

The Meeting of the Parish Council was held on Monday the 14th day of FEBRUARY 2022 at the Royal British Legion, Long Lane – commencing 7.30 pm

COUNCILLORS PRESENT: Messrs Rayner (Chair), Cock, Cole, Lambert and Storey, Mrs Arnold, Mrs Bane and Mrs Peckham. Also present 4 members of the public and Squadron Leader Geary.

APOLOGIES: Apologies were received from Mr Fenn, Mrs McGeeney and Mrs Wilson.

The Chair made a personal statement to clarify an article in the Parish Magazine which stated he was a member of the Feltwell in Bloom committee. He said this was incorrect as he had purely attended their meetings and met with the Highways Officer to obtain further information about the project in the interests of the Parish Council. He had pointed this out to Mr Wilkinson who is heading up the project who apologised and assured the Chair he would rectify this.

DECLARATIONS OF INTEREST: Chair declared an interest in Item 34.

MINUTES: Minutes of the last Parish Council meeting held Monday 10th January 2022 were approved. Mrs Bane proposed, Mr Lambert seconded, all in favour.

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

MATTERS ARISING

1. **RAF Feltwell** – Sqn Leader said activity is high due to the five squadrons deployed here and this would continue into March. The F35 infrastructure programme continues and the simulator building is awaiting handover. As of 1/2/22, uniform is permitted to be worn off base. Gate 2 (Eriswell/Lakenheath roundabout entrance) is to be closed from 10 pm to 6 am on a daily basis as it is not well used during those times which may push traffic through Wangford and Hockwold. He apologised for the EOD's error in failing to alert Feltwell Parish Council of the explosion on 10/2/22 but said John Tillotson (RAF Executive Officer) had spoken to the Clerk and intended to personally notify her of any future activity to ensure this does not happen again. He said a planning application had been submitted for an antenna at Feltwell with a 'receiving' function only. Mrs Peckham asked Sqn Leader if he had ascertained whether clearing the boundary was included in the maintenance contract but he had not heard back from the team. Mr Cock asked if it was necessary for the fire station at RAF Feltwell to discharge water onto the highway which has been quite a substantial amount and Sqn Leader said he would investigate this. He will also speak to the MSG Commander regarding the coaches exiting successively onto Wilton Road. He ended by saying that he would be happy to support the Jubilee celebrations and departed the meeting at 7.51 pm.

2. **Risk Assessment** – **Inspections:** Handyman is carrying out weekly inspections and the only current issue is the loose handrail plates on the Changing Room door. Mrs Peckham said this wasn't urgent and the Chair asked all Councillors to take a look in time for the next meeting to ascertain a way forward. **Bylaw:** Mrs Peckham said DEFRA advised they do not deal with this matter but had suggested contacting Environmental Food & Rural Affairs (EFRA) which she will do. **Litter Bin:** Clerk has ordered two litter bins with metal liners and fixings at a cost of £143.33 + VAT each. Mrs Bane proposed purchasing these via CIL Infrastructure Levy monies, Mr Cock seconded, all in favour. **Quarterly Inspection:** Clerk said remedial work required is all in hand with the Handyman.

3. **Balance Sheet** – No queries.

4. **Allotment Pest Control** – Reports received for December, January and February. Mr Storey asked the Clerk to enquire if any rodents had been caught.

MATTERS ARISING (CONT)

5. NALC – NALC bulletins circulated as received.

6. Ranger Visit – Clerk gave an update from the Highways Officer stating the 30mph sign on Long Lane and replacement signs at the top of Lodge Road had been issued to the contractor for completion 10/3/22; Addison Close potholes should be completed 24/2/22; damaged signs opposite Cranwich Heath junction to be completed 21/4/22; clearing of brambles/verges of The Beck are overdue so he will chase; Lodge Road signs, clearing of bush on Short Beck, clearing of Paynes Lane verge and resurfacing of Paynes Lane and Hereward Way estate footways have all been completed; potholes at the top of Paynes Lane have been programmed. Mrs Peckham queried whether the verges of Paynes Lane had been cleared and said the drains and grups are full of mud. Clerk to contact Highways.

7. Parish Partnership Scheme 2021/22 – Mrs Peckham was impressed with the resurfacing of Falcon Road alleyway and although Mr Lambert agreed that a good job had been done, he was concerned about the 2 or 3 pitted areas near the playing field end. Clerk will take a photo as a record. Chair asked the Clerk to thank Highways for their work.

8. Locality Budget – Mr Storey is meeting with Andy Wallace on 17/2/22 to discuss Feltwell's requests, all of which he had approved, and asked the Clerk to email these to Andy. £3000 of his £10,000 budget had been allocated towards the cost of implementing flood defences at the corner of Munsons Lane/Old Brandon Road which would take place in the new financial year.

9. Cllr Martin Storey Report – As above.

10. Fence – Chair said work had been delayed again but the gate was currently being powder-coated and baked and should arrive this Thursday. It should take 7-10 days to install.

11. Online Banking – Mr Lambert said this had been a lengthy process but in order for the Clerk to view the bank statement online, she must be a signatory which he had no issue with since each transaction required three signatures. Clerk said she did not want to be a signatory and Mr Storey said this said should be respected. The Clerk thanked Mr Lambert for his efforts with this matter.

12. Operation 'London Bridge' – Chair presented HM The Queen's framed photo.

13. Bus Shelter & Play Equipment Cleaning – Clerk said play equipment was being deep cleaned this week. Clerk read out email from resident complaining about the condition of Lodge Road bus shelter. Mrs Peckham said she was reluctant to agree to removing the bus shelter since a planning condition of the development behind it stipulated the bus shelter had to be replaced which she said might not happen if it was removed by the Parish Council. Chair said the developers had no intention of commencing work yet. Mr Storey said the shelter was disgraceful and felt residents should contact the developers directly about it. Mr Cock agreed it was in an awful state but said the Parish Council were still responsible for it. Mr Cole confirmed the bus shelter was being utilised. Mrs Peckham proposed applying for a new bus shelter via the CIL Project Fund when the next round of funding opens 1/7/22, Mrs Bane seconded, all in favour. Mr Storey said he would be happy to allocate some of his budget towards it. Clerk to write to resident.

14. Oak Garden – Mr Lambert said he had not located the deeds but had found an entry in the minute records of 1936 stating Mr Hardinge, nephew of Mrs Newton who owned Feltwell Estate, had gifted the tree to the village. High railings surrounding it were taken down in 1942 for the war effort and a new brick surround was built. The oak tree was taken down in 1964 as it was unsafe and a new tree planted on the newly levelled out mound. Mrs Peckham said she and the Clerk had spent two hours going through paperwork and was correct in her belief that Mr Garland had the historic minutes and other documentation which Mr Lambert was now in possession of.

MATTERS ARISING (CONT)

Mr Lambert and Mrs Peckham had then sifted through all documentation and confirmed the playing field and war memorial were registered. Chequers Green, Cross Hill and the grassed triangle area at the top of Lodge Road were all on the Commons Register for Great Britain. Mrs Peckham said all documents were now accounted for except the 1813 Enclosure Map Act which was still with Mr Garland. Mr Lambert felt this should be well looked after and the Chair suggested it be displayed in the Parish office. Mrs Peckham was concerned that some documents obtained from the Archaeological Society had been damp and suggested purchasing a large fire-proof filing cabinet in which to store them. Mr Storey strongly felt all documentation should be stored in one place and Mr Cock said they should be centrally accessible. Clerk to obtain price for lockable, fire-proof cabinet and also contact the National Records Office for their storage fees.

15. Invitation to Bid for Parish Partnership Scheme 2022/23 – No further news.

16. The Armed Forces Covenant & Pledge – No date for presentation as yet.

17. NCC 1 Million Trees Project – See Item 30.

18. Playing Field Plans – Clerk said existing seesaw has been removed and new one will be installed w/c 7/3/22.

19. Trees on the Playing Field – Clerk said all tree work had been carried out and apologised for not yet obtaining quotes for other tree work identified. She queried whether a survey should be carried out since the last one had taken place 21/11/19. Mrs Peckham didn't feel this was necessary as companies who had quoted for the recent tree work had already identified those requiring attention.

20. Playing Field Boundary Wall – No update. Orange fencing and signs are still in situ and will continue to be monitored by the Handyman.

21. Hall Drive Wall – Clerk said no report has been received from CNC Building Control yet.

22. Anglia in Bloom – See Item 30.

23. Allotment Committee Update – **Hedging:** Chair said hedging had been planted 30/1/22 and would be registered under the Queen's Green Canopy 2022. He thanked Mr Fenn for marking out the area the day before and putting in posts, and Mr Lambert for digging out the area beforehand which made the whole process a lot easier. **Vacancy:** Clerk said NALC had confirmed a tenant's partner can sit on the Allotment Committee.

24. Changing Rooms – Electric meter door is still awaiting repair.

25. CIL Infrastructure Funding 2022-23 – See Item 30.

26. High Street Bus Shelter – Mr Storey apologised for forgetting to speak to the owner of the sign propped against the bus shelter and said he would do so before the next meeting.

27. New Dog Waste Bin – Chair said the owner of Londis had asked for a dog bin to be installed outside her shop as her litter bins are being used for dog waste which was not acceptable. Mr Storey said the BCKLWN had received extra funding to pay for 360 new dog bins. Clerk to ask Highways if a dog bin could be fixed to the pavement.

28. Clock Service Request from PCC – Chair said he had received no further information.

MATTERS ARISING (CONT)

29. Clerk's Request for Working from Home Allowance – Clerk said she was entitled to a Working from Home Allowance for electricity, heating etc, stating the current allowance was anything up to £26/month, and asked if the Parish Council would consider paying this. Mr Lambert proposed paying the Clerk an allowance of £26/month, effective from her next pay date, Mrs Bane seconded, all in favour. Clerk thanked the Parish Council.

30. Matters Arising from Extraordinary meeting 24/1/22 - CIL Infrastructure Funding Applications: Applications submitted for renovation of St Mary's Clockface (£8000), 11 planters for Feltwell in Bloom project (£308.47 each + £142.50 delivery) and two defibrillators. Mrs Peckham said Feltwell United FC had not managed to submit their application in time but would do so for the next round of applications in July. **Norfolk County Council 1 Million Trees Project** – Chair said that members of the Allotment Committee had identified an area within Hythe Road garden allotments which would be more suitable for planting an orchard. Mr Cole was concerned this would encourage more members of the public onto the allotments which was already an issue and felt tenants ought to be consulted before this went ahead. Mrs Peckham suggested the Allotment Committee investigate this further and Mr Storey said it would be on the agenda for their next Tenants' Meeting. As Mrs McGeeney was not present, it was agreed to discuss her suggestion of planting blossom trees around Oakfields Estate at the next meeting.

31. Grass Maintenance Quotes – Clerk read out five tenders and Mr Lambert said although the current contractor, R H Landscapes & Maintenance, was very good, their quotation had considerably increased from last year and Mrs Peckham warned the precept had already been set. The cheapest quotation was from a contractor employed in the past whom it was unanimously agreed was unreliable and had not taken due care and attention around the gravestones. Mr Cock therefore proposed TOP Garden Services undertake the grass maintenance contract at £3480 + VAT for a one-year contract, Mr Lambert seconded, all in favour. Clerk to contact TOP Garden Services to ensure specification regarding gravestones is within their contract and to arrange for Mr Lambert to meet them regarding access to St Nicholas Churchyard via his gate.

32. Internal Auditor Quotes – Clerk read out three quotations; TWR Accountants £375 + VAT, Wheelers £475 + VAT and Mr D Lawson, recommended by Norfolk Parish Training Services at £25/hour. Clerk said the auditor would have to work from her home and she was not insured for this. Mrs Bane proposed TWR Accountants undertake the Internal Audit, Mr Cole seconded, all in favour.

33. Annual Operational Inspection Quotes – Clerk read out quotations from Wicksteed, Sovereign and Online Playgrounds. Mrs Bane proposed Wicksteed carry out the inspection being the most competitively priced at £120 + VAT, Mr Lambert seconded, all in favour.

34. Fete Donation Request – During Public Speaking, Mrs Liz Gray, a committee member of the Feltwell Community Fund requested a donation of £1000 towards the village Jubilee fete on Saturday 4/6/22. Mr Storey said he would put £200 of his Locality Budget towards the fete and asked the Clerk to contact the relevant department at the BCKLWN. Mr Lambert proposed donating £800, Mrs Bane seconded, all in favour.

CORRESPONDENCE

35. Police Connect – Emails – Various emails, none relating to Feltwell

36. BCKLWN – Emails – Mayor's Design Awards 2022

37. NCC – Emails – Various press releases; Emergency road closure in Hockwold; Road closure Sedge Fen Road; Temporary parking restrictions for drainage work w/c 21/2/22 on High Street for five days between One Stop and The Fish Piper

38. RAF Lakenheath – Email – Notification of six explosions 25/1/22 between 8.30 am – 2 pm.

CORRESPONDENCE (CONT)

- 39. Community Action Norfolk – Email – Sector Newsletter
- 40. Norfolk & Waveney Health & Care Partnership – Email – Vaccination facts; Thank you to all staff; COVID-19 booster and vaccination programme update
- 41. Suffolk County Council – Email - Transport East consultation closing soon
- 42. TWR Accountants – Email – January Monthly Tax Tips & News
- 43. Active Places – Email – January Newsletter
- 44. Warren Energy – Email – Community Fund 2022
- 45. Rural Services Network – Emails – Bulletins
- 46. Ariel Designs – Email – Promoting signage work
- 47. Central Design Ceramics – Email – Queen's Jubilee mugs
- 48. Fabrications North East Ltd – Email – Bespoke benches
- 49. One Stop Promotions – Email – Promoting Jubilee merchandise
- 50. Brochures - Parish Magazine

51. **CHEQUES** – Mrs Bane proposed approving the Payments List, Mrs Peckham seconded, all in favour. Cheques signed for the following:- S Sargent £108.38, T George £40.00, K&M Lighting £100.21, EDF £71.63, J Rolph £150.00, Anglian Water £48.96, Proludic £8441.82, C Peckham £150.00, C P Tree Services £910.00, I Rayner £224.74, Spires Solicitors £300.00 + VAT. Direct debits to Biffa £157.49, BT £61.44, Npower £624.37, URM £19.44. Standing Order to J Martin £897.58.

52. PLANNING

Hemingford Construction Ltd: Variation of condition 1 of planning permission 21/00066/RM to amend drawings to add PV panels and air source heat pumps to all units at Long Lane Farm, 30 Long Lane: Mrs Peckham proposed APPROVING this application, Mrs Bane seconded, 5 in favour, Mr Storey abstained.

ANY OTHER BUSINESS

53. 2 Newcombe Drive & 2 Falcon Road – Mrs Peckham suggested writing a letter to both owners, particularly as 2 Newcombe Drive was now up for sale, advising hedges needed to be cut back.

54. Flag – Mr Cole asked if the flag at the memorial garden could be replaced as it was in poor condition. Chair said he had a Jubilee flag which he could put up nearer to the Jubilee date.

55. Toilet in Churchyard – Mr Storey queried why there was a toilet in St Nicholas Churchyard and Mr Lambert said it was for contractors re-roofing the church.

56. **CONFIDENTIAL BUSINESS** – Chair proposed to move that in view of the confidential nature of the business to be transacted, that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, Members of the Press and Public be excluded from the meeting at this point as the matter next being discussed is a confidential issue arising from the Councils dealings with a resident, all in favour. Public departed the meeting at 9.21 pm. Chair advised that following advice by Norfolk Police and approval by 8 other Councillors, he had instructed Spires Solicitors to write a letter to the resident at £250 + VAT which he had hand delivered on 10th February 2022. Mr Cole proposed ratifying this decision, Mr Lambert seconded, all in favour. No response received as yet.

Next meeting to be held on Monday 14th March 2022 at 7.30 pm at the British Legion.
Meeting declared closed 10.00 pm.
