

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

COUNCILLORS PRESENT: Messrs Rayner (Chair), Cock, Cole, Fenn, Lambert and Storey, Mrs Arnold, Mrs Peckham and Mrs Bane. Also present 3 members of the public and Squadron Leader Geary.

APOLOGIES: Apologies were received from Mrs Bane and Mrs McGeeney.

DECLARATIONS OF INTEREST: Mr Lambert and Mrs Peckham declared an interest in Item 32.

MINUTES: Minutes of the last Parish Council meeting held Monday 14th February 2022 and Extraordinary Meeting held Thursday 3rd March 2022 were approved. Mrs Peckham proposed, Mr Lambert seconded, all in favour.

PUBLIC SPEAKING: The meeting was suspended for 1 minute to allow members of the public to speak.

MATTERS ARISING

1. **RAF Feltwell** – Sqn Leader said all squadrons have been very busy with the 336th Squadron enhancing air patrols in Poland and F35's deployed to Estonia and Lithuania which was a massive achievement after only 75 days in residence at RAF Lakenheath. All squadrons are now home except the 336th Squadron which is due back end of March before flying out again. He had attended the 48th Fighter Wing Annual Awards Ceremony which recognises the best individual in each rank. He had also attended a meeting involving honorary commanders and other representatives from the community as well as Norfolk and Suffolk Councils, to identify local events which members of the USAF could engage in, particularly single airman residing in dormitories on Base. Demand for off-Base housing will increase over the next 5-7 years as both RAF Lakenheath and RAF Mildenhall are expecting over 1000 extra people. Chair asked what was happening with the large empty houses on Trenchard Square which had previously been offered to RAF Marham. Sqn Leader said the Defence Infrastructure Organisation (DIO) may now look to utilise these however the demand is predominantly for individual personnel or small families for which this housing was not suitable. Mr Storey asked if the housing could be used for Ukrainian refugees and Sqn Leader said he would look into this but stressed the Base had no authority over them. Mr Storey urged him to look into this asap due to the emergency requirement for refugee housing. Mrs Wilson asked Mr Storey to pursue this matter with Norfolk County Council as well which he said he would do. A working group involving Highways and the Police had been set up to tackle the parking issues on the A1065 caused by aircraft enthusiasts. Sqn Leader had spoken to the Mission Support Group (MSG) regarding coach traffic and Coach Services Management will remind all drivers of their responsibilities as well as undertaking some ad hoc ride-alongs and street inspections to monitor their performance. The Chief Fire Officer believed excessive water being discharged onto the highway was caused by the flushing out of fire hydrants therefore the Civil Engineering Sqn will review their procedures and remind staff of their responsibility to ensure this does not happen. Clearing boundaries has been added to the routine maintenance contract. Sqn Leader thanked the Clerk for assisting with Portal Close streetlights, advising they became the responsibility of Civil Engineering Sqn after 9/11 but are fed from UKPN via transformers. He departed the meeting at 7.43 pm.

2. **Risk Assessment** – **Inspections:** Handyman is carrying out weekly inspections and no issues have been reported. **Handrails:** Mr Cole suggested removing them completely and straightening the bracket. Mr Lambert said the Handyman could remove them for adjustment by Mr Ayres. Mrs Peckham said they are not presenting a safety issue at present and ought to be repaired when the building is not being used. She asked other Councillors to take a look in time for the next meeting.

MATTERS ARISING (CONT)

Bylaw: Mrs Peckham said EFRA had fast-tracked her email but had heard nothing further. **Litter Bin:** Clerk said litter bins had been installed. **Quarterly Inspection:** Clerk circulated report of inspection 1st March. All items are in hand and Clerk has asked Handyman to look at the loose bin liner and loose foundations of the fence. Chair said he was extremely impressed with the report and thanked the Playing Field Group for the massive improvements to the play area.

3. Balance Sheet – No queries.

4. Allotment Pest Control – Report received for March. Yearly report received and Clerk forwarded a copy to Mr Storey to answer his question raised at the last meeting. All necessary certificates and Public Liability documents are in place and copies filed. Mr Rolph will continue to charge £50/month for routine inspections.

5. NALC – NALC bulletins circulated as received. Chair proposed renewing yearly subscription at £412.80, all in favour.

6. Ranger Visit – Next visit to take place in April. Mr Lambert said the Buddleia bush on Short Beck needed cutting back again.

7. Cllr Martin Storey Report – After meeting with Andy Wallace, Mr Storey said that as well as £3000 of his £10,000 budget being allocated to Munsons Lane/Old Methwold Road corner, £400 has been allocated to 30mph roundels painted on Lodge Road and Wilton Road, and £500 to ‘Slow Down Children Playing’ signs for Paynes Lane, all of which should be installed within 12 months. This budget renews 5/4/22 and some has already been allocated to another parish. There is still funding available in his Local Member’s Budget of £1000 (eligible only to community group projects) which closes 24/3/22. Clerk to advertise on Facebook page. Chair thanked Mr Storey, on behalf of the Feltwell Community Group for his £200 contribution towards the village Jubilee fete.

8. Fence – Chair said he had been promised the work would be completed by the end of March.

9. Bus Shelter & Play Equipment Cleaning – Clerk said play equipment was deep cleaned 17/3/22 and Covid spray is due 24/3/22. Mrs Peckham felt there was no requirement for this now that Covid restrictions had been lifted and Mr Lambert commented that children were not generally affected by Covid. Several Councillors were in agreement, although Mr Storey was unsure as Covid cases are on the rise again and Mr Cock felt the deep clean should continue. Chair said the council had a duty of care to clean all usable equipment and this should be reviewed at the next meeting but suggested the last Covid spray take place 24/3/22 as the general consensus was that this was unnecessary. Mrs Peckham asked the Clerk to verify with Mr Sparkle how the deep clean is undertaken.

10. Oak Garden – Mr Lambert asked what should be done regarding the brickwork now that it had been confirmed the garden belonged to the Parish Council. Chair presumed major work including a road closure would be involved and didn’t think funds were available in the next financial year although said CIL money could be used. Mr Lambert asked the Clerk to monitor the size of the cracks every 4-6 months. Mr Lambert had emailed the Clerk a list of documents he believed should be kept at the Norfolk Records Office due to the media on which they were written together with a list that should be accessible and kept local. Clerk to forward email to all Councillors for their input. Clerk read out prices for fireproof filing cabinets which varied depending on size, fireproof time and lockability (key or digital). Mr Lambert suggested a 4-drawer cabinet with 90 minutes fireproofing would be most appropriate and prices ranged from £881 to £1211. Mr Storey felt a cheaper cabinet could be purchased via Ebay or Facebook Marketplace. Mrs Peckham asked if it could be purchased with CIL monies but Chair was unsure. Mr Cole suggested storing the documents electronically but Mr Lambert said this would be hugely time-consuming as there were

MATTERS ARISING (CONT)

hundreds of pages. Housing the filing cabinet was discussed at length again and Mr Cock believed the British Legion was a safer location than the Changing Rooms. Mrs Peckham suggested storing as many documents as possible in the Norfolk Records Office. Clerk to circulate list of documentation in the first instance.

11. Invitation to Bid for Parish Partnership Scheme 2022/23 – No further news although Chair said he had read the cabinet minutes and the SAM2 would be approved subject to NCC receiving a grant from Casualty Reduction.

12. The Armed Forces Covenant & Pledge – Chair asked whether this item could be parked and Mr Cock felt it was more applicable to the Borough and Norfolk County Council. It was agreed by all it was not necessary.

13. NCC 1 Million Trees Project – See Item 24.

14. Playing Field Plans – Clerk said new seesaw had been installed that morning. Mrs Peckham said there was existing matting on the grassed areas behind each seat and added that when the Viper swing was installed, the contractor said grass was an adequate safety surface. She also said some areas required grass seed. Mr Lambert proposed no extra matting be purchased, Mr Storey seconded, all in favour. Mr Storey said he would donate some grass seed.

15. Trees on the Playing Field – Clerk read out three quotations for tree work. All contractors quoted for felling both Sycamores (S P Landscapes £1130 + VAT, CGM £800 + VAT and C P Tree Services £400) and two for carrying out Picus tests to the Beech tree (S P Landscapes £800 + VAT and CGM £625 + VAT) with the third contractor, C P Tree Services, advising this was unnecessary since the branches only needed reducing where they reached out for the daylight to give it an even balance, and repeating every five years (£350 + VAT). Mr Lambert proposed the Clerk obtain a quote from C P Tree Services to fell all three trees as they were substantially cheaper than the other two contractors anyway, and if the cost was less than £750 to instruct them to carry out this work, Mr Storey seconded, all in favour. Mr Fenn requested more trees are planted to replenish these.

16. Playing Field Boundary Wall – No update. Orange fencing and signs are still in situ and will continue to be monitored by the Handyman. Ian Smith of CNC Building Control said he would take a look at the wall during his visit to the village this week (see Item 17 below).

17. Hall Drive Wall – Clerk said she hoped to meet Ian Smith of CNC Building Control this week with the Chair and Vice-Chair.

18. Anglia in Bloom – See Item 24.

19. Changing Rooms – Mrs Peckham said the meter door is taped up and safe. To be monitored.

20. CIL Infrastructure Funding 2022-23 – See Item 24.

21. High Street Bus Shelter – Mr Storey said he had still not managed to speak to the owner of the sign but will endeavour to do so before the next meeting.

22. New Dog Waste Bin – Clerk said Highways advised the pavement outside Londis was wide enough to accommodate a dog bin. A street licence is required and Chair said he would speak with the owner of the Londis to ascertain where it should be situated. Mr Storey advised speaking to Andy Wallace re NCC funding available for new dog bins.

MATTERS ARISING (CONT)

23. Clerk's Request for Working from Home Allowance – On the basis of information received from NALC regarding pay scales this week, Chair proposed Clerk's pay be increased in line with her pay scale of 22, to £14.30/hour, backdated to 1st April 2021, and furthermore her standing order be adjusted to include the Working from Home Allowance when the monthly amount was known, Mrs Peckham seconded, all in favour. Clerk thanked the Parish Council for her pay increase.

24. Matters Arising from Extraordinary meeting 24/1/22 - CIL Infrastructure Funding

Applications: Chair said that although no response had been officially received, he had attended the meeting where applications were considered. All three applications were refused as they had no match-funding which, he said, was not a condition of eligibility during the application process but the criteria had since changed with no notification from the CIL Officer. The applications were scored out of a maximum 25 points with points deducted if the council did not use CIL monies to match-fund, if the precept was not used or if there was no public need for the item applied for. Defibrillators were not being funded as these could be bought from the precept. The majority of successful projects were based in Hunstanton, King's Lynn or Downham Market. Mrs Peckham said this was wholly unfair since these areas received more funding from CIL monies due to extra housing which could be used to match-fund and smaller parish councils did not stand a chance. Mr Storey advising writing to the Chief Executive of the Borough Council to express the dissatisfaction felt and to request a breakdown of why each project had been rejected. Chair said he would do this.

Norfolk County Council 1 Million Trees Project – Clerk said this item would be on the agenda for the Allotment Committee meeting in April. As Mrs McGeeney was again not present, planting blossom trees around Oakfields Estate to be carried forward.

25. 2 Newcombe Drive & 2 Falcon Road – Chair and Vice-Chair had met with relatives of the late owner of 2 Newcombe Drive and this matter is in hand. Letter has been sent to 2 Falcon Road.

26. Flag – Chair said the flag was destroyed in the recent storm and needs replacing. This was loaned to the council by the British Legion so it needed to be replaced and an additional flag purchased. He will furnish the Clerk with details so she can obtain quotes.

27. Dealings with Resident – Chair advised Extraordinary Meeting had taken place 3/3/22 to discuss response from resident. All decisions had been actioned and once an update had been received, a task force will be set up to meet with the resident.

28. Matters Arising from Extraordinary Meeting 3rd March 2022 – See Item 27.

29. Review Financial Regulations – No changes made. Mr Lambert proposed Financial Regulations be readopted, Mrs Wilson seconded, all in favour.

30. Street Light Energy Supply Renewal – Clerk contacted four companies for quotations; only SSE replied and their quotation had doubled from last year. She had not realized the current supplier (NPower) did not require 30 days' notice as per E.On, the company from whom they acquired the street lighting contract from mid-term therefore suggested obtaining a quotation nearer to the expiration date of 30th April 2022 as the prices are currently so volatile owing to the situation with Russia. Clerk to obtain prices for next meeting.

31. NRF Support to Community Resilience – Chair asked whether a support group needed to be set up within the parish for emergency situations such as the recent storms. Mr Lambert said that the local farmers assist where they can during such times which the Chair acknowledged but felt a formal agreement ought to be set up which was the case in other villages. Mrs Wilson asked the Chair if he could contact these villages for information on how this is run.

MATTERS ARISING (CONT)

32. Year 6 Prom Request – Clerk read out email request for a donation to the Year 6 prom. As the council does not have a Grants Policy, Clerk said donations can only be made under Section 136 to projects that benefit the community. Mrs Peckham suggested the children sweep the alleyways or litter pick and Chair invited a member of the public to speak, who suggested that following a complaint received earlier in the year, the children could target areas not covered by the litter picker, i.e. Oakfields. Mrs Peckham said that following the complaint, she had walked around Oakfields several times and there was no litter so it would be a waste of time. Mr Lambert said White Dyke was well littered and Chair said last year's children did a superb job of litter picking Lodge Road but Mrs Wilson felt the parents should be consulted as to which areas they felt safe supervising the children. Clerk suggested asking the Prom committee to make suggestions as to what they could do to benefit the village. Chair agreed, Clerk to write to Prom committee.

33. URM Recycling Price Increase – Clerk said URM are increasing their price to empty the bottle bank from £15/tonne to £36/tonne as of 1/4/22 and although she had obtained prices for alternative suppliers to collect glass, URM were still the cheapest. Last year, total tonnage collected was only 4.7 tonnes at a cost of £71.55. Mr Cock proposed removing the bottle bank from the playing field if the council do not receive anything from the Borough Council for recycling glass, Mr Lambert seconded, all in favour. Clerk to advise residents via Facebook and the noticeboard.

CORRESPONDENCE

- 34. Police Connect – Emails – Various emails, none relating to Feltwell
- 35. BCKLWN – Emails – Energy roadshows; Help for those affected by Ukraine crisis
- 36. NCC – Emails – Vacancies; Norwich Western Link project update; Temporary Traffic Order for Black Dyke Road 21-23/3/22 for Anglian Water sensor works
- 37. Community Action Norfolk – Emails – Newsletters
- 38. Norfolk & Waveney Health & Care Partnership – Email – Briefing 25 February 2022
- 39. TWR Accountants – Email – February Monthly Tax Tips & News
- 40. UKPN – Email - Preparation for Storms Dudley and Eunice
- 41. www.gov.uk – Email - Update from NHS Test and Trace to remove QR Posters
- 42. Active Places – Email – February Newsletter
- 43. Rural Services Network – Emails – Bulletins
- 44. Sovereign – Email – Promoting play equipment
- 45. Nexus Fostering – Email – Foster Carers Needed
- 46. Brochures - Parish Magazine

47. CHEQUES – Mr Lambert proposed approving the Payments List, Mrs Wilson seconded, all in favour. Cheques signed for the following:- S Sargent £94.95, T George £96.00, K&M Lighting £100.21, A Stannard £100.00, Glasdon £343.99, S B Services £188.00, Norfolk ALC £412.80, Feltwell Community Fund £800.00, J Martin £26.00, Royal British Legion £20.00, J Rolph £50.00, Caloo £2653.20. Direct debits to Biffa £155.68, BT £61.44 and NPower £537.23. Standing Order to J Martin £897.58.

48. PLANNING

There were no planning applications.

Development Long Lane Farm, 30 Long Lane: Clerk read out email from MTC Construction stating Flagship had confirmed their preference for no external lighting/poles on this scheme other than a single light fixed back to the dwellings at front/rear door.

ANY OTHER BUSINESS

49. Highways – Complaint received regarding Bell Street footpath with reports of residents having to walk in the road to avoid dangerous areas. Clerk will report to Highways and Chair asked Complainant who was present at the meeting to report it too. Mr Cole reported dangerous potholes along the B1112 Feltwell to Weeting road and Mrs Arnold reported potholes on Oakfields junction. Clerk said the dip in St Mary's Street is also worsening and will report all issues to Highways. Clerk has reported hedge at 2 Oak Street and loose drain and manhole covers along Lodge Road.

50. Parking – Mrs Arnold said she had received two complaints regarding the parking along Oak Street again and Mr Cock said parking along High Street was particularly bad when the Men's Breakfast Club was being held on Saturday mornings.

51. Doctor's Surgery Car Park – Clerk to write to Practice Manager to ask that car park is repaired as per the terms of their lease agreement.

52. Skip – Chair said that the Allotment Committee would like to place a skip at the allotments for two weeks in April to enable tenants to clear unwanted items from their allotments. Clerk to obtain prices for next meeting.

53. Pension Duties – Clerk advised she had completed the re-declaration of compliance for The Pensions Regulator as required under the Pensions Act 2008.

54. Village Jubilee Celebrations – Mrs Wilson advised preparations were well underway for two events planned to celebrate the Queen's 70th Jubilee; one on the evening of Thursday 2/6/22 at Porter's field and the fete on Saturday 4th June 2022. She thanked Mr Storey for donating £200 of his Locality Budget towards these events.

Next meeting to be held on Monday 11th April 2022 at 7.30 pm at the British Legion.

Meeting declared closed 10.00 pm.

On 4th April 2022, no objection was made to the following planning application: **Mr & Mrs Dennison-Greenup: Alterations and extension to existing dwelling at Green Acres, 1 Green Lane** - 9 councillors APPROVED, Mr Storey abstained.