

## GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Great Massingham Parish Council held in the Village Hall on Monday 12<sup>th</sup> February 2024, at 7.30pm.

Present: Councillors, P James (Chair), R Arbenz, K Frazer, K Hobart, S Nash, and the Clerk, Sarah Harvey.  
Member of Public: 12  
County Councillor Stuart Dark & Borough Councillor Alistair Beales

1. The Chair welcomed all those present to the meeting.
2. **Apologies:** it was AGREED to accept apologies from Cllrs A Brun and M West
3. **Declarations of Interest on Agenda Items:** None.
4. **Minutes**  
Minutes of the meeting held on the 15<sup>th</sup> January 2024 which were circulated before the meeting were PROPOSED by Cllr R Arbenz, SECONDED by Cllr K Frazer 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):**  
**Planning Application 24/00039/F 14 Lynn Lane:** the Clerk advised that with the help of Borough Councillor Alistair Beales, the Planning Officer had confirmed (25<sup>th</sup> January) that he had requested a change in description to capture the side extension and once this was agreed the BCKLWN would formally reconsult with the updated description. It was noted that Borough Councillor Alistair Beales was aware that the Parish Council wished to call the application in for it to be determined by Planning Committee.
6. **Parishioners Questions and Statements:**  
A parishioner thanked both Borough Councillor A Beales, the Parish Council Chair and other attendees for their support at the Planning Committee meeting (BCKLWN) held on the 5<sup>th</sup> February.  
A parishioner advised that cars parking outside 17 Abbey Road was dangerous and restricting the width of the highway. Cllr P James advised that he would write to Damien Jeffries (Highways Engineer) to reiterate this issue, which had also been noted as part of the site meeting with Damien Jeffries on 12<sup>th</sup> February.  
A parishioner commented on both the decision and the remarks made by the Planning Committee (BCKLWN) with regard to the planning application associated with The Dabbling Duck which had been determined on the 5<sup>th</sup> February. The parishioner also commented on various aspects of the site meeting with Damien Jeffries (Highways Engineer) on 12<sup>th</sup> February confirming that photos in relation to the flooding along Lynn Lane would be passed to the Clerk for the information of Highways. The parishioner also commented that the hedgerows up to Heath Farm had been reduced and that he wished to thank the landowner for carrying this out.  
A parishioner raised concerns on behalf of the Biodiversity Group regarding the boundary between the Biodiversity Site and 24 Weasenham Road.
7. **Reports from County and Borough Councillors:** Borough Councillor A Beales remarked that the Planning Committee (BCKLWN) had taken a great deal of interest in the planning application associated with The Dabbling Duck. It was noted that planning permission had been granted for a period of 12 months. Cllr A Beales advised that £500 remained of his Councillor Community Fund.  
  
County Councillor S Dark advised that Norfolk County Council were in the midst of budget discussions for the forthcoming financial year 2024/25. It was noted that that Police and Crime Commissioner would be looking to increase the precept for the Police by the maximum of 5%.  
Cllr Dark confirmed that as part of funding allocated from his Local Member Fund the footway outside of the school and the H-bars would be attended to. Cllr Dark also advised that the white lining would be refreshed throughout the village during the Spring.  
Cllr K Frazer advised Cllr Dark of the erosion issues being experienced at the northeastern bank of Scotsman's Pit and enquired whether he was able to allocate money from his Local Member Fund to assist with the work required.

8. **Co-option – To proceed with the co-option process to fill one Parish Councillor vacancy:** It was noted that there was one Parish Councillor vacancy that was to be filled by co-option and that three applications had been received from a qualifying candidates who had submitted a written statement to the Council to support their case for co-option. The vacant seat was dealt with, and the Chair called for votes for the nominees. Following a vote by ballot paper, Oliver Locke received a majority and was successfully co-opted on to the Council.  
It was noted that the Borough Council would be advised that the casual vacancy had been filled and the relevant forms would be made available to the new Councillor to complete before the August meeting.
9. **Casual Vacancy – to receive an update:** It was noted that BCKLWN had confirmed that the vacancy left by Cllr J Cole could now be filled by co-option.

#### 10. Finance

- a. **To note accounts for payment under the Late Payments Interest Act (1998):** None.

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

|                                                                                   |        |      |
|-----------------------------------------------------------------------------------|--------|------|
| Cozens (UK) Ltd, Street Lighting Maintenance (January 2024)                       | 54.00  | BACS |
| Cozens (UK) Ltd, Installation of 1 x LED Lantern (Units 9020)                     | 474.00 | BACS |
| Steward Safety Supplies Ltd (Fishing/Overnight Camping Notices + Fixings)         | 300.20 | BACS |
| Great Massingham Area Community Car Scheme (GMACCS) (Donation)                    | 500.00 | BACS |
| Great Massingham Parochial Church Council (Donation)                              | 350.00 | BACS |
| Great Massingham Biodiversity Group (Donation)                                    | 250.00 | BACS |
| Clerk's Salary & Expenses (15 <sup>th</sup> January to 11 <sup>th</sup> February) | 741.00 | BACS |

It was PROPOSED by Cllr P James, SECONDED by Cllr R Arbenz and AGREED that all payments should be authorised.

- c. **To note the finance received during January 2024:**

Fishing Receipts 453.50

- d. **To approve the November and December 2023 financial statements:** It was PROPOSED by Cllr K Hobart, SECONDED by Cllr K Frazer and AGREED that the financial statement for January 2024, should be approved and signed by the Chairman.
- e. **To approve an increase to the annual sponsorship fee for The Mallard:** it was PROPOSED by Cllr K Frazer, SECONDED by Cllr K Hobart and AGREED that the annual sponsorship fee should be increased from £55 to £100.
- f. **To consider a contribution to the annual costs for the village website:** it was AGREED that part of the increase to the annual sponsorship fee should be contributed towards the annual costs of the village website.

#### 11. Planning Matters

- a. **To consider Planning Applications received:** None.

- b. **To consider plans since publication of agenda:** None.

- c. **Applications approved/refused by Borough Planning Control:**

23/02141/F 102 Summerwood Estate - Single Storey Rear Extension to Dwelling  
Application Permitted 24 January 2024 Delegated Decision

23/00921/F 21 Abbey Road - Construction of new dwelling following demolition of existing outbuilding  
Application Withdrawn 30 January 2024 Withdrawn Application

23/02002/F Land Between 60 And 64 Station Road Great Massingham - A single four bedroom dwellinghouse and detached carport/garage together with associated access and gardens  
Application Permitted 31 January 2024 Delegated Decision

- d. **Neighbourhood Development Plan: to receive a progress update:** Cllr P James advised that the NDP had been awarded a further grant from Groundworks UK for £1,789.
- e. **BCKLWN, Gypsies, Travellers and Travelling Showpeople Sites and Policy Consultation (January 2024):** noted.

## 12. Highways

- a. **To note highway matters requiring attention and to receive any updates:** Cllr P James advised that both he and Cllrs S Nash and M West, had met with Damien Jeffries (Highways Engineer) to discuss various issues relating to highways in the village. It was noted that this had been a positive meeting where flooding issues, speeding, damage to footways, drainage and improvements to the lining outside the Primary School had been discussed. It was noted that a parishioner representing concerns specific to Lynn Lane had also joined the Councillors for part of the meeting. It was noted that all concerns had been noted by the Highways Engineer and that these concerns would be assessed and programmed for work where feasible. It was noted that due to financial constraints some issues may not be resolved for up to two years.  
Cllr K Frazer advised that a Police Officer had attended the Primary School to make some observations regarding vehicular parking.

## 13. Street Lighting

- a. **To receive reports of any lighting problems:** the Clerk advised that streetlight 9020 o/s no. 64 Walcup Lane had been advised as not working.

## 14. Correspondence

To note any general correspondence/circulars received (list provided at meeting).

- a. **Statement from Parishioner, Overflow Car Park at The Dabbling Duck PH:** the Clerk advised that the statement had been circulated to Councillors on 17<sup>th</sup> January, following the parishioners' comments at the January Parish Council meeting.
- b. **Letter from Parishioner, New Bus Stop, Station Road:** the contents of the letter were noted, and it was AGREED a copy of Norfolk County Council's response to the Parish Council should be forwarded to the parishioner.
- c. **Email from Parishioner, Additional information for new car park signs:** Cllr K Hobart advised that the distance to the overflow car park at the Village Hall had been added to both A-boards on the greens. The Council thanked Cllr K Hobart for undertaking this.
- d. **Email from Parishioner, Dog Waste Bins:** the contents of the letter were noted. Cllr P James advised that a new wheelie bin was soon to be placed along Weasenham Road where both litter and dog waste could be disposed of. This particular bin going forward would be emptied routinely by the BCKWLN and paid for by the Parish Council on an annual basis.
- e. **Email from Parishioner, Various Village Issues:** it was noted that the Clerk had responded to the majority of the issues raised by the parishioner. Cllr P James advised those present regarding Speed Watch records and the restrictions there were in respect of publishing the complete results.
- f. **Email from Parishioner, Western Boundary of the Biodiversity Project Site and area to the south of Rectory Row Cottages:** the contents of the letter were noted, and it was AGREED that this would be discussed as part of Agenda Item 18d.
- g. **Email from Parishioner, Geese Numbers:** it was noted that geese were a protected species, and that consent was required from Natural England should numbers wish to be reduced. It was noted that attempts had been made previously through non-lethal means to control numbers, but these had been stopped due to other risk factors.
- h. **BCKLWN Beat Your Bills Roadshows for 2024:** an enquiry would be made as to what facilities would be required and confirmation of potential dates.
- i. **BCKLWN, Mayor's Design Awards 2024:** noted.
- j. **BCKLWN, Gypsy and Traveller Potential Sites and Policy Consultation, January 2024:** noted and discussed as part of Agenda Item 11e.

15. **Village Hall Centenary – 13<sup>th</sup> July 2024: to consider ideas to mark the event:** Cllr K Frazer reported that the Village Hall hoped to organise a day's event at both the Village Hall and playing field. It was AGREED that the Parish Council were happy to support the event and that any ideas should be forwarded to the Village Hall Committee.

16. **Ducklings Preschool: to note receipt of the agenda for the next meeting and approve a response statement from the Parish Council:** it was noted that the Preschool had planned a further meeting for Monday 26<sup>th</sup> February. The draft agenda had been circulated to Councillors by Cllr P James for their information. It was AGREED that the draft response statement which had been circulated to Councillors prior to the meeting should be forwarded to the Preschool.

17. **The Mallard: to note and approve the recommendations made by the subgroup at the meeting held on 22<sup>nd</sup> January:** it was noted that the draft notes/recommendations had been circulated to Councillors for their consideration and approval. It was PROPOSED by Cllr S Nash, SECONDED by Cllr R Arbenz and AGREED that all recommendations should be actioned.

18. **Ponds/Village Greens**

- a. **Scotsman's Pit: To consider any further information, actions and updates:** No issues were raised.
- b. **To receive an update from the 'Ponds' Subgroup and note any other issues requiring attention:** Cllr K Hobart advised that a lot of work had been carried out by volunteers (FOSPGM) particularly in respect of underpinning the eroding banks, removal of tree stumps and planting of daffodil bulbs. Cllr K Hobart suggested that given the extensive work required at Scotsman's Pit further consideration should be given to financial support in respect of FOSPGM's request for a further £2,000 in funding. It was AGREED that in principle the money should be allocated to FOSPGM but that before the money was released, FOSPGM should be asked to provide a breakdown of costs and any supporting quotations to explain how the money would be used.
- c. **To approve the cost to install a new inspection cover on the village green:** it was AGREED that as a matter of urgency the inspection cover should be replaced by TD Build. It was AGREED that given the terms of the lease agreement with Houghton Estate the invoice should be settled by themselves as lessor.
- d. **To agree a course of action regarding the boundary between 'The Little House' and the village green, Weasenham Road:** concerns were raised that a hawthorn hedge had been planted by the owner of 'The Little House' that adjusted the line of the boundary to take in more of the village green, including the pond-side path. It was noted that this far exceeded the boundary line discussed between both parties on the 29<sup>th</sup> August 2023 and would mean that further loss of land would be incurred which currently formed part of the village green/Biodiversity Site. It was AGREED to correspond with the property owner to advise that the Council were currently undertaking the first registration process of village green land along Weasenham Road which would include the site adjacent to The Little House and as part of this process an exact boundary line would need to be agreed. It was noted legal advice the Council had obtained had recommended that once the boundary line was agreed both parties should look to put this in writing with as clear a plan and as much detail as possible. It was AGREED that the property owner should also be asked to refrain from planting further hedging until such a time that the boundary position could be agreed by both parties.
- e. **To consider actions in respect of the area adjacent to Rectory Row Cottages:** it was AGREED that once the property was sold and should the area adjacent to the property wish to be used by the new owners a license agreement would need to be formalised. Cllr S Nash advised that she held a copy of the previous agreement between the Parish Council and former landlord/tenant and this would be made available. In the meantime, it was AGREED (4 APPROVALS, 1 OBJECTION) that the washing line should be removed from the adjacent area.
- f. **To receive an update from the Community Safety Enforcement Officer following a site visit to the Weasenham Road village green:** the Clerk advised that Andy Poucher (Community Safety Enforcement Officer) had visited the ponds (village green and on Weasenham Road) on 1<sup>st</sup> February and had reported that he had not found a food source or evidence of a rat infestation. It was noted that he had spoken to a local resident, who was aware of the food being placed by the ponds. A further update had been received on 9<sup>th</sup> February and Andy Poucher (Community Safety Enforcement Officer) had confirmed that he had been out twice during the week and there had been no major red flags on either visit (he had visited the site first thing visit and at dusk). It was noted that he had reported back to his colleague who was the leading officer, and he would make a decision on the next step for the complaint.

It was AGREED that Standing Orders be suspended (9.30pm).

18. **Open Spaces**

- a. **To agree upon the installation of protective matting to alleviate parking issues on the village greens:** it was AGREED to carry this forward to the March agenda.
- b. **To receive recommendations and approve the cost to carry out work to the Beech tree and receive an update regarding Christmas lighting for 2024:**

**Tree Work:** the Clerk advised that Robert Miller (Houghton Estate) had confirmed that they would be undertaking a further survey/inspection in March, and they would forward a copy of the report to the Council. The Clerk advised that she had approached an independent arborist to inspect the Beech tree and advise on any work that was needed. It was noted that as the tree was in a conservation area any work would require consent from the BCKLWN. It was noted that with regard to timescale, and as it is only remedial work that was being proposed this could be done any time of the year and that the arborist would be happy to take care of the permissions paperwork. The recommendations and quotation for work to both the Beech tree and Cherry tree were considered and it was PROPOSED by Cllr K Hobart, SECONDED by Cllr K Frazer and AGREED that Arborcraft Treecare should be asked to carry out the work for a cost of £460 + VAT. It was noted that the Council wished to see the crown raised on the beech tree to 3 metres as opposed to the recommended 4 metres.

**Christmas Lighting 2024:** the Clerk advised that JWM Electrical would remove the old lighting when the new lighting was to be put in place, this would save on both labour and equipment hire costs. The Clerk advised that JWM Electrical would provide a quotation for some new lighting and would also ask UKPN to undertake a free site survey to ascertain whether an independent power source could be established for the lighting on the green going forward. Once the survey had been completed UKPN would advise whether this would be viable and supply a cost for carrying this out.

- c. **To note outlet drain problems between Rectory Row and the Malthouse Pit:** it was noted that the pipe in question was not large enough to cope with the volume of water and this should potentially be replaced with a larger pipe. It was AGREED that in the interim it was essential that the current pipework was maintained and that hopefully this could be cleaned through during the summer months.
- d. **To note any issues arising from the Play Area weekly visual inspections:** no issues were noted.

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

19. **To propose items for the Mallard and Parish Council website:** Parish Council Casual Vacancy and Co-option.

20. To note the date of the next Parish Council Meeting, 11<sup>th</sup> March 2024 and to consider any items to be placed on the agenda.

With no other business the Chairman closed the meeting at 9.55 pm.

..... Chairman, 11<sup>th</sup> March, 2024

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL