

The Annual Meeting of the Parish Council was held virtually via the Zoom platform on Thursday the 6th day of MAY 2021 following the Annual Parish Meeting – commencing 7.00 pm.

COUNCILLORS PRESENT: Messrs Lambert, Cole, Rayner and Storey (arrived 7.32 pm), Mrs Bane, Mrs McGeeney, Mrs Peckham and Mrs Wilson.

ELECTION OF CHAIRPERSON: The Clerk asked for nominations for the position of Chairperson. Mr Lambert 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 Mr Rayner, there were no further nominations, all agreed. Mr Lambert was duly re-elected to the position of Vice-Chairperson.

APOLOGIES: Apologies were received from Mrs Arnold and Mr Cock.

DECLARATIONS OF INTEREST: Mr Storey declared an interest in Planning.

MINUTES: Minutes of the last meeting held Monday 12th April were approved. Mrs McGeeney proposed, Mr Lambert seconded, 3 in favour, Mrs Bane and Mrs Wilson abstained as they had not been present.

PUBLIC SPEAKING: No members of the public were present.

MATTERS ARISING

1. **RAF Feltwell** – Sqn Leader had emailed his apologies prior to the meeting therefore no report was available. The Chair had responded, expressing his frustration that the tour video had still not been received and his concern regarding the lack of notification of recent drone activity over the village which had come to light via the local press. A response had been received from the Defence Minister which stated no claims regarding damage to civilian property had been received and the Chair queried why the incidents notified by the Parish Council were not recorded. If no response is obtained from Squadron Leader, Mr Lambert said a letter should be sent to his superior demanding answers, especially regarding the drones which were an invasion of privacy.

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

3. **Risk Assessment – Inspections:** Handyman is carrying out weekly inspections. He will replace the damaged guttering on the Changing Rooms which Mrs Peckham said was likely to have been caused by a youth climbing up onto the roof recently. The fan extractor guard was also damaged. Clerk will advise Handyman. **Cradle Swing, Cantilever Resurfacing & Seesaw:** The Playing Field Group had met at the field to discuss remedial work advised by Fenland Leisure (FLP). The surfacing beneath the cantilever swing needs replacing as it is coming away from the ground. FLP quoted £1266.48 + VAT to renew this with the same surfacing as the purple shelter and replace one of the cradle swings. Mrs Bane said the other swing also needs replacing soon and that it would be cost effective for FLP to do this at the same time. The cost of another swing would be £70 + VAT. Mrs Bane proposed replacing both cradle seats and resurface under the cantilever swing at a cost of £1336.48 + VAT, Mrs Wilson seconded, all in favour. Clerk to advise FLP. **Seesaw:** The Group did not recommend work be carried out as the issue was not safety related. They felt the seesaw needed replacing and Mrs Bane is looking into prices for a new one possibly funded via the Tesco Carrier Bags grant. She said if the application were to be successful, grant money would be available in October until which time the current seesaw would be adequate. Chair said the One Stop have a pot of money they would like the Parish Council to apply for of approx. £1400. Mrs Bane believed this grant was currently closed but will speak to the One Stop owner.

MATTERS ARISING (CONT)

Fence: Chair said he felt the skate park should be fenced off. Mrs Wilson said she had been looking into prices for placing a fence, similar to the car park fence, between the zip wire and the skate park and will circulate these prior to the next meeting. Mr Lambert expressed concern regarding financing this. **Annual Operational Inspection:** To be carried out in June. **Boundary Wall:** No correspondence from owner's insurance company received as yet.

4. Balance Sheet – No bank statement received as yet, Clerk to circulate balance sheet next week.

5. Allotment Pest Control – No report for April or May, Clerk to chase.

6. NALC – NALC bulletins circulated as received. AGM takes place 20th May.

7. Ranger Visit – Clerk said report had been received for April visit. Work on Hythe Road verges and footpath along Hill Street will be undertaken in the next two weeks.

8. Parish Partnership Scheme – Chair to sign paperwork to accompany payment.

9. Locality Budget – Mr Storey did not comment due to purdah.

10. Cllr Martin Storey Report – Mr Storey did not comment due to purdah.

11. Fence – On hold due to Covid-19.

12. Online Banking – Chair has been unable to make contact with Barclays. Mrs McGeeney suggested moving to a different bank and Chair will make enquiries.

13. Small Business Grant – As the bank statement had not been received, Clerk could not confirm if the Restart Grant had been awarded.

14. Operation 'London Bridge' – Clerk said there was only one message of condolence in the box. Mrs McGeeney questioned whether better preparation was needed in future and Chair said he would look into options for a Condolence Book and official photographs.

15. Bus Shelter & Play Equipment Cleaning – Deep clean and Covid clean 19/4/2021. Chair said WD40 did not clear sticky marks so Mrs Peckham will try white vinegar. Chair was concerned that an insufficient job was being made of the cleaning and said it should be monitored more closely. Mr Lambert asked if notice could be given as to when Mr Sparkle would be on site. Clerk to contact Mr Sparkle.

16. CIL Funding Opportunity – No further news.

17. Overgrown Hedge – Mr Cole said he thought the hedge at 2 Newcombe Drive had been trimmed back a little. To be monitored and Mr Storey said he would be happy to speak to the owner if necessary.

18. Sanitizing Stations – Clerk said street licences have been obtained and stations are to be located to the left of the entrances to the One Stop and Londis. Both owners have given their consent also.

19. Review Financial Regulations – Clerk presented rewording of Clause 11.1 (i): "*where the value is below £3000 and above £750 the Clerk or RFO shall strive to obtain 3 estimates however should this not be achievable, the Council will make an informed decision based on the estimates received*". Mrs Peckham proposed adopting the regulations with the new wording, Mrs McGeeney seconded, all in favour. Clerk to amend, email new copy to Councillors and update website.

MATTERS ARISING (CONT)

21. Implications of Virtual Meeting Legislation Due to Expire 7th May 2021 – Chair said the British Legion will be open in time for next month's meeting. Mrs Bane proposed holding the next meeting in the British Legion, Mrs Wilson seconded, all in favour. Chair and Clerk will ensure all safety measures are in place.

22. Temporary Events Notices (TENs) – Mr Storey felt the Borough Council should forward information as people are entitled to know what is happening in their village. Chair asked if anyone had any concerns regarding this matter and as there were none, the consensus was that the Parish Council do not require a TEN consultation. Clerk to advise Cllr Ryves and the Chair of Northwold & Whittington Parish Council.

23. Audit – Approve Accounts – Clerk advised internal audit had been completed. Chair read out the Annual Governance Statement and the Accounting Statements which were accepted as correct. Chair proposed, Mrs Wilson seconded, all in favour. The form was then duly signed.

24. Review of Committees – Mr Lambert asked if anyone wished to take his place on the Fuel Allotment Committee. Mr Rayner gave a brief outline of what this would entail. Mr Rayner proposed all committees remain the same, all in favour. Clerk to inform Mr Hawkins.

25. Record of Attendance – Clerk read out figures for attendance at Parish Council Meetings from 1st May 2020 – 30th April 2021. There were no meetings held during May or June 2020 due to Covid-19 restrictions and no August meeting was scheduled however there were Extraordinary Meetings held 2nd July, 27th July and 22nd October 2020 (12 meetings in total). Attendance was as follows:- Mrs Arnold 12/12, Mrs Bane 10/12, Mr Cole 12/12, Mr Cock 10/12, Mr Lambert 12/12, Mrs McGeeney 11/12, Mrs Peckham 11/12, Mr Rayner 12/12, Mr Storey 12/12, Mrs Wilson 4/5.

26. List of Parish Council Meeting Dates & No August Meeting Proposal – Mr Cole proposed the August meeting take place but there was no seconder. Mrs Bane said she would not be able to attend and as in the past the farming members could not attend due to work commitments, proposed cancelling the August meeting, Mr Lambert seconded, 5 in favour, Mr Cole against. 2021/2022 meeting dates are as follows: 14th June, 12th July, 13th September, 11th October, 8th November, 13th December, 10th January, 14th February, 14th March, 11th April and 9th May. Mr Lambert asked if the meeting commencement time could revert to 7.30 pm. Mr Cole proposed Parish Council meetings commence at 7.30 pm as of 14th June 2021, Mr Lambert seconded, 5 in favour, Mr Storey against. Next meeting to commence at 7.30 pm.

27. Parish Council Facebook Page – Clerk felt an 'information only' Facebook page should be set up as it is the most efficient way of communicating with residents. Mrs Bane proposed setting up an 'information only' Parish Council Facebook Page, Mrs McGeeney seconded, all in favour. Clerk to draw up a Social Media Policy to be considered at the next meeting.

28. New Defibrillator Pads – Chair requested purchasing new pads as the current ones are due to expire at a cost of £39 + £4 postage + VAT. Mr Storey proposed purchasing a new set, Mr Cole seconded, all in favour.

29. Extra Spend on Office Equipment – Clerk said she had purchased 2 x 4-drawer filing cabinets at £318 + VAT and a chair at £80 + VAT. She had not needed to purchase a desk as was able to construct one at her own expense. She had investigated prices for new PC's and felt she had obtained the best price possible at £715 + VAT (although due to the Covid-19 pandemic, she would also need a webcam and speakers at £55.00 which were not originally included in the £1000 budget set in January 2020), therefore the budget would be overspent by £113. Mrs Bane proposed the Clerk be allocated the extra £113 to purchase the PC as it was a necessity for her job, Mr Lambert seconded, all in favour.

CORRESPONDENCE

- 30. BCKLWN – Email – Weekly Covid-19 Update from Lorraine Gore
- 31. NCC – Emails – TTO on B1112 Hockwold to Feltwell Road from junction with Malts Lane for 1760m westwards w/c 1/5/21 for 2 weeks for carriageway resurfacing works
- 32. RAF Lakenheath – Emails - EOD Training 16/4/21, no large explosions; Demolition operations 28/4/21 – 7 detonations, 10am - 4pm; Demolition operations 29/4/21 – multiple, 10am - 4pm
- 33. PC Lee Anderton – Email - Change of Community Engagement Officer
- 34. Norfolk & Waveney CCG – Email - Think 111 First Patient Feedback Survey; New COVID-19 vaccination resource about pregnancy, breastfeeding and fertility
- 35. Visit West Norfolk – Email – Hospitality Guidance and Go Digital Grant Scheme
- 36. Brochures - Parish Magazine

37. **CHEQUES** – Mr Lambert proposed approving the payments list, Mrs McGeeney seconded, all in favour. Cheques to be signed for the following – J Martin £539.51, S Sargent £81.90, Viridor £180.41, Anglian Water £33.73, R H Landscapes £810.00, Norfolk County Council £3650.00, A Stannard £189.00, K&M Lighting £103.27, E Lambert £5.00, I Wilkinson £100.00. Direct debit to SSE £100.56 and BT £57.60, standing order to J Martin £846.47. Clerk requested setting up direct debit payments to Viridor, E.On, Anglian Water and Environment Agency, a standing order payment to K&M Lighting £103.27 and amending the existing standing order payment to herself to £897.58 in line with her wages. Mrs Peckham proposed setting up requested payments by direct debit and standing order, Mrs McGeeney seconded, all in favour.

38. PLANNING

New Applications:-

M Storey: Proposed Timber Cart Lodge to provide secure undercover parking at Manor Farm, 29 Short Beck – Mrs Peckham proposed APPROVING this application, Mr Rayner seconded, 5 in favour, Mr Storey abstained due to declaring an interest.

Mr D Bayley: Replacing boundary hedge with 6'6" fence at 2 Oak Street – Mr Lambert proposed APPROVING this application, Mrs McGeeney seconded, 5 in favour, Mr Storey abstained.

Other Matters:-

Mr S Watson: Retrospective construction of garden building at 26 Oak Street – Clerk advised response from Stuart Ashworth stating 'incidental purposes' means 'used in connection with the dwelling that it is associated with and for their personal enjoyment and needs', if the dwelling was to be used for business or commercial purposes or as a separate dwelling then further planning permission would be required. Front fence has been lowered so no breach of planning was logged. Richard Smith said Highways were not involved in the consultation as the application was for a 'garden room', also any TRO's would need to go to Andy Wallace and any obstruction issues would be a police matter. It was felt parking has improved slightly but should be monitored.

Hemingford Construction Ltd: Reserved Matters – Residential development of 19 dwellings at Long Lane Farm, 30 Long Lane – Chair said himself, Mr Cole, Mrs McGeeney and Mrs Peckham had attended a virtual meeting with Flagship, Hemingford, Gary Johns Architects and Claire Dorgan of BCKLWN Planning on 4th May. Mrs Peckham said her main concern was the possible future change of the 106 agreement to 100% ownership but that she understood why this was the case. She said this development was much more favourable than the alternative of 19 privately owned dwellings which could be bought and rented out to anyone, whereas 13 of these affordable properties will be rented and 6 shared ownership, and will be offered on a strict criteria basis, the first priority being the young people of Feltwell. Chair said there will be no street

PLANNING (CONT)

lighting although each property will have external lighting and bollard-type lighting is now being considered near the entrance. The chalk barn will be brought up to an acceptable standard, have restrictions on its usage, will be tied into a rented property and as such will be maintained by Flagship. Overall, the Chair said the meeting was constructive and questions were answered and, on this basis, Mr Lambert proposed SUPPORTING this application, Mrs Peckham seconded, 5 in favour, Mr Storey abstained.

ANY OTHER BUSINESS

39. Roadsweeper – Mr Lambert said he had not seen the roadsweeper in the village for quite a while. Clerk said she had been notified that it had been but will make enquiries.

40. Payment of Zoom Meetings – Mrs Peckham enquired how the Zoom meetings were being paid for and Chair said he had been personally paying for them. Mr Storey thanked the Chair for this gesture but said he must be reimbursed for this cost. To be discussed next meeting.

41. Casual Vacancy – Clerk said she had received two applications so far.

42. Grass Cutting – Mr Storey said he had alerted the Clerk earlier that day about complaints regarding grass cuttings on the gravestones. Clerk is awaiting a response from Hamills although she was aware that the cutters had forgotten their grass collection box when cutting the graveyard earlier in the week. Mrs Peckham said the Borough grass cutting was exceptional.

Next meeting to be held virtually on Monday 14th June 2021 at 7.30 pm in the British Legion.

Meeting declared closed 9.14 pm.

Warren Energy Anaerobic Digestion Plant, Methwold Farm, Methwold, IP26 4DU: Part Retrospective Application – to retain bund, post and wire fence, and use of existing hardstanding/track for access/egress to the liquid digestate storage tank; proposed partial use of southern access road (to and from the B1112 Lodge Road) – On 6/5/2021, this planning application was APPROVED with the following concerns noted:

1. A planning condition to be put in place with Warren Energy and Cranswick for HGVs to avoid Feltwell where possible. No Right Turn for HGVs when exiting onto Lodge Road would be preferable to ensure this is enforced.
2. Visibility when exiting onto Lodge Road is very poor as it is obscured by trees and hedges in both directions and therefore makes this a dangerous point of egress. If more traffic starts to use it, especially long-fronted tractors, then will present a serious safety issue.
3. The gravel pit needs attention as it is in poor condition near the new access entrance.
4. Disappointment was expressed that some of the woodland, in situ for over 20 years, had been cut down to make way for this access road.