

GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Great Massingham Parish Council held in the Village Hall on Monday 17th June 2024, at 7.30pm.

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

Member of Public: 8

Borough Councillor Alistair Beales

1. The Chair welcomed all those present to the meeting.
2. **Apologies:** it was AGREED to accept apologies from Cllr K Frazer.
3. **Declarations of Interest on Agenda Items:** None.
4. **Minutes**
Minutes of the meeting held on the 13th May 2024 which were circulated before the meeting were PROPOSED by Cllr O Locke, SECONDED by Cllr M Wingell and AGREED as a correct record of the proceedings and signed by the Chairman, Cllr K Hobart.
5. **To consider the Clerks Report (Matters arising for information only):** None.
6. **Parishioners Questions and Statements:**
A parishioner thanked the Brun family for their part in marking the 80th Anniversary of D-Day on Thursday 6th June.
The Chair of Great Massingham Allotment Association advised that the roadway leading to the allotments required further repair and that the GMAA had had an offer of free industrial waste to fill the potholes. It was noted that the GMAA had enough money held in reserve to cover any additional expenses that would arise to complete the repairs.
A parishioner enquired as to why further signs had been erected around the greens regarding overnight parking.
A parishioner noted that there were a number of large weeds growing along the pathway adjacent to St Mary's Church. It was also noted that one of the two fishing signs had been pulled out from the ground.
A parishioner remarked on the number of nettles around the ponds and commented that residents were unable to access the bench at the Post Office Pit because of these.
7. **To receive reports from the County and Borough Councillors:** in the absence of Councillor S Dark no report was received.
Borough Councillor A Beales reported of his continuing involvement with the planning application for The Dabbling Duck overflow car park. It was noted that the Borough Council intended to continue with the Parish/Town Council Chair's meetings and that these would continue to be led by Borough Councillors J Moriarty and T Parish. Cllr A Beales advised that a new Chief Executive had been appointed, Kate Blakemore, after a two-day recruitment process and noted that it had been a unanimous decision across all parties. It was noted that she would commence her role in September. Cllr A Beales also remarked on the events organised by the Borough Council to commemorate the 80th anniversary of the Normandy Landings. It was noted that RAF Marham had exercised their Freedom of the Borough in King's Lynn with a Freedom Parade from King's Lynn Town Hall culminating with further events, including beacon lighting at King's Staithe Square.
8. **Casual Vacancy – to receive an update:** It was noted that BCKLWN had confirmed that the vacancy left by Cllr M West could now be filled by co-option.
9. **To confirm the date for HR/Staffing Subgroup meeting and confirm membership:** it was noted that the meeting would take place on Monday 24th June at 6.30 pm and that Cllrs R Arbenz, K Frazer, K Hobart, S Nash and the Clerk would attend.

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):**

Scottish Hydro (Street Lighting, March Account)	97.63	BACS
Scottish Hydro (Street Lighting, April Account)	605.34	BACS
Cozens (UK) Ltd, Street Lighting Maintenance (May 2024)	54.00	BACS
HHA Grounds Maintenance Ltd (Grass Cutting in May)	1,260.00	BACS
Great Massingham Historical Society (Grant Award, May 2024)	250.00	BACS
Great Massingham PCC (Annual Service, Church Clock)	234.00	BACS
Norfolk Parish Training & Support (Chairing Successful Meetings)	48.00	BACS
Peter James (Chairman's Expenses May 2023 to May 2024)	50.73	BACS
Roger Canwell (Internal Audit Fee)	45.00	BACS
Clerk's Salary & Expenses (13 th May to 9 th June)	568.31	BACS

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

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

Season Fishing Permit Fee 50.00

- d. **To approve the May 2024 financial statement:** it was PROPOSED by Cllr R Arbenz, SECONDED by Cllr O Locke and AGREED that the financial statement for May 2024, should be approved and signed by the Chairman.

- e. **To receive a report from the Internal Auditor for the financial accounts 2023/24:** the Clerk reported that the internal audit for the financial accounts 2023/24 had been carried out and there were no matters of concern that the auditor wished to raise with the Parish Council. The internal auditors report would be available on the Parish Council website.

- f. **To approve the Annual Governance Statement in the 2023/24 AGAR (Form 3):** it was noted that Councillors had been circulated with a copy of the Statement for their information and it was AGREED that the Chairman and RFO sign the Statement.

- g. **To approve the Statement of Accounts in the 2023/24 AGAR (Form 3):** it was noted that Councillors had been circulated a copy of the Accounts for the year ending 31st March 2024, together with a bank reconciliation at the year end and reasons for variations. Councillors had also been provided with a copy of the Statement and it was considered and AGREED that the Chairman and RFO sign the Statement.

- h. **To review and agree amendments to the Grant Awarding Policy:** the amended 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 that each of the amendments to the policy should be approved, this included that requests would be considered by the Council quarterly, in May, August, November and January.

- i. **To review and agree the internet banking policy:** it was considered and AGREED that the reviewed policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2025 or as required.

- j. **To review and approve the general risk assessment policy:** it was noted that the draft risk assessment policy had been circulated to Councillors ahead of the meeting and it was considered and AGREED that the reviewed policy should be adopted.

- k. **To approve applications for season fishing permits:** two further season fishing permits were AGREED, applications had been received from 2023 permit holders. It was noted that 13 permits had already been issued for the 2024 season.

11. Planning Matters

- a. **To consider Planning Applications received:**

NO OBSERVATIONS

24/00609/F - Proposed extension to existing cottage at Doric 79 Station Road (Amended Application).

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

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

24/00039/F Greenville 14 Lynn Lane - Create new front, rear and side extension, raise eaves level and renew roof to create habitable rooms in loft space
10 May 2024 Withdrawn Application

24/00437/F The Barns 9 School Road - Change of use from Workshop to Annexe
Application Permitted 13 May 2024 Delegated Decision

- d. **Neighbourhood Development Plan: to receive a progress update:** Cllr P James reported on behalf of Jess Cunningham (Chair, NDP Steering Group) that the Steering Group were working on the programme for the next round of public engagement. After much discussion they had agreed mid October as the date for the main engagement event, which would consist of;
- 1) a general update on activity and sharing information of what the public had highlighted as key areas for discussion, and
 - 2) a more in-depth discussion to explore a number of specific outstanding issues
- There would also be a round of 1-2-1 meetings with key stakeholders from the community and the County and Borough Councils to ensure the developing plan addresses the issues most relevant and appropriate for Great Massingham.

12. Highways

- a. **To note highway matters requiring attention and to receive any updates.**
- **Abbey Road Footway Update:** it was noted that the posts had been placed to ensure vehicles did not access the footway and park on it while the grass grew back. Once the grass had been established, Highways would arrange the removal of the posts. It was noted that wildflower seed would be permitted on the verge at this location, however Highways had stipulated that it would need to be kept managed, so it didn't grow over the footway or out into the verge. The contractor had already placed grass seed into the soil.
 - **Grass/Weeds obstructing footway, Station Road:** it was noted that Highway's weed spraying programme would commence on the 10th June.
 - **SAM2 Post, Lynn Lane:** it was noted that the post had been programmed to be erected outside no30 Lynn Lane. An invoice for the Parish Council for the cost of the post would be made available for £240.72. Once payment had been received the contractor would be requested to erect the post.

13. Street Lighting

- a. **To receive reports of any lighting problems:** None.

14. Correspondence

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

- a. **Email, Condition of Play Area Equipment:** the contents of the email and the Clerk's response to the parishioner were noted.
- b. **BCKLWN, Receipt of Minutes from Parish Council Chair's Meeting:** circulated by email on 15th May to Councillors.
- c. **Email from Parishioner, Grass Cutting on Village Greens:** the contents of the email and the Clerk's response to the parishioner were noted.
- d. **Email from Parishioner, Planning Application 24/00746/F, 20 Walcups Lane:** the contents of the email and the Clerk's response to the parishioner were noted.
- e. **Email from Parishioner, Litter on the Village Greens:** the contents of the email were noted, and it was agreed that the 'Classics on the Green' event had contributed to additional litter being generated and the very full litter bins.

The Clerk advised that an additional email had been received from a parishioner advising that they no longer wished to continue emptying the litter bins on the small green at the junction of Weasenham Road and Castle Acre Road as well as the bin near the telephone kiosk. Cllr S Nash agreed to take over responsibility for emptying the litter bins going forward. It was PROPOSED by Cllr A Brun, SECONDED by Cllr P James and AGREED (with 6 voting to support the proposal and 1 against) that the two small litter bins at Rectory Pond and the Biodiversity Pond should be removed, so that litter is placed in the new litter bin which is emptied on a regular basis by Serco (on behalf of the Borough Council). Cllr P James would source signs to advise that dog waste could be disposed of via the litter bins.

- f. **Email from Parishioner, Village Hall Centenary Quiz:** noted and no further action was required.

- g. **BCKLWN, Parish Council Planning Update Sessions:** Cllrs K Hobart and S Nash agreed to attend the session to be held on the 12th September between 5.30pm and 7.30pm. Cllr R Arbenz to confirm which session would be preferable in due course.
- h. **Email, Local Independent Falls Project update:** noted.
- i. **Email from Parishioner, Grass Cutting at Charles Dewar Close:** contact was made via Cllr S Nash and would be discussed as part of agenda item 17a.
- j. **Email from Parishioner, Various Issues within Parish:** the contents of the email were noted but it was agreed not to pursue any of the issues at the present time.
- k. **GM Allotment Association, Request for page on Parish Council website:** it was AGREED that an appropriate page would be created on the Parish Council website for this purpose. The content would be supplied by the Allotment Association.

15. Play Area

- a. **To review and agree the Play Area Inspection and Maintenance Policy/Inspection Form:** it was considered and AGREED that the reviewed policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2025 or as required.
- b. **To review and approve the Play Area Risk Assessment:** it was noted that the draft risk assessment had been circulated to Councillors ahead of the meeting and it was considered and AGREED that the reviewed risk assessment should be adopted.
- c. **To approve a cost to repair the Platform Roundabout:** the Clerk advised that AOT Engineering had agreed to quote for the repair to the roundabout, but they currently had a six-week lead time. In accordance with the Financial Regulations 4.8 it was AGREED to authorise the Clerk to proceed with any repair cost to the roundabout, subject to a limit of £500.
- d. **To review the quotations for a replacement Roundabout and approve a plan of action:** it was noted that both options and a quotation for a replacement roundabout would be available for the July meeting. The Clerk advised that as part of a grant application to Awards for All the Council would need to demonstrate that they had spoken to people about the project and describe how they had been involved in the development and delivery of the project. It was AGREED that the school/Preschool could be contacted for their input into the project and that letters of support for the project could be obtained through village organisations as well as individuals. The Clerk advised that applications could be submitted all year round and the process/decision usually took a period of 16 weeks.
- e. **To note any issues arising from the Play Area weekly visual inspections:** Cllr P James agreed to put together a weekly inspection rota

16. Ponds/Village Greens

- a. **Scotsman's Pit: To consider any further information, actions and updates:** it was noted that Robert Miller (Estate Director, Houghton Estate) had confirmed that he still had no further update regarding the funding being sought from DEFRA. It was AGREED that a letter of disappointment in the lack of financial support for the necessary work to underpin and consolidate the eroding banks at Scotsman's Pit should be written to Lord Cholmondeley.
- b. **Biodiversity Project: To note correspondence received and agree actions:** the contents of the correspondence from the Biodiversity Project was noted. It was AGREED (with 6 voting to support the proposal and 1 against) that the siting of the proposed sleeper style bench should be approved. It was also AGREED that the necessary repairs to the bridge should also be assessed and that the number of quotations sought depending on the initial total estimate for the repairs.
- c. **To approve a quotation for proposed work at Weasenham Road and Post Office Ponds:** it was noted that a quote had been received from NW Garden Services for £480.00. Cllr P James would seek a second quotation from HHA Grounds Maintenance before a decision was made to proceed with the work.
- d. **To confirm the appointment/job description for the new Fishing Warden:** it was PROPOSED by Cllr R Arbenz, SECONDED by Cllr M Wingell and AGREED that the job description should be approved and that an honorarium of £2 per ticket sold should be passed to the new Fishing Warden. Cllr S Nash would liaise with the Fishing Warden regarding the proposed job description, which would be signed, and a copy returned to the Council if acceptable.

17. Open Spaces

- a. **To review the schedule of works for ground maintenance carried out by HHA Grounds Maintenance:** it was AGREED that the current schedule of works should not be amended and it was noted that the standard of grass cutting was much improved. It was PROPOSED by Cllr P James, SECONDED by Cllr K Hobart and AGREED that Cllr A Brun should arrange for the area at Charles Dewar Close to be cut, as the area had become overgrown.
- b. **To receive recommendations regarding the installation of protective matting to alleviate parking issues on the village greens:** it was AGREED that the effect of the Dabbling Duck PH overflow car park on parking in the village centre would be monitored, before a commitment was made to the installation of reinforced matting for the greens.

18. **To note reports of any village incidents:** it was noted that an incident of vandalism had been carried out to the rear of a property at Abbey Road.

19. **To propose items for the Mallard and Parish Council website:** it was noted that parishioners should be reminded that dog waste could be disposed of via litter bins.

20. To note the date of the next Parish Council Meeting, 8th July 2024 at 7.30pm.

With no other business the Chairman closed the meeting at 9.35 pm.

..... Chairman, 8th July, 2024

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