

## GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Great Massingham Parish Council held in the Village Hall on Monday 8<sup>th</sup> April 2024, at 7.30pm.

Present: Councillors, P James (Chair), R Arbenz, A Brun, K Hobart, O Locke, S Nash, M Wingell and the Clerk, Sarah Harvey.

Member of Public: 15

Borough Councillor Alistair Beales

1. The Chair welcomed all those present to the meeting.
2. **Apologies:** it was AGREED to accept apologies from Cllrs K Frazer and M West.
3. **Declarations of Interest on Agenda Items:** None.
4. **Minutes**  
Minutes of the meeting held on the 11<sup>th</sup> March 2024 which were circulated before the meeting were PROPOSED by Cllr R Arbenz, SECONDED by Cllr M Wingell and AGREED as a correct record of the proceedings and signed by the Chairman, Cllr P James.
5. **To consider the Clerks Report (Matters arising for information only):**  
Cllr S Nash advised that she had spoken with the Fish & Chip Van owner regarding the concerns about the increasing amount of litter being left following their Thursday evening visit. The Fish & Chip Van owner had assured Cllr S Nash that all rubbish was cleared prior to them leaving the green, but they would keep an eye on the rubbish that was often discarded by children.  
Cllr A Brun advised that he would be happy to meet with Damien Jeffries (highways Engineer) to discuss the flooding issue at Lynn Lane.
6. **Parishioners Questions and Statements:**  
A parishioner made a statement outlining the reasons why they felt planning application 24/00484/F at West Heath barn, Lynn Lane should be refused. A copy of the parishioner's statement had been circulated to Councillors prior to the meeting.  
A parishioner enquired as to whether a working party meeting had been convened following the March Parish Council meeting to consider locations for the proposed use of matting for car parking purposes on the greens. It was suggested that a meeting should take place on the evening of Thursday 11<sup>th</sup> April.  
The applicants of the proposed planning application 24/00484/F at West Heath barn, Lynn Lane made a supporting statement. A copy of the parishioner's statement had been circulated to Councillors prior to the meeting.  
A parishioner enquired whether further progress had been made in respect of two issues relating to the Biodiversity site, Weasenham Road. These being the concern related to the boundary between 'The Little House' and the village green, Weasenham Road and the removal of the washing line at Rectory Row Cottages.
7. **Reports from County and Borough Councillors:** No report was received from the County Councillor, S Dark.  
Borough Councillor A Beales reported that the Borough Council's economic strategy was advancing and that the BCKLWN'S Annual Plan for 2024/25 would be published and contained information about the activities they would undertake as a council and in partnership with others. Cllr A Beales advised that he had awarded The Mallard £150 from his Councillor Community Grant Fund. Cllr A Beales also provided further clarification regarding aspects of the planning decision associated with The Dabbling Duck PH.
8. **To agree a date for The Mallard Subgroup meeting and confirm membership:** it was noted that the meeting would take place on Monday 22<sup>nd</sup> April at 7.30 pm and that Cllrs R Arbenz, A Brun, P James, S Nash, B Randall (former editor of The Mallard) and the Clerk (as current editor) would attend.

## 9. Finance

### a. To note accounts for payment under the Late Payments Interest Act (1998):

|                                                             |          |      |
|-------------------------------------------------------------|----------|------|
| Great Massingham Village Hall (Hall Hire, Apr 23 to Mar 24) | 525.00   | BACS |
| Norfolk County Council (50% Cost of Village Gateway Scheme) | 2,500.00 | BACS |

### b. To approve the accounts for payment (list at meeting):

|                                                                             |        |      |
|-----------------------------------------------------------------------------|--------|------|
| Scottish Hydro (Street Lighting, February Account)                          | 574.07 | BACS |
| Cozens (UK) Ltd, Street Lighting Maintenance (March 2024)                   | 54.00  | BACS |
| Norfolk Parish Training & Support (Councillor Induction KH & MW)            | 96.00  | BACS |
| HHA Grounds Maintenance Ltd (Grass Cutting in March)                        | 504.00 | BACS |
| BCKLWN (Dog Waste Bin Emptying (8 x bins), Mar 23 to Apr 24)                | 913.54 | BACS |
| Clerk's Salary & Expenses (11 <sup>th</sup> March to 7 <sup>th</sup> April) | 569.46 | BACS |

It was PROPOSED by Cllr K Hobart, SECONDED by Cllr O Locke and AGREED that all payments should be authorised.

### c. To note the finance received during March 2023:

|                        |        |
|------------------------|--------|
| Season Fishing Permits | 100.00 |
|------------------------|--------|

### d. To approve the March 2024 financial statement: it was PROPOSED by Cllr P James, SECONDED by Cllr M Wingell and AGREED that the financial statement for March 2024, should be approved and signed by the Chairman.

### e. To consider and approve a Grant Awarding Policy: a draft grant awarding policy which outlined the application process for village organisations wishing to apply to the Council for financial assistance for a defined purpose was circulated to Councillors prior to the meeting. It was AGREED that the policy should be adopted, and the following terms included in the policy.

- requests would be considered by the Council twice yearly, in May and November.
- the maximum grant total available to each applicant would be £250, with a yearly sum of £1000 forming part of the Parish Council's budget.
- that any grant should be spent within 12 months of being awarded.

### f. To consider a donation to the Village Hall for use towards the Centenary Celebrations in July: it was PROPOSED by Cllr K Hobart, SECONDED by Cllr R Arbenz and AGREED that sum of £200 should be donated to the Village Hall to assist with the costs associated with the centenary celebrations.

### g. To note an amendment to the Local Government Act 1894 which now permits local councils to fund the maintenance and upkeep of churches and other religious buildings: it was noted that following a campaign primarily led by the SLCC and NALC, the government had now amended the Local Government Act 1894 clarifying that there was nothing to prevent local councils from funding churches and other places of worship in respect of funding the maintenance and upkeep of churches and other religious buildings if they choose to do so.

### h. To approve applications for season fishing permits: three further season fishing permits were AGREED, applications had been received from 2023 permit holders. It was noted that 10 permits had already been issued for the 2024 season.

## 10. Planning Matters

### a. To consider Planning Applications received:

#### NO OBSERVATIONS

24/00431/F - Proposed residential development of 2 dwellings with 2 detached garages and associated external works at Land Between 60 And 64 Station Road.

#### NO OBSERVATIONS

24/00484/F - Subdivision of existing plot involving demolition of the existing barn with class Q approval and construction of a new replacement dwelling with separate private access and improvements to driveway, parking and turning area of existing dwelling at West Heath Barn Lynn Lane

It was noted that Borough Councillor A Beales had been asked to call the planning application in so that this would be considered by Planning Committee.

#### NO OBSERVATIONS

24/00437/F - Change of use from Workshop to Annexe at The Barns 9 School Road.

- b. **To consider plans since publication of agenda:** None.
- c. **Applications approved/refused by Borough Planning Control:**  
23/02228/F The Rectory 27 Weasenham Road - VARIATION OF CONDITION 2 OF PLANNING CONSENT 20/01133/F: Renovation of ancillary accommodation to provide residential annex, renovation of outbuildings for storage, demolition of potting shed and construction of new orangery to main dwelling, new gates to access, remedial works to dwelling including replacement ridge tiles, chimney caps, patio doors and repair/repaint render as necessary  
Application Permitted 26 March 2024 Delegated Decision  
  
23/02227/LB The Rectory 27 Weasenham Road - VARIATION OF CONDITIONS 2 AND 8 OF PLANNING PERMISSION 20/01134/LB: Listed Building Application: Renovation of ancillary accommodation to provide residential annexe, renovation of outbuildings for storage, demolition of potting shed and construction of new orangery to main dwelling, new gates to access, remedial works to dwelling including replacement ridge tiles, chimney caps, patio doors and repair/repaint render as necessary  
Application Permitted 4 April 2024 Delegated Decision
- d. **Neighbourhood Development Plan: to receive a progress update:** it was noted that a Steering Group meeting was to be held on Thursday 11<sup>th</sup> April, where further discussion would take place around public engagement on specific issues.

## 11. Highways

- a. **To note highway matters requiring attention and to receive any updates:**  
**NCC, Parish Partnership Scheme:** the Clerk advised that the signed acceptance letter for installation of the village gateways, Lynn Lane along with the 50% of the costs for the scheme had been submitted to Norfolk County Council. The work was to be programmed along with the installation of the SAM2 Post at Lynn Lane.  
  
Cllr P James advised that the white lining through the village had now been completed.

## 12. Street Lighting

- a. **To receive reports of any lighting problems:** the Clerk advised that,  
Street Light 9010, Station Road was to be replaced with a new standard post top LED lantern.  
Street Light 9033, Lynn Lane was to be attended to on Monday 8<sup>th</sup> April.  
Street Light 9026, Abbey Road had been temporarily repaired but required a new lantern. It was AGREED that this should be replaced with a new standard post top LED lantern for £395 + VAT.

## 13. Correspondence

- To note any general correspondence/circulars received (list provided at meeting).
- a. **Email from Parishioner, Request for funding to complete hedge planting project:** it was AGREED that the parishioner should be advised of the grant awarding policy and that an application should be submitted to the Council for consideration. The Council also asked for an explanation as to how the hedging would be maintained going forward so that it continued to flourish.
  - b. **Email from Parishioner, Supporting Statement to planning application 24/00484/F, West Heath Barn Lynn Lane:** noted under Agenda Item 6 and 10.
  - c. **Email from Parishioner, Formal objection to planning application 24/00484/F, West Heath Barn Lynn Lane:** noted under Agenda Item 6 and 10.
  - d. **Request for Friends of Saint Botolph's Grimston Vintage Tractor Road Run to use the Village Green on Sunday 16<sup>th</sup> June 2024, for the purposes of a break:** it was considered and agreed that the request should be approved. The Clerk noted that she would advise the Friends of Saint Botolph's that the Parish Council's public liability insurance would not provide cover for the vintage tractors. It was agreed that they should also be asked to take any litter away with them rather than use the village litter bins.
  - e. **To note the provisional dates of Gray's Fun Fair - 30th September to 6th October 2024.**
  - f. **Great Massingham Area Community Car Scheme, Email of thanks for donation:** noted.
  - g. **PKF Littlejohn, 2022/23 AGAR external auditor instructions:** noted.
  - h. **Norfolk County Council, 2024 Norfolk Community Biodiversity Awards:** noted.

14. **Ponds/Village Greens**

- a. **Scotsman's Pit: To consider any further information, actions and updates:** Cllr P James advised that work had resumed following the winter months and that coir roll was being installed to consolidate the eroding edges of the Pit, particularly along the southern, eastern and Abbey Road side.
- b. **To receive a report and note any points of actions following the site meeting with Houghton Estate: it was noted that Cllrs** R Arbenz, K Frazer, P James and S Nash had met with Robert Miller (Estate Director, Houghton Estate) on the 25<sup>th</sup> March. A summary of the meeting had been circulated to Councillors following the site meeting. It was AGREED that the Clerk should approach Robert Miller prior to the May meeting to ascertain whether funding had been secured from DEFRA for assistance with costs associated with maintenance work and to secure a copy of the annual tree inspection report.

15. **Open Spaces**

- a. **To receive recommendations regarding the installation of protective matting to alleviate parking issues on the village greens:** it was AGREED that a working party would meet on 11<sup>th</sup> April at 6.30 pm at the village green.
- b. **Play Area: To identify areas requiring attention and consider a bid for funding for maintenance and/or items of new play equipment:** the Clerk circulated a report to Councillors which summarised the recommended actions from the annual play area inspection report carried out in November 2023 along with recommendations for potential funding bids for 2024. It was AGREED that quotations should be sought for a replacement for the Platform Roundabout and safety surfacing for the flat seat swings. It was noted that both items could be submitted as part of a bid for funding from either the National Lottery Awards for All which offered funding from £300 to £20,000 or from the CIL Infrastructure Fund.  
It was AGREED that the Clerk should arrange for an operational inspection to be carried out to ascertain whether any corrosion was present in the Flat Seat Swing Headblock.  
Cllrs A Brun and K Hobart would review the play equipment that required cleaning and also arrange for any weeds/grass encroaching on the safety surfacing to be sprayed/removed.
- c. **To note any issues arising from the Play Area weekly visual inspections:** no issues were noted.
- d. **To arrange a working party to agree the siting and installation of 'No Overnight Parking' signs:** it was AGREED to review locations for the signs and arrange installation when the working party met on Thursday 11<sup>th</sup> April.

16. **To note reports of any village incidents:** None.

17. **To propose items for the Mallard and Parish Council website:** Friends of Saint Botolph's Grimston Vintage Tractor Road Run, Village Hall Centenary Celebrations.

18. **To note the date of the Annual Parish Meeting and Annual Parish Council Meeting, 13<sup>th</sup> May 2024 at 7.00pm.**

With no other business the Chairman closed the meeting at 9.30 pm.

..... Chairman, 13<sup>th</sup> May, 2024

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL