

The Meeting of the Parish Council was held virtually via the Zoom platform on Monday the 13th day of JULY 2020 – commencing 7.30 pm

COUNCILLORS PRESENT: Messrs Rayner (Chair), Lambert (Vice-Chair), Cock, Cole, Storey and Studd, Mrs Arnold, Mrs Bane, Mrs McGeeney and Mrs Peckham.

APOLOGIES: Apologies received from Mr Edwards.

DECLARATIONS OF INTEREST: Mr Lambert declared an interest in Items 3, 14 and 17.

MINUTES: Minutes of the Extraordinary meeting held Thursday 2nd July 2020 were taken as read, agreed and duly signed by the Chair.

PUBLIC SPEAKING: There was no public speaking session as no members of the public were in attendance.

MATTERS ARISING

1. **RAF Feltwell** – Clerk had invited Squadron Leader Turnbull to attend the meeting but had had no response. Clerk has asked him to look at the overgrowing greenery on Long Lane. Mr Rayner said the Commanding Officer had stood down at an event broadcast live Friday 10th July 2020 and has been replaced by Colonel Jason Camilletti who will be attending a Parish Council meeting as soon as laws permit.

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

3. **Risk Assessment** – Mr Lambert carried out the inspection and said there was lots of litter on the field and the bins were full. The guttering has been repaired on the Changing Rooms but not the grills although the Handyman has these in hand. Mrs Peckham said the guttering had been broken again and needed repairing. Clerk has advised Handyman. Mr Cole questioned the amount paid for the paint and asked what the paint was for. Clerk said it was for repainting the see-saw and climbing frame, a total of 13 litres of paint. **Suspended step:** Prices obtained from Fenland Leisure Products and Playmaintain for repair to suspended step including labour and parts. Price for chain obtained from BigToys based in the USA as recommended by Caloo who supplied the equipment. Mrs Bane proposed Playmaintain repair the step at £227.29 + VAT, Mr Studd seconded, all in favour. Clerk will arrange. **Cable wire re-tensioning:** Fenland Leisure quoted £100 if they were to carry out repairs to the suspended step at the same time, Playmaintain are coming back to Clerk with a price. Mr Lambert proposed Clerk has the authority to obtain prices and get the repair works done before the next meeting. Mr Cole proposed the prices are emailed and a decision made by all based on these, seconded by Mr Studd, all in favour. **Concrete slab prices for the bench:** Three prices were considered from MWM (Anglia), Mr G Waters and Mr A Lambert. Mr Cole proposed Mr Waters carry out the work at £210 + VAT but there was no seconder. Mrs Bane proposed MWM (Anglia) carry out the work at £200 + VAT and said Mr Martin had been really helpful when the concrete on the skate park needed attention, Mrs McGeeney seconded, 7 in favour, Mr Cole abstained stating that he just preferred Mr Waters. Clerk to instruct MWM (Anglia) to proceed with the work. Mrs Peckham suggested that in future, if family members of Council staff were submitting quotations, these should be passed to someone else to open. Other items arising from Wicksteed's Inspection Report of Moderate concern were considered. **Climber:** Mrs Peckham proposed prices be obtained for surfacing underneath the climber, Mrs Bane seconded, all in favour. **Teen Shelter and Basketball Area:** Mr Studd proposed obtaining prices to repair concrete underneath the teen shelter and on the basketball area, Mr Storey seconded, all in favour, Mrs Peckham abstained stating that she believed the teen shelter should be completely removed as it was a haven for unsocial behaviour. Handyman to carry out next inspection.

MATTERS ARISING (CONT)

4. Balance Sheet – Mr Cole queried why the price for the padlocks for the playing field was stated as £173.17 on the Expenditure Sheet yet on the Payees List dated 8th June 2020, a cheque had been issued to Mr Lambert for purchasing these at £207.80. Mrs Peckham explained that the difference was the VAT amount and this is entered under the VAT heading on the sheet.

5. Allotment Pest Control – Report received for June.

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. Full Committee Meetings are still taking place via the Zoom platform.

8. Ranger Visit – Clerk said no report is available as yet.

9. Parish Partnership Scheme – Clerk said Westcotec are in the process of drawing up the Notice of Works for Norfolk County Council and dates for installation will then be confirmed but provisional dates are w/c 31st August for Bell Street and 14th September for High Street. Work should take about five days per shelter. Clerk advised the Parish Partnership Scheme is being repeated for 2021-22 and the deadline for bids is 4th December 2020.

10. Locality Budget – Mr Storey said Covid-19 has delayed a lot of projects but will chase Andy Wallace.

11. Cllr Martin Storey Report – Mr Storey said he felt everyone was kept well informed via the Clerk's updates from NCC but that he had attended a Borough Council meeting held virtually on 9th July 2020. The first virtual full NCC meeting is on 20th July 2020 and will be broadcast live.

12. Tree - Old Methwold Road – Clerk has circulated the report on the two Parish Council-owned trees (one at Old Methwold Road and the other at Hill Street), carried out by S P Landscapes. Mr Lambert said he had seen in the Parish Magazine the suggestion of replacing the plaque on the tree at Hill Street which he felt shouldn't be done as it has historic meaning. He said it just needed repainting as does the whole frame around the tree although he was concerned that one of the bows is resting on the frame. Mr Rayner proposed asking S P Landscapes to look into it, all in favour. Mr Cole proposed the Handyman carry out the paintwork when tree work is complete and weather permits, Mr Studd seconded, all in favour.

13. Fence – Mr Rayner said he had met with Mr A Lambert who priced £25/hour for labour plus the cost of cement and sand. Mrs Peckham questioned why the gateway needed to be extended as fire engines, ambulances and lorries had been through the gate in the past. Mr Rayner said that by law, it should be at least 3.1 metres wide and it was only 3 metres. Mr Studd said the key point is that it is not legal and Mr Lambert said it needs to be done quickly. Mr Lambert proposed only one coat of paint is needed, Mr Cole seconded, all in favour. Mr Studd proposed Mr Ayres carry out the work at £ 732 + VAT for one painted coat of paint, Mrs McGeeney seconded, 7 in favour, Mr Lambert abstained. Mr Rayner will take this forward.

14. Doctors' Lease – Clerk contacted solicitor and said there is no update as yet.

15. Memorial Garden – Mr Rayner has received four quotes although one of them does not state clearly what work it entails. CGM was not thought to be an option due to past work carried out. Mrs Peckham proposed S P Landscapes carry out the work at £3175 + VAT, Mrs Bane seconded, all in favour. Mr Rayner will take this forward.

MATTERS ARISING (CONT)

16. Allotment Shed Break-Ins – Clerk said Mr Edwards had emailed her a quotation for a second-hand metal farm gate at £150 which she had forwarded to the Allotment Committee.

17. Dog Bins – Clerk circulated various prices for new litter bin. Mr Rayner proposed purchasing the 140 litre bin from Wybone (WBC) at £560.98 + VAT, Mr Studd seconded, 7 in favour, Mrs Peckham abstained. Clerk to purchase bin. Clerk obtained three prices for the concrete base slab; MWM (Anglia) £150 + VAT, G Waters £160 + VAT and Mr A Lambert £165 + VAT. Mrs Peckham proposed MWM (Anglia) carry out the work, Mrs McGeeney seconded, 7 in favour, Mr Cole abstained.

18. Online Banking – Mr Rayner said he had spoken with Barclays and in order to set up viewing of bank statements and payments, the Clerk would need to be a signatory. Clerk said she did not want to be a signatory on the account for her own protection. Mrs Peckham asked if other banks had been considered. Mr Lambert felt all banks very fairly similar and said it was not straightforward to change bank accounts. Mr Cole proposed Mr Rayner look into other Barclays accounts which may allow these facilities, Mr Lambert seconded, 7 in favour, Mr Storey abstained.

19. Highways – Mr Rayner said as the SAM2 is only part-owned by the Parish Council, all sites within any parish need to be set up and agreed by Norfolk County Council. He said it is not possible to share resources with other parishes.

20. Fete Donation Request – Clerk said fete has been cancelled this year.

21. Appointment of Internal Auditor – Clerk said the AGAR has been sent to the external auditors and that the 'Notice of period for exercise of public rights' has been displayed on the noticeboard and website.

22. Potential Land Lease Opportunity – Mrs Peckham proposed carrying this over to September when hopefully meetings can resume physically, Mr Lambert seconded, all in favour.

23. Feltwell United FC – Clerk circulated letter from Andy Kennedy (Club Secretary) regarding their proposals for next season and a request for the Parish Council to meet with him on site to discuss them. Clerk to contact Mr Kennedy for dates available and arrange a meeting with Councillors.

24. Highways – Clerk said all white lining had been delayed due to Covid-19 but painting of 'SLOW' road markings on Bell Street and High Street could take place later in the year if temperatures allow. She also said Highways had agreed to place a sign on Hythe Road to prevent vehicles from following their satnavs through Munsons Lane. Mr Cock said it could be placed on the corner of his shed building if necessary.

25. Review User Agreement and Rates Paid for Changing Rooms – Mrs Peckham proposed the User Agreement remain the same. Mr Studd proposed the User Agreement and the rates currently paid (£15/game for Under 17/18 and £25/game for Seniors) remain the same, Mrs Bane seconded, all in favour.

26. Discuss Strategy for Forwarding Capital Projects Named in the 2020/21 budget – Mr Rayner proposed moving this forward for discussion at a later date due to time constraints, possibly via an Extraordinary Meeting, all in favour.

MATTERS ARISING (CONT)

27. Update on Feltwell Local Action Group – Mrs McGeeney said this has been working really well; vulnerable residents have been partnered with ‘shoppers’ and there is a designated person to collect prescriptions. Someone had been given financial assistance also. Mrs McGeeney stated approx £70 had been spent of the £1000 offered by the Parish Council.

28. New Noticeboard for Playing Field – Clerk said a new noticeboard, 6 x A4 size, is £186.14 + VAT and posts would be an extra £180.53 + VAT. Mrs Peckham proposed purchasing a noticeboard and posts for £366.67 + VAT, Mrs Bane seconded, all in favour.

29. Street Light Maintenance Contract – Clerk was only able to obtain two prices as Westoctec had not come back to her. T T Jones Electrical (current contractor) had quoted £655.00 + VAT and K&M Lighting £1032.71 + VAT. Clerk stated that although T T Jones were cheaper, the extra costs they charged last year (£417) were not for items K&M would have charged for. The Clerk said that K&M had been invaluable when she had had problems acquiring an unmetered supply certificate earlier in the year in order to obtain energy supply quotations. Mrs Peckham added that K&M had provided an excellent service in the past. Mrs Bane proposed the maintenance contract be renewed with K&M, Mrs Peckham seconded, all in favour.

CORRESPONDENCE

30. Police Connect – Emails – Community Updates from Norfolk Police; Op Randall Rural Crime Newsletter; Weekly consumer & scam alerts; Witness Appeal; Support for Pride; Public urged to act responsibly; Covid-19 Update

31. NCC – Emails – Temporary Traffic Order for closure of Sedge Fen Road 7th – 14th July; Further recycling centres to open across Norfolk; Highways Update - West Area; TTO for closure of Lodge Road 29th June - 1st July; Emergency notice for closure of Sedge Fen Road 18th – 24th June to repair burst water main; Emergency notice for closure of Blackdyke Road 23rd & 24th June for BT works; NCC set to back £7.7m economic kickstart plans; Proposed waste contract would cut carbon and save £2m each year; Norfolk libraries prepare to reopen; Emergency notice for closure of Lodge Road 1st – 3rd July for AW work; Norwich Western Link Local Access Consultation; Health & Wellbeing Board thanks all those involved in Pandemic Response

32. BCKLWN – Email – Weekly Covid-19 updates from Cllr Stuart Dack for Borough & Parish Councillors; Notification of New Property Addresses North of 34 Nightingale Lane, Feltwell

33. RAF Feltwell – Email - Notification of explosive operation 24/6/20, 1000 to 1500 hrs

34. RAF Lakenheath - Invitation - RAF Lakenheath Change of Command Ceremony – 10/7/20

35. TWR Accountants – Email – July Tax Tips

36. PC Lee Anderton – Email - Community Updates

37. Community Action Norfolk – Emails – COVID-19 Sector Update; Training Newsletter

38. Rural Services Network – Email – Rural Bulletins

39. E.ON – Email – Monthly Marketing Report (May)

40. Early Help Children’s Services – Email – West Norfolk Early Help C-19 Round up (weekly)

41. Brochures - Parish Magazine

42. CHEQUES – Cheques were signed for the following – J Martin £8.76, S Sargent £77.78, T George £168.00, Viridor £72.00, E.ON £357.42, T T Jones Electrical £52.15, R H Landscapes £1350.00, URM £19.98, Wicksteed Leisure £338.52, Breckland Industrial £114.00, Feltwell Community Fund £100.00, RBL Poppy Appeal £20.00, HMRC £127.63, J Rolph £50.00. Standing order to J Martin £846.47, direct debit to BT £54.66.

43. **PLANNING**

There were no planning applications.

ANY OTHER BUSINESS

44. Edmund De Moundeford Trust – Mr Storey said that the WI Hall is to be converted into 3 x 2-bed dwellings and another 2-bed dwelling would be built separately, all dwellings will be in keeping with the original hall and fall into an affordable price bracket. Mr Cole asked if the dwellings would be rented or sold and Mr Storey said they would be sold. This project would run side-by-side with the new Meeting Hall on Munsons Lane.

45. Playing Field Gates – Mrs Peckham said the main metal gate to the car park needs looking at as it is difficult to open/shut.

46. Highways – Mr Cole said the trench in Lodge Road needs attention as it has not been filled in properly. Mrs McGeeney said the condition of the road and paths on Nightingale Lane need attention. Mr Cock said the footpath from Portal Close to Manor Park Estate is very weedy and overgrown with grass. Clerk to speak to Highways and Rangers.

47. Changing Rooms Electricity Contract Renewal – Clerk said current contract expires 30th September but notice needed to be given to current provider if not continuing with them by 31st August. Clerk will get prices and circulate for a decision via email.

48. Barclays Savings Account – Clerk said interest is going down to 0.01% from 24th July 2020.

49. Clothing Bags – Mrs McGeeney asked what was happening with the clothing bank on the playing field as lots of bags had been left there. Clerk to make enquiries.

50. Grass – Mr Cole asked who strimmed the grass The Chequers side of the green fence as this hasn't been done. Mr Lambert said he had taken this on from the grass contractors as he didn't like them spraying and that this had been done four days ago.

51. Oak Corner – Mr Storey said he had been cutting the grass here and Mr Rayner thanked him.

52. Dog Bin – Mr Rayner asked if the weeds could be strimmed around the dog bin on The Beck as these are very overgrown. Clerk will speak to Handyman.

53. Bell Street – Mr Rayner said he would like to replace the bin when the new bus shelter is installed.

Next Parish Council meeting to be held on Monday 14th September 2020 at 7.30 pm.

Confirmation of whether this will be a held virtually or physically to be confirmed dependent on Government Guidelines pertaining to Covid-19.

Meeting declared closed 9.40 pm.

Cheques: As there was no August Meeting, the following cheques were signed 10/8/20 by Mr Rayner, Mr Lambert and Mrs McGeeney for the following – J Martin £401.66, S Sargent £129.30, Viridor £18.60, E.ON £369.34, T T Jones Electrical £52.15, R H Maintenance & Landscapes £540.00, SSE £96.66, Greenbarnes £437.08, L&R Enefer £108.00, K&M Lighting £103.27. Standing order to J Martin £846.47 and direct debit to BT £55.69.

Planning Applications:

- **Mr & Mrs Watson: Construction of garden building at 26 Oak Street.** 7 Councillors objected, 2 Councillors were in favour, Mr Cock and Mr Storey abstained therefore on 21/8/2020, this planning application was REFUSED for the following reasons:-

- Application should be a 'Retrospective Application' as building work has already started
- The description of 'garden building' appears to be incorrect as the design is more of an annex or studio apartment due to the toilet and shower room facility
- Parking - The application form says 'no parking spaces will be affected by this application'. This is incorrect as the garden area which encompasses the original dwelling's parking area is being taken for this new building. The owners of the original dwelling are already parking on Oak Street causing traffic issues rather than using their own driveway and by building this building, any original parking spaces and turning circles will be lost
- The application form says the property cannot be seen from the road which is incorrect as it can be seen quite easily
- This building is prime 'back yard development' as it is removing some of the original dwelling's back yard and parking area

- **Sir Edmund de Moundeford Charity: Conversion of and extension to hall to form four dwellings at Hall and Premises.** 7 Councillors objected, Mr Cock, Mr Lambert, Mrs McGeeney and Mr Storey abstained (due to being Trustees), therefore on 1/9/2020, this application was REFUSED for the following reason:-

- Major concerns regarding parking. The full application suggests there will be parking for six to eight vehicles and although four spaces are designated in the cart lodge style vehicle park, it is not clear where the other parking spaces are going to be situated. Four dwellings are almost certainly going to have eight cars between them and unless the minimum number of parking spaces provided for this development is determined as eight, particularly because of the site's proximity to the school and the impact this parking would have on an already busy road during school pick-up and drop-off times, the Parish Council refuses this planning application