting of the base of the purple shelter could also be done whilst the play area is still not in use. The wooden bench could now be treated as well. **Having received the information from the insurers, and been advised that Wicksteed only carry out repairs on their equipment, please can Councillors advise all work they wish to be carried out and by whom.**

Decision by Clerk, in conjunction with the Chair and Vice-Chair: PAINTING: Based on Councillors' opinions (6 in favour of Handyman carrying out paintwork, 3 in favour of Wicksteed, 2 in favour of a third party) – Painting to be carried out by Handyman.

REPAIRS: Based on Councillors' opinions (6 in favour of Handyman carrying out minor repair works in time for playing field to reopen on 4th July 2020 with future repair work to be reviewed at the next Parish Council Meeting, 2 in favour of third party) – Minor repair works to be carried out by Handyman, carrying out of future repair work to be reviewed at next Parish Council Meeting.

MATTERS ARISING (CONT)

(iii) Information provided by the insurance company – “*Visual inspections should really be weekly, otherwise you’re relying on a member of the public reporting an issue in the interim. Serious injuries can arise from damaged or faulty play equipment, which is why inspections over shorter periods would be more appropriate. For a general visual inspection they don’t need to hold a specific qualification, but they need to have enough competency through experience to be able to ascertain when something isn’t right and needs to be raised as an issue*”. Councillors have been carrying out monthly inspections and Clerk asked for their views on whether these should be weekly inspections and who should them out.

Decision by Clerk, in conjunction with the Chair and Vice-Chair: Based on Councillors’ opinions (5 in favour of Handyman carrying out weekly inspections, 2 in favour of Handyman carrying out weekly inspections if he attends a training course, 1 in favour of Handyman or Councillors to carry out weekly inspections, 3 in favour of third party to carry out weekly inspections) – Weekly inspections to be carried out by Handyman with a training course to be booked for him to attend in due course.

(iv) Mr Lambert carried out this month’s inspection and as you would expect, nothing was untoward except items already reported in the Wicksteed inspection.

(v) Clerk has received two quotations to lay a concrete slab for Mr Cooper’s Memorial Bench and is awaiting another which will be emailed.

Please note, the Prime Minister has announced all play areas can open Saturday 4th July 2020.

4. Balance Sheet – **No queries.**

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

6. NALC – **NALC bulletins circulated as received if relevant.**

7. Briefing sessions (i) Local Plan – Site Allocations & Development Management Policies Development Plan Document (ii) 5 year land supply – **No update.**

8. Street Light Replacement – **Finished.**

9. Ranger Visit – **Rangers scheduled for visit in July. Clerk has advised list of works based on Councillors requests via email.**

10. Parish Partnership Scheme – **Street Licences have been approved for both bus shelters, Clerk has asked Westcotec to proceed with the order.**

11. Locality Budget – **No update on flashing 20mph speed sign.**

12. Cllr Martin Storey Report – **No report received from Mr Storey.**

13. Tree - Old Methwold Road – **Tree survey to be discussed at next meeting.**

14. Fence – **No update on widening gateway.**

15. High Street/St Mary’s Junction – **Finished.**

MATTERS ARISING (CONT)

16. Doctors' Lease – **No update.**
17. Memorial Garden – **Chair is waiting for another quotation.**
18. Allotment Shed Break-Ins – **Tom has received a price of £150 for a second hand gate. Clerk submitted price to Allotment Committee.**
19. Dog Bins – **Clerk has obtained two prices for concrete slab to be laid for bin and is awaiting one more price.**
20. Online Banking – **No update.**
21. Enquiry from Feltwell United U12 Team – **Container still needs to be painted. Manager has informed Clerk that the Junior U12 Team has finished but the other teams wish to use the container.**
22. Highways – **All SAM2 sites have to be approved before it can be deployed – carried over to next meeting.**
23. Fete Donation Request – **Fete postponed until weekend of 15th/16th August. No update.**
24. April Meeting – **Guidelines still do not permit Parish Council's to physically meet. Next Parish Council Meeting to take place virtually on Monday 13th July 2020 via the Zoom platform.**
25. Appointment of Internal Auditor - **TWR Accountants have carried out the internal audit. The Annual Governance Statement and Accounting Statements will be wet signed at a virtual Parish Council Extraordinary Meeting on Thursday 2nd July 2020 and sent to the external auditor before the deadline which has been further extended to Friday 31st August.**
26. Street Light Energy Renewal – **Finished.**
27. Review Allotment Committee Terms of Reference – **Finished.**
28. Review Financial Regulations – **Finished.**
29. Highways – **Grubs on Paynes Lane have been cleared - Finished.**
30. Potential Land Lease Opportunity – **Carried over to next meeting.**
31. Feltwell United FC – **Clubs 100th Anniversary – Carried over to next meeting.**
32. Litter Collector/Cleaner and Handyman Pay Increase – **Finished.**
33. John Stickley Community Event – **Finished.**

CORRESPONDENCE

34. BCKLWN – Email – Press release: KLWNBC arrangements from tomorrow in Hunstanton; Weekly Covid-19 updates from Cllr Stuart Dack for Borough and Parish Councillors
35. NCC – Email – News Release: Protect Ourselves, Protect Norfolk; Norwich Western Link update - government backing secured; Residents and tourists urged to stay away from crowded places this Bank Holiday weekend; Temporary Road Closure Paynes Lane for UKPN Works 15th – 19th June; Your Norfolk – Spring 2020
36. RAF Feltwell - Explosive notification 26 May 2020 1200-1500
37. TWR Accountants – June Tax Tips
38. PC Lee Anderton – Community Update
39. Community Action Norfolk – Emails – COVID-19 VCSE Sector Update; Training Newsletter
40. Rural Services Network – Rural Bulletins
41. E.ON – Email – Monthly Marketing Report (May)
42. Early Help Children's Services – Email – West Norfolk Early Help C-19 Round up
43. Brochures - Parish Magazine

CHEQUES

Cheques were signed by Mr Rayner, Mr Lambert and Mrs McGeeney for the following – J Martin £8.76, S Sargent £45.60, Cash £50.00, Viridor £147.48, E.ON £369.34, T T Jones Electrical £52.15, John Rolph £150, Wicksteed £54.00, S P Landscapes & Trees £660.00, TWR Accountants £366.00, B Reeves £250.00. Cheque to E Lambert £207.80 was signed by Mr Cock, Mr Rayner and Mrs McGeeney. Standing order to J Martin £846.47, direct debit to BT £54.60.

PLANNING

- Proposed conservatory at rear of 15 Lamberts Close, Feltwell.

Decision by Clerk, in conjunction with the Chair and Vice-Chair: Based on Councillors' opinions (10 in favour, Mr Storey abstained) – Application approved.

- Rear and side extension to bungalow and extension to garage at 23 Rawlins Way, Feltwell.

Decision by Clerk, in conjunction with the Chair and Vice-Chair: Based on Councillors' opinions (10 in favour, Mr Storey abstained) – Application approved.

OTHER MATTERS ARISING

46. Highways – A cleanse of the whole of Manor Park Estate has been programmed following a burst water pipe leaving a lot of debris laying around and drains blocked. The Borough Council has agreed to clear the overgrown brambles and greenery on the unadopted land at Moat Side on this estate. Blue 'Do Not Follow Satnav' signs to be placed at each entrance to Munsons Lane (lane from Hythe Road leading to Munsons Lane) following resident's request at the meeting in July 2019. All estates around Munsons Lane will be tidied in the next few weeks and will be slurry overlaid (like Newcombe Drive was), likely to be end of July/August time. White-lining to be refreshed at the junctions of Long Lane/Short Beck, Vincent Close, The Beck/Lodge Road, Newcombe Drive, Wilton Road/Paynes Lane and the Oakfields Estate entrance.

OTHER MATTERS ARISING (CONT)

Roadsweeper was in the village w/c 15th June 2020.

47. Road Closure - Temporary Road Closure Paynes Lane for UKPN Works 15th – 19th June

48. Next Meeting – The next meeting scheduled for Monday 1st June 2020 was cancelled due to Government guidelines. An Extraordinary meeting will be held Thursday 2nd July 2020 in order to approve the AGAR and the next Parish Council meeting will take place Monday 13th July 2020. Both meetings will be conducted using Zoom video technology in line with the changes to the regulations which came into force on 4th April 2020. The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020.