

The Annual Meeting of the Parish Council was held on Monday the 13th day of MAY 2024 at the Royal British Legion, Long Lane – commencing 7.05 pm

COUNCILLORS PRESENT: Messrs Cole, Fenn, Lambert, Rayner and Storey, Mrs Arnold, Mrs Edwards, Mrs McGeeney, Mrs Peacock, Mrs Peckham and Mrs Wilson. Also present 4 members of the public.

APOLOGIES: No apologies were received.

The Chair asked if anyone was recording the meeting and Mr Cole replied that he was. All present consented to be recorded.

ELECTION OF CHAIRPERSON: The Clerk invited nominations for the position of Chairperson. Mr Lambert nominated Mr Rayner, seconded Mrs McGeeney, 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 invited nominations for the position of Vice-Chairperson. Mrs McGeeney nominated Mr Lambert, seconded Mrs Wilson, there were no further nominations, all agreed. Mr Lambert was duly re-elected to the position of Vice-Chairperson and signed his Declaration of Acceptance to Office.

DECLARATIONS OF INTEREST: The Chair and Mrs Arnold declared an interest in Item 29.

PUBLIC SPEAKING: The meeting was suspended for 6 minutes for Public Speaking

MATTERS ARISING

1. **RAF Feltwell** – There was no representation from the Base therefore no report was given.

2. **Risk Assessment** – **Weekly:** Handyman had cut back greenery from the car park entrance and used a Heras fencing foot to hold open the large access gate which seemed to have resolved the issue. He will liaise with Mr Lambert regarding applying iron sulphate to the tennis court. He has swept Falcon Road alleyway which Mrs Peckham said needed to be done again to remove catkins before herbicide is applied in June. No other issues. It had become apparent that the Handyman did not have some of the tools required to undertake various tasks therefore it was agreed to purchase items such as a stiff brush, bin bags, shovel etc which could be stored in the Changing Rooms. Clerk to check which equipment he needs. **Zip Wire:** Clerk contacted three contractors and had received a quote from Online Playgrounds of £514.35 + VAT plus any parts that may be required once work started. Wicksteed would not quote as they had not supplied the equipment. Clerk hoped to have prices for the next meeting. **Seesaw:** Clerk said Wicksteed believed the problem was that the seesaw had a simple pivot with no constraint on the movement and recommended contacting the manufacturer (Caloo) to ask if a mechanism could be installed with a built in motion restriction. Clerk had contacted Caloo, who were still advertising the seesaw with rubber tyres, and was awaiting a response from their operations team. **Junior Swing Seats:** Clerk contacted three contractors but had only received a price from Online Playgrounds of £86.00 for two seats, plus £13 delivery + VAT. Mr Lambert proposed purchasing the seats for a total of £99 + VAT, Mrs Wilson seconded, 8 in favour, Mr Storey abstained. Clerk to purchase seats. **Skate Park:** Canvas Spaces are currently committed to another project but will repair concrete asap. **Resurfacing:** Clerk had circulated quotations from three companies but as recommendations were conflicting, it was agreed to hold a meeting at the playing field to discuss. Clerk to arrange. **Gates:** New entrance gate had been installed. Chair said it looked good and addressed all safety concerns raised by the parishioner. Mrs Peckham said the paint was scuffed in places which had occurred during delivery when it had been placed on the ground by the supplier whilst still wet. The gate itself is quite hard to open although this could improve with usage otherwise would need adjusting. A soft pad or similar

MATTERS ARISING (CONT)

would also be required on the gate frame to dull the noise on closure which could be loud enough to annoy neighbouring residents. Clerk to speak to Mr Ayres. Mrs Peckham also stressed that Mr Ayre's quote of £1000 for groundworks was actually for installation not groundwork which still needed to be addressed.

3. Balance Sheet – No queries.

4. Allotment Pest Control – Reports received for March or April. Mr Storey said vermin is currently an issue and the Allotment Committee were meeting imminently to address it.

5. NALC – Chair is awaiting a response from the BCKLWN Arboriculture Officer.

6. Cllr Martin Storey Report – Mr Storey gave some interesting statistics that he felt perfectly summed up the overall aspect of Norfolk. He attended the Borough Council's full council meeting and said the devolution deal was still on the table. Natural England's discovery of an unusual breed of bat had halted the Norwich Western Link project. An alternative site for the new QE Hospital had been drawn up and was being considered. A new Borough Council Leader will be appointed 16/5/24 following the resignation of the current postholder, Terry Parish. **Other matters:** Mr Storey had been assured by Andy Wallace that the roundels had been programmed. Clerk said Andy had finally responded to her also and the project was with the lining crew to be completed mid-July. Mrs Peckham asked Mr Storey if Hockwold's recently painted roundels had also been funded by his Road Safety Community Budget and he thought this was the case. Chair said he understood Mrs Peckham's frustration as Feltwell had waited nearly three years for the roundels to be painted. Mr Storey proposed the Council meet with Jay Moorse and Andy Wallace to discuss this matter, Mrs Peacock seconded, all in favour. Chair said other issues such as resurfacing of High Street, which had been programmed years ago, should also be on the agenda. Clerk to arrange. Clerk read out the response from the Complaints Case Officer of the Strategy and Transformation Department which stated that there is currently no policy to consult with either Parish Councils or residents when installing bus stops, however the comments would be noted and NCC will review at a senior level whether there is a need to consult with the local community for bus stop works going forward.

7. Playing Field Boundary Wall – Handyman had cut the grass and Hamills strimmed areas within the V-Mesh fencing. Mr Cole had sprayed last Tuesday and said this had already had an effect but areas where the orange fencing had been were still green. To be monitored. Clerk will padlock the gate and Mr Cole thanked Mr Lambert for providing the Round-Up.

8. Highways – **2 Oak Street:** Clerk circulated Andy Wallace's email received earlier that day which included a street plan showing the boundary line of 2 Oak Street and gave measurements of the distance between that and the kerb. It could be seen that the hedge was way over the boundary as the path should be 1.36m to 1.93m at its widest. The email offered two options; to enforce the cutting back of the hedge to the boundary and carry out the subsequent siding out to achieve the path's maximum width; or carry out small scale re-alignment of the kerbing which, in Mr Wallace's opinion, would not be cost effective at £30-£40K and would require a full design evaluation to ensure it would not impact the traffic. Mrs Peckham said the owner had been very accommodating, paying contractors to cut the hedge back only for Highways to side out the path and chuck the spoil underneath. She also reminded everyone that he had even applied for planning permission to replace the hedge with a fence to resolve this matter which was refused as it was not in keeping with the street scene. She felt Highways should now liaise with the owner and proposed responding to Mr Wallace's email, stating the tarmac under the hedge should be reclaimed, Mrs Wilson seconded, all in favour. Clerk to write to Andy Wallace. **Other matters:** Potholes near Glebe Farm, Hythe Road had been scheduled for repair and the overhanging tree on Short Beck cut back.

MATTERS ARISING (CONT)

9. Overhanging Greenery – Mr Storey said he had visited 50 Wilton Road earlier that day but again had no answer. He will endeavour to speak with the owner but it was agreed for Clerk to contact Andy Wallace about the agreement that is in place with the owner. This matter should also be discussed at the meeting to be arranged with Highways.

10. Rangers – 41 High Street had still not been cleared but The Fish Piper would clear this week.

11. SAM2 Data – Chair gave data collected from two SAM2's as follows:- **Lodge Road (within 40 mph zone) for the period 24/3/24 to 10/5/24:** 23,163 vehicles approached the village and an average speed of 38.9 mph was recorded. 42% were travelling over 40mph and the maximum speed recorded was 75 mph on 25/3/24 at 6.25 pm. **The Beck (new location) for the period 24/3/24 – 24/4/24:** 30,179 vehicles with an average speed of 23.1 mph. 7.3% were speeding and the maximum speed recorded was 50 mph on 1/4/24 at 8.10 pm. **Traffic Survey:** Clerk said Highways would not consider a traffic survey along Paynes Lane unless data was backed up by a poor accident record related to speed. They advised contacting the Police to carry out targeted checks based on all SAM2 data collected. Chair will contact the Police. Mrs Peckham felt a 20 mph or weight limit with access zone should be enforced along Paynes Lane because the number of vehicles speeding was increasing, possibly from where the cub hut is situated to the corner near Park House. Mr Storey said a part-time 20 mph electric sign could be purchased via the Parish Partnership Scheme. Again, this was something that needed to be discussed at the Highways meeting.

12. Iron Bridge & Track – Anchor Ward – Ongoing.

13. Long Lane Development – No update.

14. Spar, High Street – No update from Highways but Spar's Customer & Relations Team had instructed A F Blakemore & Son to contact the Clerk so she hoped to have an update next meeting.

15. 9 Oak Street, Collapsing Gable End – Work completed and traffic lights removed 12/5/24.

16. Budget & Precept 2024/25 – Solar Street Light: Clerk met with Marcus Hawkins and K&M Lighting and a location was agreed within the front grounds of the Almshouses, close to the footpath. She said Almshouses residents and residents in close vicinity of the location were pleased it was to be installed. She had obtained three quotations for the solar street light, the most competitive from Westcotec at £2330 + VAT. Mrs Peckham proposed accepting Westcotec's quotation, Mrs McGeeney seconded, all in favour. Clerk to arrange. Clerk said Mr Hawkins had also drawn up a wayleaves agreement and read out the terms within. Mrs Wilson proposed accepting the terms of the wayleaves agreement, Mrs Edwards seconded, 4 in favour, Mrs McGeeney, Mrs Peckham, Mr Lambert, the Chair and Mr Storey as Trustees of the Edmund de Moundeford Trust, all abstained. Clerk to add new street light to the insurance policy when in situ. **Defibrillator:** Defibs have been installed at the Doctors' Surgery and British Legion.

17. Premises Licence (previously 'Request from Feltwell Community Group to use Playing Field and Changing Rooms for the Village Fete on Saturday 15th June 2024') – In order for the licence to be granted in time for the Car Show on 18th May, Chair had instructed Fenland Fire Appliance to undertake a Fire Risk Assessment, required under the terms of the application, at a cost of £500 + VAT, the cheapest quote he could find. Mrs Edwards proposed approving this expenditure, Mrs Peacock seconded, 8 in favour, Mr Cole abstained stating he did not feel this was good use of tax-payers money. Mr Lambert felt this cost should be taken into consideration when hiring out the facilities for future events although Chair said it was a one-off cost and although Mr Cole was entitled to his opinion, legally, as the building was a council asset, a Fire Risk Assessment must be undertaken and should be carried out every five years going forward. Furthermore, he said this was an insurance requirement as the building was being hired out for public events. Chair had circulated

MATTER ARISING (CONT)

the 46-page risk assessment earlier that day. Urgent items had been addressed such as the adjustment of the fire door but other items needed to be discussed and if agreed, in place within 12 weeks. It was agreed to discuss the contents at the next meeting. Mr Storey said he would like to be clear on which items were a legal requirement and which were recommendations.

18. Feltwell Community Group Donation – Mr Lambert had taken delivery of the bench and brought to the playing field for the Handyman to install earlier that day.

19. Anglo-American Car Show – 18th May 2024 – Clerk said Mr Samuels had paid the hire fee, signed and returned the Hire Agreement, and sent over the insurance certificate. She would meet him with the keys before the event.

20. Parking – Cars were still parking opposite Old Methwold Road junction therefore Clerk will ask Highways to contact the owners. One of the vehicles was not believed have an MOT. Mrs Wilson proposed reporting this to the Police, Mr Cole seconded, all in favour. Clerk will report to Police.

21. Recycling Claim – Clerk said the claim had been reduced to 90% since the bank was situated in the Social Club car park which was classed as business usage when recycling must come from household sources only.

As the time was approaching 9.35 pm, Chair asked Councillors if they would like to suspend Standing Order 3.x. and continue with the meeting. Mrs Peckham proposed suspending Standing Order 3.x. for the meeting to continue, Mr Cole seconded, all in favour. Meeting continued.

22. Audit – Approve Accounts – Clerk advised internal audit had been completed with no further recommendations. Chair read out the Annual Governance Statement and the Accounting Statements which were accepted as correct. Mr Lambert proposed, Mrs McGeeney seconded, all in favour. The form was then duly signed. Clerk will send to external auditors and display accordingly.

23. Review Committees – Mrs McGeeney proposed the committees remain the same, Mr Lambert seconded, all in favour.

24. Record of Attendance – Clerk read out attendance figures for meetings held 1st May 2023 – 30th April 2024. There was no August meeting although an Extraordinary Meeting was held 10th August therefore 12 meetings held in total. Attendance was as follows:- Mrs Arnold 11/12, Mrs Bane 6/7, Mr Cole 12/12, Mrs Edwards 2/3, Mr Fenn 9/12, Mr Lambert 11/12, Mrs McGeeney 8/12, Mrs Peacock 9/10, Mrs Peckham 11/12, Mr Rayner 11/12, Mr Storey 9/12, Mrs Wilson 9/12.

25. List of Parish Council Meeting Dates & No August Meeting Proposal – Clerk requested the meeting scheduled for Monday 8th July be postponed as it coincided with her holiday. Chair proposed cancelling the July meeting and rescheduling for 12th August, Mr Cole seconded, all in favour. 2024/2025 meeting dates are as follows: 10th June, 12th August, 9th September, 14th October, 11th November, 9th December, 13th January, 10th February, 10th March, 14th April and 12th May.

26. St Mary's Church: Yew Tree & Church Clock Enquiry – Chair read email from the Churchwarden. First to be discussed was the request for a financial contribution towards the Yew Tree work which included pruning and making safe the part overhanging the War Memorial Garden. Mrs Peckham proposed a payment of £150 be made direct to the tree surgeon, upon receipt of an invoice made out to the Parish Council for this amount, Mr Cole seconded, all in favour. The council then considered the second request for a financial contribution towards the cost of changing the mechanical working of the clock to electrical, or a contribution towards servicing costs. Mrs Peckham felt that in order for a decision to be made, the council needed to be informed of the exact cost of the work. She felt the PCC should apply for CIL Project Funding for all of this work and the

MATTERS ARISING (CONT)

Chair agreed, stating he would willingly assist them with this. Mr Lambert said the PCC should also be reminded of monies being held for regilding of the clock face which were collected at a late resident's funeral. All agreed for Clerk to write to Churchwarden.

27. BCKLWN: Dog Bin Request – Clerk circulated email from the Borough Council stating dog bins had to be set no higher than 900mm (the height of where the operative stands to empty it to the top of the bin) by 20/5/24 and listed eight of the council's bins that needed adjusting. The Chair had contacted Terry Parish and Borough Councillor Sandra Squires requesting further information regarding this onerous request as all eight bins were set in concrete. He had consulted Methwold Parish Council's Chair who had also written to Cllr Parish and agreed with his stance that the Council do nothing until a response is received. Mr Lambert felt it wrong that the Council were expected to finance this via their budget and all agreed to wait until a response had been received before taking any action.

28. Purchase of Strimmer – Clerk said the Handyman could not undertake strimming work at the playing field as he did not have a strimmer. As other strimming work would be required around the village, the Chair had asked her to obtain quotations for a Stihl petrol strimmer which she presented to the meeting. Mr Cole asked where the strimmer would be stored as it could not be kept in the Changing Rooms and suggested purchasing a battery-powered, DeWalt model instead as the Council already owned suitable re-chargeable batteries. Both Mr Lambert and Mrs Wilson said a battery-powered strimmer would not be adequate. Mr Lambert felt it would be easier, and more cost effective for the grass cutters to undertake strimming work around the village. Mr Storey proposed not purchasing a strimmer, Mrs Peckham seconded, all in favour.

29. Royal British Legion CIL Application – Clerk read email from Mr Rayner, in his capacity as Chair of Feltwell & District British Legion, requesting support of their CIL application for replacement doors on the Feltwell Branch building, which was also used by Feltwell Bowls Club, at a cost of £7182 inc VAT. Mr Lambert proposed supporting the application, Mrs McGeeney seconded, 7 in favour, Chair and Mrs Arnold, also a member of the British Legion, abstained.

CORRESPONDENCE

30. BCKLWN - Emails - CIL Parish Payment Notice; Weekly Lists of Planning Applications & Decisions; Temporary Event Notice – Mr I Rayner, 6/6/24, Grange Farm, Feltwell

31. RAF Lakenheath - Emails - **Notification of operations at RAF Feltwell:** 17/4/24 – EOD training, 9 am – 12 noon, 25 explosive shots. **Other:** 48 FW Change of Command - Save the Date; Final details: Joan Mann Special Sports Day 9th May 2024 (Julie Peacock + guest attending).

32. East Cambs District Council – Email - Draft Supplementary Planning Document: Hedgehog Recovery Design Guidance

33. National Savings & Investment – Email – Notification of change of notice period to 14 days if interest rate decreases

34. NHS Norfolk & Waveney Health & Care Partnership - Email - Updates

35. Rural Services Network - Email – Bulletins

36. Royal British Legion – Email - Do you have your Parish ready for D-Day 80?

37. Elevate Play – Email – Trim Trails

38. Brochures - Parish Magazine

39. **CHEQUES/PAYMENTS** – Mrs Edwards proposed approving the payments, Mrs McGeeney seconded, 8 in favour, Mr Storey abstained as he was not happy with R H Landscapes work at St Nicholas Graveyard – Payments were approved and cheques were signed for J Martin £6.43, S Sargent £120.78, D Wilkinson £57.90, E Lambert £5.00, I Rayner £115.39, R H Landscapes & Maintenance £936.00, TWR Accountants £474.00, S B Services £92.00, CTE Electrical £84.00, S Walker Electrical £110.40, Feltwell Surgery £30.00, Earth Anchors £834.00. Direct Debits to Biffa

CHEQUES/PAYMENTS (CONT)

£236.79, British Gas £106.72, URM £64.37, Vodafone £21.94. Standing Orders to K&M Lighting £100.21, J Martin £1075.95. Clerk said the Anglian Water invoice had been received after last month's meeting and a payment of £161.55 had been taken in April. Standing Order Amendment Form for the increase in the Clerk's wages was signed.

40. PLANNING

24/00762/F: Retrospective application for double car port, open sided, Norfolk pantile, to match house at 84 Lodge Road, Feltwell: Not in keeping with street scene – 9 Councillors objected, Mrs Peckham and Mr Storey abstained – REFUSED.

24/00843/F: Proposed car port plus hard and soft landscaping at Green Acres, 1 Green Lane, Feltwell: 10 Councillors no comment, Mr Storey abstained – NO COMMENT

ANY OTHER BUSINESS

41. Highways – Clerk to report pothole outside Western Close and request brambles are cleared opposite the school. Buddleia bushes on Short Beck need completely removing and weeds on the alleyway from Oakfields Estate to Bell Street need clearing. The 'No Entry' wording on the road at both Hill Street junctions needs re-painting. Mrs McGeeney asked who was responsible for cutting the overgrowth in front of two properties on The Beck and was told this was the property owners.

42. Overhanging Greenery – Clerk to report greenery growing over the pavement outside Beck House to Highways.

43. Cars Parked on Pavement – Clerk to report cars parked on the pavement around the Oakfields Estate to Highways.

44. SAM2 Water Damage – Chair reported water damage to one of the SAM2's and said the estimated cost to repair would be £410 + £55 carriage + VAT as it was no longer within warranty.

45. CIL Payment – Clerk had received notification of a CIL payment amounting to £3332.72.

46. Feltwell United FC CIL Application – Support for Feltwell United FC's CIL application for a new ride-on mower to be considered at the next meeting.

Next meeting to be held on Monday 10th June 2024 at the British Legion at 7.30 pm.
Meeting declared closed 10.30 pm.

Planning Application received after the meeting with deadline before the next meeting:-

24/00890/F: Replacement of existing kitchen extension and replacement with new lean-to extension, conversion of out building and internal alterations to cottage at 25 Short Beck, Feltwell : 9 Councillors no objection – NO OBJECTION.