

GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Great Massingham Parish Council held in the Village Hall on Monday 27th January 2025, at 7.30pm.

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

Member of Public: 7

County Councillor Stuart Dark

1. The Chair welcomed all those present to the meeting.
2. **Apologies:** Apologies for absence were received and accepted from Cllrs P Harries and K Hobart. Apologies for absence were also noted from Borough Councillor A Beales.
3. **Declarations of Interest on Agenda Items:** Cllrs A Brun and P James declared a pecuniary interest in agenda item 8b, Finance and Cllr K Frazer declared a non-pecuniary interest in agenda item 15b, Ponds/Village Greens.
4. **Minutes**
The minutes of the HR Sub-Committee and Parish Council meetings held on the 25th November 2024 which were circulated before the meeting were PROPOSED by Cllr P James, SECONDED by Cllr K Frazer and AGREED as a correct record of the proceedings and signed by the Chair, Cllr R Arbenz.
5. **To consider the Clerks Report (Matters arising for information only):**
The Clerk's report was circulated ahead of the meeting and updates were received regarding the Parish Partnership Scheme bid for the second SAM2 Speed Sign Dabbling Duck PH Planning Application, formal quotation from UKPN for independent power source, boundary agreement, Weasenham Rd, streetlighting and removal of the Platform Roundabout.
6. **Parishioners Questions and Statements:**
A parishioner commented on the petition presented to the Parish Council
A parishioner expressed his concerns regarding the number of dead fish that had been found dead in the churchyard. The parishioner was asked to forward his concerns to St Mary's PCC. Cllr P James updated and advised the parishioner that there were no restrictions to parking at the Village Hall car park and that minibuses could make use of the facility.
A letter was handed to the Council from a parishioner regarding the revised proposal for the village gateways to be sited at Lynn Lane. The contents of which would be noted and considered at the March meeting.
7. **To receive reports from the County and Borough Councillors:** County Cllr S Dark reported that he attended the commemoration service held at St Peter Mancroft to mark Holocaust Memorial Day. Cllr S Dark commented on the planned devolution deal announced by the government. It was noted that this would see existing councils abolished and replaced by new authorities, with a mayor overseeing Norfolk and Suffolk. It was therefore likely that the government would postpone county council elections due to take place in May 2025. County Cllr S Dark explained that the booking system introduced in November 2024 for recycling centres was a system that was widely used across the country and would help with service demand, reduce congestion and improve waiting times. Anyone wishing to visit a recycling centre must now book in advance. Bookings could be made up to one week ahead either online via the council's website or by phoning the customer service centre. Concerns regarding increased fly tipping were noted and incidents were being monitored.
In the absence of Borough Councillor A Beales a report was received via email which had been circulated to each of the Parish Councillors.
8. **Finance**
 - a. **To note accounts for payment under the Late Payments Interest Act (1998):**

Great Massingham Village Hall, Hall Hire for Consultation Day	80.00	BACS
Colin Whitmore, Repairs to the Bridge at the Biodiversity Project	250.00	BACS
Sarah Harvey, Partial Contribution to SLCC Registration and Qualification Fee	125.00	BACS
Scottish Hydro (Street Lighting, October Account)	625.52	BACS
Cozens (UK) Ltd, Street Lighting Maintenance (October 2024)	54.00	BACS

Fakenham Garden Centre (Christmas Tree)	152.99	BACS
Norfolk Parish Training & Support (Councillor Refresher Training Fee)	48.00	BACS
Clerk's Salary & Expenses (11th November to 8th December)	649.58	BACS

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

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

Scottish Hydro (Street Lighting, November Account)	605.34	BACS
Cozens (UK) Ltd, Street Lighting Maintenance (December 2024)	54.00	BACS
Cozens (UK) Ltd, Installation of LED Lantern 9005 Opp 49 Sunnyside Rd	474.00	BACS
Cozens (UK) Ltd, Installation of LED & Bracket Arm Opp 26/28 Lynn Lane	714.00	BACS
BCKLWN, Dog Bins Weekly Emptying 2024/25	1,319.76	BACS
ICO, Data Protection Renewal Fee	40.00	BACS
Modicum Planning, NDP Consultancy Work	511.00	BACS
Jess Cunningham, NDP Expenses	52.00	BACS
Norfolk Lawn & Garden Care (Clearance Work Weasenham Rd/Charles Dewar)	430.00	BACS
Orman (Carroll's Farm) Pond Ditch Dredging Work	720.00	BACS
Peter James, Daffodil Bulbs for Village Greens	10.00	BACS
Clerk's Salary & Expenses (9 th December to 19 th January)	793.32	BACS

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

c. **To note the finance received during November and December 2024.**

Norfolk County Council (LMF Fund SAM2 Post/Brackets Lynn Lane)	352.22
Syderstone Parish Council (Budget Training Fee for Clerk)	24.00

d. **To approve the November and December 2024 financial statements:** it was PROPOSED by Cllr M Wingell, SECONDED by Cllr R Arbenz and AGREED that the financial statements for November and December 2024, should be approved and signed by the Chair.

e. **To receive the draft budget and consider and agree the precept for the financial year 2025/26:** details of the budget and precept review for the financial year 2025/26 was presented and discussed. It was PROPOSED by P James, SECONDED by Cllr K Frazer and AGREED to set a Precept figure of £32,934 for the financial year 2025/26. This would increase the Band D contribution by £1.98 per month (over a 10 month period) which would result in a new annual payment of £91.25.

f. **To approve the annual donations for 2024/25 to GM Community Cars, PCC, Biodiversity Group as well as any further donation requests:** it was PROPOSED by Cllr R Arbenz, SECONDED by Cllr P James and AGREED that the following donations should be approved;
Great Massingham Area Community Car Scheme (GMACCS) - £500.00
Great Massingham Parochial Church Council - £350.00
Great Massingham Biodiversity Group - £250.00

g. **To approve the cost for training courses for the Clerk in January/February 2025:** it was PROPOSED by Cllr M Wingell, SECONDED by Cllr R Arbenz and AGREED to approve the costs of two training courses identified by the Clerk to attend in the first quarter of 2025. It was noted that half of the training costs (£35.00) would be met by Syderstone Parish Council.

9. **Governance**

a. **To note the revised date of The Mallard Subgroup meeting and confirm membership:** it was noted that the next meeting would take place on Monday 24th February at 7.30pm in the Village Hall. Cllrs R Arbenz, A Brun, K Hobart, P James, S Nash, the Clerk and B Randall (former editor) would attend.

b. **To confirm membership of the Biodiversity Working Group and adopt the Terms of Reference:** it was noted the meeting would take place on Monday 17th February at 6.00pm in the Village Hall. Cllrs K Hobart, P Harries, O Locke, S Nash and two co-opted members, Tim Baldwin and Jess Cunningham would attend. With an amendment noted from Cllr K Frazer it was AGREED that the draft terms of reference document should be adopted. Cllr S Nash asked that her apologies for absence be noted.

c. **To approve and adopt the updated Financial Regulations:** It was PROPOSED by M Wingell, SECONDED by R Arbenz and AGREED that Financial Regulations should be adopted.

d.

Planning Matters

a. To consider Planning Applications received:

Dealt with by delegated decision (Planning Advisory Group) – 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

SUPPORT but AGREED to comment that the Parish Council would request the opportunity to adopt the kiosk going forward.

24/02098/BT - Removal of 11 public payphones. 7 of these are Listed (highlighted red on attached list), where the removal of the telephony followed by locking of the kiosk is proposed at Various Locations.

NO OBSERVATIONS

25/00082/F - HOUSEHOLDER: Conversion of existing conservatory to single storey extension at 18 Abbeyfields Abbey Road.

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

c. Applications approved/refused by Borough Planning Control:

24/01785/F Great Massingham Monterey 8 Lynn Lane - Proposed External Alterations and rear single storey extension.

Application Permitted 26 November 2024 Delegated Decision

24/01830/F Great Massingham 12 Walcups Lane - Proposed single storey frontage and side/rear extensions to existing bungalow.

Application Permitted 2 December 2024 Delegated Decision

24/00484/F Great Massingham West Heath Barn Lynn Lane - 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.

Application Permitted 9 January 2025 Committee Decision

d. Neighbourhood Development Plan: to receive a progress update: Cllr P James advised that further 'Community Conversations' would be planned, but the scheduled dates in December had been cancelled due to bad weather.

10. Highways

a. To note highway matters requiring attention and to receive any updates: Cllr A Brun reported that following a meeting with the Highways Technician to discuss a solution to this issue of rainwater flooding along Lynn Lane, he had been advised that plans for an extensive drainage system were being investigated by Highways.

b. To consider the revised proposal for the village gateways at Lynn Lane: the revised location for the village gateways were noted. County Cllr S Dark would liaise with Highways regarding the new proposal and concerns regarding awareness of the 30mph speed limit. A response to the proposal from a parishioner would be noted and considered by the Council on the February agenda.

11. Street Lighting

a. To receive reports of any lighting problems and approve any repair costs: it was noted that the streetlight at the entrance to Abbeyfields, Abbey Road had been checked and there was no fault found and the lantern was working correctly. Streetlight 9031 outside Parsley Barn, Weasenham Rd had been repaired and the streetlight opposite the Malthouse Weasenham Road had also been repaired and a new bulb fitted.

It was noted that the streetlight outside 28 Lynn Lane had been revisited site by an engineer and it had been reported that there was still a reading of 94 volts at the DNO (UPKN) cutout not the 230 volts expected, therefore a fault report had been resubmitted in order for UKPN to reattend to resolve the issue.

It was noted that three streetlights outside no 85,104 and 112 Summerwood Estate were in a very poor state of repair with cracked lenses, damaged lamp holders and water ingress. It was AGREED to replace each of the streetlights with LED lanterns at £395 + VAT per asset.

The Clerk urged that any streetlighting that was still faulty should be reported to her using what3words so an exact location could be passed to the street lighting maintenance team.

Cllr A Brun noted that the not all streetlighting along Weasenham Rd was noted on the streetlighting inventory. The relevant information would be provided to the Clerk.

12. Correspondence

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

- a. **Petition from Parishioners, Village Greens Maintenance & Safety:** the contents of the petition were noted and considered by the Council. It was AGREED that with six Councillors voting against (Cllr K Frazer abstaining and Cllr S Nash voting in support) that the proposal within the petition would be rejected.
- b. **Email from Parishioner, Scotsman's Pit:** contents of the email were noted.
- c. **Email from Parishioner, Speed Limit Village Centre:** contents of the email were noted. The Clerk would direct the parishioners concerns to the Highways Engineer.
- d. **Email Little Massingham Parish Council, Support for CIL Application:** contents of the email were noted and it was AGREED to supply Little Massingham Parish Council with a letter of support for their CIL application.
- e. **GM Biodiversity Project AGM Minutes:** noted
- f. **GM Allotment Association Meeting Minutes:** noted.
- g. **BCKLWN, Parish Precept Setting Information 2025/26:** noted
- h. **BCKLWN, Dog Bin Emptying dog bin emptying for the financial year 2024-25/2025-26:** noted.
- i. **BCKLWN, West Norfolk Local Hero Awards 2025:** noted.
- j. **BCKLWN, Budget Proposals:** noted.

14. Open Spaces

- a. **To consider the feedback from the village parking consultation and agree an action plan:** members reviewed the results of the Parking Consultation, which saw 113 parishioners respond—representing 14.3% of eligible residents. A proposal was put forward to assume that the remaining 85% (680 parishioners) were either uninterested or indifferent to the issue. On this basis, a vote was held on whether to pursue the most supported solutions from the consultation: to support and promote the existing parking allocations behind both the pub and the village hall. It was PROPOSED by Cllr K Frazer, SECONDED by Cllr M Wingell and AGREED with seven votes received in favour.
- b. **To consider the proposed repairs to the allotment roadway and approve the associated cost for the work:** Cllr A Brun reported that he had held a site meeting with the Chair of the Allotment Association to discuss repair work. A quote for the work had been secured from J&J Renovations Partnership for £2,458.00. It was PROPOSED by Cllr P James, SECONDED by Cllr R Arbenz and AGREED that two further quotes should be obtained for the proposed work and that an approach should be made to all interested parties regarding division of the project cost.

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

- c. **To receive update and approve the costs for planning permission for both a new Parish Council and Village notice board:** it was noted that following advice sought from the Planning Department it had been confirmed that under The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended) and The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), the proposal would require planning permission. It was PROPOSED by Cllr O Locke, SECONDED by Cllr K Frazer and AGREED that up to £359 for planning permission + incidental costs for a location plan should be allocated to the project.
- d. **To review the dog bin provision around the village greens:** it was AGREED to carry this item forward to the February 2025 meeting.

15. Ponds/Village Greens

- a. **Scotsman's Pit: To consider any further information, actions and updates:** none were noted.
- b. **To note a response regarding work required around the northeastern edge of Scotsman's Pit from Houghton Estate:** the response circulated to Councillors prior to the meeting was noted. It was AGREED to ascertain when the last anti-erosion work was carried out by Houghton Estate and what was done. It was AGREED that Cllrs K Hobart and K Frazer should meet with Lord Cholmondeley to further pursue a solution to the erosion issues around the pit.

16. Play Area

- a. **To note any issues arising from the Play Area weekly visual inspections:** it was noted that the Play Area litter bin appeared not to be emptied on a regular basis. Cllr P James noted the issue and would raise this at the next Village Hall Committee meeting.

17. To note reports of any village incidents: Cllr P James reported that during the closure of Castle Acre Road in order for electrical work to be carried out, a number of vehicles had ignored the road closure signs, moved the barriers and continued to drive through.

18. To propose items for the Mallard and Parish Council website: None.

19. To note the date of the next Parish Council Meeting, 17th February, 2025 at 7.30pm.

With no other business the Chairman closed the meeting at 9.40 pm.

..... Chairman, 17th February, 2025

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL