

ASHWELLTHORPE AND FUNDENHALL PARISH COUNCIL

Minutes of the meeting held 7pm Tuesday 15<sup>th</sup> October 2024  
Thorpe Hall, Ashwellthorpe

Present: S Allen (Chairman)  
J Ives  
R Morris  
Chris Eastwood  
Mrs T Higlett (Clerk)  
District Cllr B McClenning and County Cllr C Rowett  
Four members of the public

1) To consider apologies for absence.  
S Tyree, C Wood, and R Burridge

2) Declarations of interest for items on the agenda and to consider any requests for dispensations.  
None

3) Public Open Forum

a) Input from public.

Two residents spoke to council regarding the concerns around the ownership of the land and trees in Old Hall Close. The grass has recently been cut, but the trees are in need of care and maintenance as they are becoming a hazard to neighbouring properties. It was suggested these are owned by neighbouring Ashwellthorpe Hall. However, Council will need to formally identify the ownership before contacting. Chairman also advised that council needs to establish the ownership of the trees adjacent to property formally owned by D Turner, which are now overhanging on land owned by the parish council on the Wood Green Development.

(Clerk)

Representatives from Wood Farm development attended the meeting to see if council had come to the decision about the ownership of the parcel of land which has become an eyesore to residents. Council advised a letter had been drafted with councils' findings and this would be sent. Clerk advised that they had been informed that the land in question was owned by the developer. Resident advised council that this piece of land has recently been passed over to the parish council in the last month or two. Council unaware of this and proposed contacting the Land Registry to confirm this. South Norfolk would also be able to assist with the section 106 which would contain information regarding ownership.

(Clerk)

It was proposed that council would hold back on responding to residents till confirmation of ownership received. All in agreement.

Resident advised land has been fenced off and currently has waste containers on site.

b) Reports from County and District Councillors  
County Councillor Appendix 1.  
District Councillor Appendix 2.

4) To approve the minutes of the meeting held on 24th September 2024  
These were approved and duly signed

Clerk: Tina Higlett  
October 2024 Minutes

Chair.....  
Ashwellthorpe & Fundenhall Parish Council

5) Matters arising from the Minutes

- a) Maintenance of land on Old Hall Close. Discussed in public forum. Council to identify ownership.
- b) Responsibility for maintenance of small parcel of Land on Wood Farm Development. Discussed in public forum. Council to contact Land Registry re ownership.
- c) Location of Bleed Kit. This can be found alongside the defibrillator.
- d) Purchase of noticeboard. Council in receipt of quotation of £428.45. Clerk to place order for noticeboard only.
- e) Document sharing. Clerk advised council could use BOX which is a secure cloud storage and can be shared securely. Council in favour and clerk will investigate further.

6) Planning

- a) To receive a report on plans accepted/ refused by South Norfolk Council  
Nil.

7) Administrative issues

- a) Purchase of laptop and relevant software. – Clerk advised that since freeing up space on the laptop it had been performing well. Proposed that council should look to update software to latest version as the current version is 2016 and council not receiving updates. Council proposed purchase.  
Proposed by J Ives seconded by R Moore – all in favour. **(Clerk)**
- b) Signing of clerk's contract and to approve job description. This was duly signed by the Chairman and Clerk. Job description had been forwarded to councillors prior to meeting and was therefore approved.
- c) Gov.uk email addresses. C Eastwood advised he has not received detail's. R Moore advised she has not been receiving emails from councillors. A new gov.uk account has been assigned but requires information on how to access it. **(Clerk)**
- d) Bank signatories. Paperwork has all been signed and handed to clerk for processing.
- e) EE Contract. Clerk advised as this mobile service was no longer required by the council, she had contacted EE and cancelled the contract. End date is the 15 November 2024.

8) Finance

- a) To note councils current financial standing.  
Half yearly budget review forwarded to councillors prior to meeting. Appendix 3.  
Clerk advised draft budget for 2025/26 will be presented at next meeting.
- b) To approve payments.
  - T Higlett postage stamps - £10.80
  - HMRC – previous clerks outstanding taxation - £267.80.These were approved unanimously.  
Clerk advised that she was awaiting payslip for September/October. The delay was due to Autela Payroll having to transfer information onto their systems manually.
- c) To note payments raised between meetings  
None
- d) To note receipts  
South Norfolk second half precept - £6045.00
- e) To note payments received after publishing agenda  
Nil
- f) Payments approved in budget 2024/25  
N Power – street light electricity - £55.44

EE – mobile internet - £44.44

g) To approve clerk's overtime

This included work as locum clerk in June 2024 and additional hours carried out in relation to handover from previous clerk. This was approved and signed by the Chairman.

9) Delegation arrangements for Clerk.

Clerk advised that councils Financial Regulations state  
Item (4) Authority to spend.

Under LG Act 1973 s101, urgent expenditure of up to £500 may be authorised by the clerk, notwithstanding any budgetary provision.

Council unanimously agreed this was an acceptable figure.

10) Purchase of Poppy Wreath

It was agreed to purchase two wreaths one for each parish church.

**(Clerk)**

11) Highways

a) Overseeing of speed awareness machine.

There has been a difficulty in downloading the information from the equipment due to the requirement of windows software and an android phone. R Moore advised she had the relevant equipment and would assist S Tyree in downloading information.

**(RM & ST)**

b) Speed Awareness machine (SAM) – Parish Partnership Scheme

Council proposed meeting with Highways Engineer – A Mayo to discuss other forms of speed reduction which council could look to put in place rather than purchasing another SAM.

Council discussed possible chicane and 30 mph roundels painted on the road.

**(Clerk)**

c) Overgrown verges on Church Lane, Fundenhall.

Cllr Rowett advised verges are cut twice a year and that council would be allowed to also cut.

Chairman proposed contacting Julian Bunn who currently carries out maintenance on behalf of Norfolk County Council to quote for carrying out an additional cut. Clerk also advised she had included this on the highway's portal and that the Highways Officer stated

'There is a biodiverse local council agreed scheme in place to cut back verges and hedges. Work on this section of the carriageway will be completed as per the schedule'.

Council voted to approve the cutting of overgrown vegetation on Church Lane.

Proposed by S Allen and seconded by J Ives all in favour

**(SA)**

12) Village Maintenance

a) Footpaths

J Ives advised the footpaths in both Ashwellthorpe and Fundenhall have been walked and there was nothing to report.

b) Signposts obscured by overgrown vegetation.

Council had received correspondence from a resident in the village offering to cut back vegetation which was making it difficult for motorists to fully read signage. Council cannot cut back vegetation which is own private land and therefore the owners would need to be contacted advising them of the issue. Thanks were passed to resident for bringing this to councils attention.

Chairman advised he will install noticeboard when received and that he would fit the new carabiner clip to the disabled swing.

c)Thorpe Hall

I. Play Area inspection training

Chairman advised he would be prepared to carry out the training which is run by Community Action Norfolk in November 2024. Clerk to book training

II. Playground equipment risk assessment.

Training to be completed and assessment plan to be put in place. Annual Inspection to be carried out by approved contractor.

III. Planning application for playground signage.

South Norfolk have confirmed receipt of cheque for payment. Council will now complete statutory paperwork and resubmit.

IV. Use of office in Thorpe Hall

Council have sent a letter to the trustees of the hall regarding the use of the office and await a reply.

There had been a misunderstanding regarding the booking of the hall for parish meetings. The time conflicts with another hirer. Council proposed moving meeting to 7:30 start from November. Clerk will confirm this with hall booking clerk.

Council also needs to pay for the hire of the venue for parish meetings. Clerk will check dates hall was used and arrangement payment.

13) New Items.

a) To discuss ownership of Land on Traicie Road

b) Park and Ride for village.

It was proposed to carry over these two items to the next full council meeting.

14) Consultations.

Broadland & South Norfolk Design Code - 2nd public consultation.

Council noted.

15) Correspondence

Norfolk County Council Grit bin audit

Norfolk PTS – Autumn seminar

South Norfolk Winter Fuel Grant

Norwich to Tilbury Project update

Hedge cutting around the village.

Temporary road closure – Tharston and Hapton

Temporary road closure Bracon Ash

16) General Parish Issues (for information only)

Nil

17) Date and time of next meeting – 19th November 2024 at 7:30pm

Meeting closed at 20:15

Appendix 1.

## Councillor report 10<sup>th</sup> October 2024, from Catherine Rowett

10/10/2024

### Work in Progress

I am still chasing various Highways problems: the village gates which have never arrived for Forncett, the misplaced lorry signs for Tabernacle Lane, the request for a vehicle-activated sign in Burston, speeding and road condition problems on Ugate Street, collapsed culverts in various places. I'm making slow progress trying to get a site visit to agree plans for the long-awaited signs for the hamlet of Furze Green, to be jointly funded by myself and Councillor Wilby of East Depwade.

I've had a useful session with the officer who is in charge of the Norfolk County Council energy plan. While the aims of the energy plan are OK, they are focused on ensuring that Norfolk itself has access to adequate energy, and there is less attention to the problem of incoherent plans for infrastructure running through the county to take power from offshore to outside the county. can do about the future plans for onshoring power from new windfarms off the Norfolk coast. We're pushing to ensure that demand-reduction is on the agenda too, including insulation as well as low carbon, low energy travel and heating. There are currently a lot of proposals for solar panels on patches of farmland in and around our area. I am following these with interest, because there are several real benefits for farmers and for residents in having these installations on our fields, in preference to development of the land for housing or intensive farming: they can make a farm profitable while practising sustainable agriculture, give a reliable income alongside smaller scale and more varied cultivation, provide wildlife corridors and help with regeneration of the land. They are also not smelly, noisy, nor polluting to our rivers. I would therefore encourage a positive response to these solar farms, especially if they are combined with rewilding, wild flowers, traditional hedges, sustainable agriculture, regenerative farming.

Planning permission has been awarded for an expansion of the substation at Dunston, and other substations and battery facilities are being proposed along with the solar farms, along the route of the pylons and in other parts of Norfolk. Some of this is fine, but we need to keep alert. I submitted my pylons response back in August, but I see that recent reports from the Norwich to Tilbury team indicate that they are carrying on as if no one had said anything.

### County Council:

The big news in September was the fact that the Government has turned down the proposed devolution deal that the Council had drafted under the Conservative government. This will now not happen in time for the May County Council elections, but the government has indicated that it is interested in starting negotiations towards a devolution arrangement on its preferred terms. Almost the whole of the County Council meeting on 24<sup>th</sup> September was devoted to discussion of this matter, with somewhat similar motions on the topic submitted by the Conservative, Labour and Lib Dem groups. The outcome was the passing of a wholly vacuous motion from the Conservative group. We also discussed a motion from the Green group on the ways in which the council is supporting fossil fuels and arms sales to dodgy regimes by virtue of the investment decisions of Barclays Bank, and a motion calling on the government not to scrap the winter fuel payments.

Infrastructure & Development committee met on 11<sup>th</sup> September with a 500 page dossier of really impactful papers. The climate action plan in particular affects everything from economic development to transport, energy, housing, digital connections and farming. We also examined the Council's economic strategy, the local transport plan, performance of highways contracts and the county tree policy.

### Info from Norfolk police and crime commissioner, Sarah Taylor

The new Norfolk police and crime commissioner has been holding surgeries to consult about Norfolk's policing and crime priorities over the period from 2025 to 2029.

She is proposing ten core priorities: Focus on Prevention, Restoring Trust and Confidence in Policing across Norfolk, Improving Road Safety, Tackling Extremism and Community Tensions,

Making Norfolk Streets Safer, Effective Criminal Justice System, Support for Victims, Tackling Violence Against Women and Girls, Improving Rural Response, Tackling organised Crime and Criminal Exploitation.

You can share your views by taking the short online survey at

<https://www.smartsurvey.co.uk/s/NorfolkPCP2025/> Closing date Friday 1 November 2024.

### Info from Norfolk County Council

#### Subsidised trees: two Norfolk schemes

The One Million Trees for Norfolk subsidised tree scheme is now open for individuals, parish councils, community groups, businesses, schools, and landowners to apply for tree packs (and tree protection) at a reduced price. This year, a limited number of single Norfolk Oak trees, grown at Gressenhall Community tree nursery, are available as well as the usual tree packs. Apply [here](#).

The Busseys Community Grant offers funding for tree-planting projects. Community groups can apply for up to £2,500 to plant trees that will benefit their local area. Open to any organisation in Norfolk with suitable land and requisite permissions for planting. More info [here](#).

### Info from Central Government

#### Law Commission consultation – disabled children's social care

The Law Commission is currently reviewing the legal framework governing social care for disabled children in England to ensure that the law is fair, modern and accessible, allowing children with disabilities to access the support they need. They say it would be fair to describe the current legal rules as a 'system of baffling complexity' that creates 'additional tiring and frustrating work'.

The Law Commission have recently published a [consultation paper](#) asking people to tell them about their experiences of the current system and setting out their provisional proposals on how it could be improved.

They invite responses from anyone with experience of, or interest in, social care for disabled children. They particularly encourage responses from children and young people, parents and carers, and social workers and local authorities.

Responses can be provided using the online form that is available [here](#).

The consultation is open until 20 January 2025.

Appendix 2.

## **Ashwellthorpe & Fundenhall PC Report 15<sup>th</sup> October 2024**

### **Grants**

At present Member Ward Grants for 2024/25 have been fully reserved. Requests for future support with small projects (up to £1,000 usually) to benefit the local community can be made to your District Councillors.

### **Flooding on B1113**

Following the September meeting with Norfolk Highways Officers, the Flood Engineer and Cllr. Plant, the cabinet lead for Highways & Infrastructure, to discuss flooding on the B1113. A further follow up meeting is planned.

The major current problem is seen as being the run-off of water from the A47. Highways staff will increase the pressure on National Highways to get this problem attended to. The long-standing issue of surface water on the road is recognised and Highways agreed to place warning signs on the road. The need for lower speed limits in wet weather was not accepted.

Orsted will continue to store storm water on site and tanker off excess water, until better water management processes are agreed with the Environment Agency and the County Council.

We encourage residents from all local parishes to log problems on the B1113 on the Highways website and to report problems to us. Photographic evidence is always helpful (but stay safe).

### **Household Waste Removal – Fines of at least £120**

South Norfolk Council are planning a campaign to raise consumer awareness of their responsibility for household waste disposal. Any resident found responsible for fly-tipping is liable for a fine of between £120 and £1,000. Residents are reminded that this extends to any waste disposed of by an unauthorised carrier, so asking to see waste removal permits is a good idea when using a builder or any waste removal company. Companies can be searched at the National on-line database: <https://environment.data.gov.uk/public-register/view/search-waste-operations>

### **Food Waste Collection**

South Norfolk Council is not planning to introduce domestic food waste collection until 2026. Commercial organisations will need to arrange separate collection of food waste from March 2025.

### **South Norfolk Civic Charity Concert**

Cllr. Sharon Blundell is hosting the Civic Charity Concert at 7pm on Thursday 14 November at Wymondham Abbey. The concert is in support of MIM Youth Services and Costessey First Responders. It is hosted by Stephen Yallop and will feature talented young voices from Voice Junction. Tickets from: <https://www.eventbrite.co.uk/e/snc-civic-charity-concert-tickets-1015371532587>

### **Defibrillator Grants**

The charity LondonHearts has received an award from the Dep. Of Health & Social Care to install 1,100 defibrillators. Matched funding of £750 is required. Applications via <http://www.defibgrant.co.uk/>.

### **\*Design Code Consultation**

The second online consultation on the new Design Code for South Norfolk & Broadland is open until 5pm on Monday 11<sup>th</sup> November. The consultation focuses on the draft vision for the design code, and the priorities and opportunities for the different character areas identified. The elements specifically relating to medium sized villages like Ashwellthorpe & Fundenhall is attached.

<https://southnorfolkandbroadland.placechangers.co.uk/page>

### **Town & Parish Council Summit**

Parish councils are encouraged to register for the annual summit meeting on 13<sup>th</sup> November at 9.30am at the Horizon Centre. The summit includes advice and new resources to help in the recruitment of Parish Councillors.

### **Winter Preparedness**

A focus of South Norfolk Council is encouraging communities to prepare for winter and further adverse weather:

- Community organisations can apply for a winter pressures grant of up to £500 <https://www.southnorfolkandbroadland.gov.uk/communities/community-funding/winter-pressures-grant> .
- The Council is producing a flooding prevention action plan.
- Residents living in properties at risk of flooding are encouraged to prepare for the winter.
- Parish Councils are encouraged to check that local emergency plans are up to date.

### **‘Norwich to Tilbury’ Update**

National Grid has announced that it is now be undertaking a number of surveys along the proposed route of the pylons, to help refine and complete its application for planning permission (known as a Development Consent Order or DCO) to the Planning Inspectorate in Summer 2025.

PylonsEastAnglia are continuing to campaign against the pylon proposals. For further information visit <https://pylonseastanglia.co.uk/actions>

### **Bob McClenning, Ian Spratt & Jim Webber**



Appendix 3.

Ashwellthorpe & Fundenhall Parish Council. Accounts 2024/25 Budget monitoring - Half year

1 April to 30 September 2024

| Payments                                     | Budget           | Actual Spend    | Over/Under Spent | Receipts                            | Budget           | Actual           |
|--|------------------|-----------------|------------------|-------------------------------------|------------------|------------------|
| <b>Administration</b>                        |                  |                 |                  | Precept                             | 12,090.00        | 6,045.00         |
| <i>Salaries and related costs</i>            | 6,000.00         | 2,661.46        | 3,338.54         | CIL (Community Infrastructure Levy) | 750.00           | 1,448.10         |
| <i>Staff Training</i>                        | 250.00           |                 | 250.00           | VAT refund                          | 1,000.00         |                  |
| <i>Staff expenses and subscriptions</i>      | 250.00           | 135.00          | 115.00           | VAT refund 1/12/2023- 31/03/2024    |                  | 451.67           |
| <b>OFFICE SERVICES</b>                       |                  |                 |                  | Land rent                           | 1,400.00         | 1400.00          |
| <i>Stationery</i>                            | 200.00           | 104.81          | 95.19            | Other                               |                  | 300.00           |
| <i>Postage</i>                               |                  |                 |                  | <b>Total</b>                        | <b>13,314.30</b> | <b>9,644.77</b>  |
| <i>Software support</i>                      |                  |                 |                  |                                     |                  |                  |
| <b>Communications</b>                        |                  |                 |                  | Opening Balance 1/04/2024           |                  | 7,676.32         |
| <i>Printing of Village Magazine</i>          | 1,000.00         |                 | 1,000.00         | Income                              |                  | 9,644.77         |
| <i>Website Host/Licence/Support</i>          |                  |                 |                  | <b>Total</b>                        |                  | <b>17,321.09</b> |
| <i>Internet for parish office</i>            | 450.00           | 266.64          | 183.36           | Payments                            |                  | 8,839.49         |
| <b>Members</b>                               |                  |                 |                  | <b>Total</b>                        |                  | <b>8,481.60</b>  |
| <i>Members Expenses</i>                      |                  |                 |                  | Community Account 02/09/2024        |                  | 10,121.45        |
| <i>Room Hire</i>                             | 300.00           |                 | 300.00           | Chq:101060                          |                  | 1134.00          |
| <i>Members Training</i>                      |                  | 152.00          | -152.00          | Chq:101061                          |                  | 357.50           |
| <b>Professional Services</b>                 |                  |                 |                  | Chq:101062                          |                  | 52.48            |
| <i>Legal &amp; Professional Fees</i>         |                  |                 |                  | Direct Debit                        |                  | 51.43            |
| <i>Audit Fees</i>                            | 400.00           | 120.00          | 280.00           | Direct Debit                        |                  | 44.44            |
| <i>Insurance</i>                             | 750.00           | 570.58          | 179.42           | <b>Total</b>                        |                  | <b>8,481.60</b>  |
| <i>Payroll Services</i>                      |                  |                 |                  |                                     |                  |                  |
| <b>Subscriptions</b>                         |                  |                 |                  | General reserves @ 30/08/2024       |                  | £ 7,920.46       |
| <i>Norfolk PTS</i>                           | 500.00           |                 | 500.00           | Community Infrastructure Levy       |                  | 1,448.10         |
| <i>Subscriptions other inc.ICO</i>           | 35.00            |                 | 35.00            |                                     |                  |                  |
| <b>Grants and Donations</b>                  |                  |                 |                  |                                     |                  |                  |
| <i>Grants s137</i>                           | 50.00            |                 | 50.00            |                                     |                  |                  |
| <i>Grants other</i>                          |                  |                 |                  |                                     |                  |                  |
| <b>Village Maintenance</b>                   |                  |                 |                  |                                     |                  |                  |
| <i>Street Lighting - repairs/maintenance</i> | 500.00           | 160.82          | 339.18           |                                     |                  |                  |
| <i>Street Lighting - electricity</i>         | 500.00           | 278.93          | 221.07           |                                     |                  |                  |
| <i>Highways &amp; Road Safety</i>            |                  |                 |                  |                                     |                  |                  |
| <i>Street Furniture purchase</i>             | 1,400.00         | 260.00          | 1,140.00         |                                     |                  |                  |
| <i>Street furniture maintenance</i>          | 250.00           | 43.17           | 206.83           |                                     |                  |                  |
| <i>Dog Waste Bin Emptying Service</i>        | 1,000.00         | 1,134.00        | -134.00          |                                     |                  |                  |
| <i>Grass cutting</i>                         | 1,000.00         | 2,132.50        | -1,132.50        |                                     |                  |                  |
| <i>Footpath Maintenance</i>                  | 1,000.00         | 394.63          | 605.37           |                                     |                  |                  |
| <b>Village Services</b>                      |                  |                 |                  |                                     |                  |                  |
| <i>Churchyard maintenance</i>                | 500.00           |                 | 500.00           |                                     |                  |                  |
| <i>Dog waste bin purchase</i>                |                  |                 |                  |                                     |                  |                  |
| <i>Defibrillator maintenance</i>             |                  |                 |                  |                                     |                  |                  |
| <b>Other</b>                                 |                  |                 |                  |                                     |                  |                  |
| <i>D Day Event</i>                           |                  | 97.00           |                  |                                     |                  |                  |
| <i>Planning application</i>                  |                  | 289.00          |                  |                                     |                  |                  |
| <i>Plaques for trees</i>                     |                  | 38.95           |                  |                                     |                  |                  |
| <b>Totals</b>                                | <b>16,335.00</b> | <b>8,839.49</b> | <b>7,920.46</b>  |                                     |                  |                  |