

Ashwellthorpe & Fundenhall Parish Council (A&FPC)

Meeting Minutes

Tuesday 24th September 2024, Thorpe Hall, Ashwellthorpe 7pm

Present: S Allen (SA) Chairman
R Burridge (RB)
S Tyree (ST)
J Ives (JI)
C Eastwood (CE)

Clerk: T Higlett

Members of the public: 4 including District Councillor I Spratt.

1) Apologies

Apologies from C Wood and B Moore were noted.

2) Co-option to the council

Chris Eastwood had previously served as a parish councillor and gave a brief overview of what he could bring to the council. Council discussed the co-option.

Vote to accept appointment.

Proposed by Cllr Allen and seconded Cllr Ives - all in favour.

Chris was asked to sign the Acceptance of Office and joined the meeting.

3) Declaration of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary Interest.

None.

4) Public Open Forum

a) Public in Attendance

Member of the public spoke of the maintenance required to the area of land on Old Hall Close which has been neglected. Discussion followed on who is responsible for this as one third of the land is owned by NCC and the other two thirds is believed to be owned by Ashwellthorpe Hall. Council will include this on the next agenda for further discussion. Member of the public will send details to the clerk for inclusion.

Two residents of the Wood Farm Development asked the council if they could arrange for a small parcel of land close to their properties to be cut. They believe the land is owned by the parish council. The land has become an eyesore especially for those in close proximity to it. ST advised he would look into the ownership and this would have been documented with the land registry. JI stated she would also speak to P Muskett who would also be able to clarify ownership.

Action: JI and ST

b) District Councillors

Cllr Spratt had forwarded a report to council prior to the meeting. (Appendix 1).

Cllr Spratt touched on the installation of Bleed Kits in villages. JI advised village already has one, but for records was asked to confirm where this is located.

Action: JI

Cllr Spratt advised that Cllr McClenning would be investigating whether a business was being run on a property in the village without planning consent. CW had approached Cllr McClenning with members concerns.

5) Minutes of the Meeting Held on 23rd July 2024.

These were agreed as a true record of proceedings.

Approved by Cllr Allen and seconded by Cllr Tyree – all in favour.

Cllr Tyree stated that no appendices had been attached to the minutes.

6) Matters arising from the previous month minutes.

None.

7) Planning

To receive a report on planning applications determined since the last meeting.

2024/0971 Location: Ashwellthorpe Hall The Street Ashwellthorpe. Proposal: Erection of cart lodge and new water feature.

Decision: Approval with Conditions. (Delegated). Date of decision: 29 August 2024

Clerk will send out approval decisions with conditions in case of future planning enforcements.

8) Administrative Issues

a) Parish Council office in Thorpe Hall

CE advised when he was involved with the transfer of the hall to the parish council, it was envisaged the use of the office would be shared between the trustees and the parish council a joint venture. ST advised he had drafted a letter to the village hall trustees, which has been reviewed by members. It was proposed that CE should also review the letter before forwarding to the trustees.

b) Councils lap top

Clerk advised lap top is becoming problematic and issues with saving. This had also been brought to council's attention by previous clerk. It was proposed that the clerk should look to replace and report back to council on costs.

Proposed Cllr Allen and seconded by Cllr Tyree – all in favour.

c) Format of 'Matters Arising' within the minutes.

ST had asked if things that need to be discussed within matters arising could be individually documented, as this would save the Chair having to read through the minutes to identify. Clerk agreed and going forward this would be the new format.

d) Statutory Policy review

I. Standing Orders. Council unanimously agreed to adopt Norfolk PTS standing orders

II. Financial Regulations. Council unanimously agreed to adopt Norfolk PTS financial regulations.

e) Transfer to gov.uk emails

ST proposed those councillors who are having difficulties with transferring to contact him.

f) Archive of legal documents

Clerk will be reviewing what documents are being held by council which can be archived at Norwich Archive Centre.

g) Document Sharing.

Clerk spoke of using a cloud base storage system such as Box which enables you to share documents. This could be set up to enable councillors access to meeting documentation and council policies.

Action: Clerk

h) Role of Clerk

The clerk is the council's chief officer and is employed by the council to manage its activities and provide administrative assistance and sound advice. The council must also appoint a Responsible Financial Officer (RFO) to manage its finances. Most parish councils, the clerk and RFO are often the same person as with A&FPC.

Clerks contract and job description to be available for next meeting.

i) Payroll Provider

Clerk asked if council could reinstate the services of Autela Payroll. This would enable the clerks time to be used on council business rather than carrying out her own payroll and ensuring council compliant with payroll and pension. The fee would be £18.95 per month, plus £25 year end and pension regulator submission every 3 years £20.00. As council would be a returning client company will waiver set up fee.

Members unanimously agreed.

9) Finance

a) To note councils current financial standing.

Community Account £10,121.45 @30th August 2024

b) To approve Payments

I. Omache Gardens Grounds maintenance - £357.50

II. T T Jones Electrical Street Lighting - £52.48

III. South Norfolk Dog Waste Emptying - £1,134.00

IV. EE Mobile Internet - £44.44

V. N Power Street Lights - £51.43

VI. Thorpe Hall hire of venue and office - £422.95

Council proposed holding off payment to Thorpe Hall until the use of office by parish council has been resolved.

Clerk will contact SN dog waste emptying service to see if frequency of emptying can be adjusted.

Action: Clerk

ST stated he would be interested as to when the EE contract for mobile internet is up for renewal.

Action: Clerk

c) To note payments raised between meetings.

I. J Ives Village Planters £38.95

II. HMRC clerks' taxation £89.20

III. Omache Gardens Grounds maintenance - £357.50

IV. A Arber final salary - £740.00

V. South Norfolk Planning – £289.00

VI. EE Mobile Internet - £44.44

VII. N Power Street Lights - £51.17

It was proposed that all future direct debit payments would only be included in the minutes and not detailed on the agenda as these have already been approved.

d) To update on bank signatories.

Clerk in receipt of relevant documentation from Barclays and has completed her section. JI will contact BM and CW to ask them to complete as well. Will advise clerk when this is completed.

e) Street Lighting Maintenance contract

Council agreed unanimously to renew contract with TT Jones Electrical for 3 more years.

10) Village - Maintenance and Highways

a) To discuss issues with speed awareness machines and battery faults

ST advised he had been unable to get to the batteries stored at Thorp Hall due to not having access to the building. It was proposed he should collect after the meeting. He reported that the equipment has been moved to designated sites around the village.

b) **Parish Partnership Scheme Highways Improvements - Additional Speed Awareness machine.**

Council proposed deferring to next meeting.

c) **To review the data from the Speed awareness machine**

ST advised he will arrange to speak to Norfolk Police to see how they use the information which council downloads from equipment.

d) **Village Maintenance**

SA asked for council to consider replacing the noticeboard at the old village hall and asked the clerk to obtain costs for the next meeting. **Action: Clerk**

i. **Footpaths**

JI advised footpath leading off The Street by the Olletts farmland and round to the woods needs to be cut and will arrange.

Church Lane, Fundenhall the verges have grown so much that you are unable to see the grof's and these need to be cut back by at least one metre. Julian Bunn presently carries out some of the work for NCC Highways and it was suggested council could contact him with a view to carrying out this work. Council will contact highways regarding the remedial work to enable drivers to see the hazards visible at the side of the road.

Action: Clerk

It was proposed, that going forward council includes grounds maintenance for Fundenhall within budget.

ST also spoke of how residents around Fundenhall are installing bollards in front of their property to keep vehicles of their land and is this legal.

Clerk had received notification that NCC Highways Rangers would be attending the village in the near future. If there are any maintenance tasks which are in their remit, they can carry these out if we notify them by the 30th September using the NCC Highways online portal. ST spoke of the hump which has developed within the Street and could this be anything to do with the new houses being built on the land opposite.

e) **Thorpe Hall**

i. **Grass Cutting Contract**

A three-year grass cutting contract for Thorpe Hall with Omache Gardens quote received £4290 p.a which is for 22 cuts.

Vote to award to Omache Gardens

Proposed by S Allen and seconded by S Tyree – all in favour.

ii. **Memorial Plaques event date**

JI advised after talking with the families this could take place on a Saturday morning. The date was agreed as the 12th October 2024. RB advised that the parish council had in the past spoke of erecting a plaque in memory of Hedley Smith a previous member of the parish council. JI advised council were unaware of this as it was proposed by a previous council. RB will speak to Mr Smith's widow to see if she would like the council to do a similar thing.

iii. **Memory Tree date and time**

Item not discussed

iv. **Play equipment inspection.**

Members would prefer a specialist company to carry out this rather than put the onus on members of the council. Clerk will investigate this. **Action: Clerk**

v. **Proposed Planning application for playground signage**

Propose contacting South Norfolk Planning department see how council proceed now that it has been cancelled by South Norfolk due to non-receipt of information.

Action: Clerk

11) Consultation:

- a) South Norfolk VCHAP Parish Council briefing – Reg. 19 Pre submission addendum consultation – noted.

12) Correspondence

Email from resident regarding maintaining grounds within Old Hall Close.
NCC Highways Rangers

13) General Parish issues (for information only)

Jl reported that more planters would be erected around the village. The gardening group had also been successful in obtaining a £300 'Keep it Going' grant from South Norfolk to enable them to carry out winter planting.

RB asked whether part of the field down Traicie Road was owned by the Parish Council and did we receive income from the person currently farming the land. Council will need to investigate ownership and propose including it on the next agenda.

RB also spoke of whether it would be possible for members to consider a park and ride scheme within the village.

14) Date of next meeting 15th October 2024

Meeting closed at 22:05

Appendix 1. District Councillors report.

Ashwellthorpe & Fundenhall PC report 24th September 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

After many months of trying, Councillors met with Norfolk Highways Officers, Flood Engineer, and Cllr. Plant, the cabinet lead for Highways & Infrastructure on 13th September. We expressed the concerns of residents over the volumes of water running onto the B1113 from both sides of the road and the consequent concerns for road safety, and the deterioration of the road surface and banks. The Flood Engineer referred to the National Flood map showing that part of the B1113 is a flow route for flood water, as has been known for a long period of time.

Highways considered the major problem was the poor maintenance of the A47 drainage systems which is the responsibility of National Highways. While this has been previously raised with National Highways, efforts to make progress will be increased. The possibility of NCC undertaking the work and recharging National Highways was discussed.

Highways confirmed that Orsted were storing water at the Hornsea 3 converter station site, and carting away excess water when necessary to avoid overspill. This is expensive and not sustainable. Orsted proposes to take water, at an agreed controlled rate, from their site down to the drainage pond on the East side of the B1113 near the junction with Low Road, Keswick. Initially this would be

by over ground pipe. An application for a temporary licence is currently with the Environment Agency, with possible approval in mid-November.

Councillors pushed for some measures to improve road safety, and Highways agreed to erect warning signs to encourage more responsible driving in wet weather. Highways did not accept that a lower speed limit should apply in wet weather.

A follow up meeting will be held with Highways to monitor progress. We encourage residents to log problems on the B1113 on the Highways website and to report problems to us.

Hornsea 3 Converter Station

Orsted have indicated to your District Councillors that cabling to the site will be delivered between July and October 2025. The full update received from Orsted is included below.

National Planning Policy Consultation

The Government is consulting on proposed changes to the National Planning Policy Framework. This includes changes to the target number of houses that each area is expected to build, with the aim of building 1.5 million new homes over the next 5 years. The proposed standard method would require 2,647 new homes per year in the Greater Norwich Local Plan area, representing an increase of 721 houses (37%) over the recently approved local plan.

Village Clusters Update

The South Norfolk Village Clusters Housing Allocations Plan (VCHAP) Regulation 19 Pre-submission Addendum was published on Monday 12 August and runs through to 5pm on Monday 7 October 2024. This is the final consultation before the VCHAP is submitted to the Inspector.

During the consultation period, the proposed Addendum and supporting information is available at the Millenium Library, Norwich and online

at: <https://www.southnorfolkandbroadland.gov.uk/emerging-local-plan/south-norfolk-village-clusters-housing-allocations-plan> .

Bleed Kits

South Norfolk Council has agreed to provide bleed kits for each of its Leisure Centre. This follows an approach to a Councillor from the mother of a youth killed in a knife attack in Wymondham. The kit includes equipment to stem the flow of blood as a result of serious injury, which might be work or sports related. The objective of a bleed kit is to stem the flow of blood following a traumatic injury incurred through accident or attack. Ideally kits will be in places that are publicly accessible – as many defibrillators are. More information is available from the Daniel Baird Foundation at this link: <https://controlthebleed.org.uk/> .

Wymondham Public Realm Improvements

Wymondham Town Council and South Norfolk Council are working together to improve the public realm in Wymondham town centre with a budget of nearly £1 million. The project is still in its early stages, and the councils are seeking input from local residents, businesses and visitors on how to best to invest. More information and a short online consultation can be found here:

<https://www.southnorfolkandbroadland.gov.uk/news/article/488/consultation-on-wymondham-improvements-now-open>

'Norwich to Tilbury' Update

The consultation on the proposed pylon scheme has now closed. National Grid is considering responses. It plans to submit its final proposals in an application for a Development Consent Order (DCO) to the Planning Inspectorate in 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