

GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Great Massingham Parish Council held in the Village Hall on Monday 13th May 2024, at 7.30pm.

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

Member of Public: 10

1. Election of Chair

It was proposed by Councillor M Wingell, seconded by Councillor P James and carried that Councillor K Hobart be elected Chair. Councillor K Hobart accepted and signed the Declaration of Acceptance.

Cllr K Hobart thanked the outgoing Chair Cllr P James for his work and commitment to the role for the last two years.

2. Election of Vice-Chair

It was proposed by Councillor P James, seconded by Councillor A Brun and carried that Councillor R Arbenz be elected as Vice-Chair.

3. Apologies:

Apologies for absence were received and accepted from Cllr R Arbenz. Apologies for absence were also noted from County Councillor S Dark and Borough Councillor A Beales.

4. Declarations of Interest on Agenda Items:

Cllr K Hobart declared a pecuniary interest in Agenda Item 14a, Finance.

5. Minutes

Minutes of the meeting held on the 8th April 2024 which were circulated before the meeting were PROPOSED by Cllr O Locke, SECONDED by Cllr A Brun and AGREED as a correct record of the proceedings and signed by the Chairman, Cllr K Hobart.

6. Parishioners Questions and Statements:

A parishioner reported that parking outside of his property had improved. Some concerns were raised by parishioners regarding use of The Dabbling Duck's overflow car park, contrary to the conditions outlined in the decision notice.

7. To agree Councillor responsibilities:

- a. **Allotments:** Cllrs K Hobart and O Locke
- b. **Biodiversity Group:** Cllrs P James and M Wingell
- c. **Calthorpe Trust:** it was AGREED that no appointment was necessary as this remained independent from the Parish Council.
- d. **Church:** Cllr K Frazer
- e. **Community Speed Watch/SAM2 Signs:** Cllr P James
- f. **Fishing:** Cllr S Nash
- g. **Friends of Scotsman's Pit:** Cllrs A Brun, K Hobart and O Locke.
- h. **Great Massingham Community Garden:** Cllrs A Brun and O Locke.
- i. **Greens (Grass Cutting):** Cllrs R Arbenz and P James.
- j. **Highways/Street Lighting:** Cllrs P James, M Wingell and the Clerk
- k. **Play Area (to carry out visual inspections):** Cllrs R Arbenz, P James and M Wingell.
- l. **Preschool/School/Church:** Cllr K Frazer.
- m. **Village Hall:** Cllrs O Locke and M Wingell.

8. To review and agree terms of reference for and the appointment of members to the subgroups:

- a. **HR/Staffing:** Cllrs R Arbenz, K Frazer, K Hobart and S Nash. It was AGREED to revise the ToR so that it included under 'Responsibilities and Areas of Operation', to carry out a mid-point review along with an annual appraisal.
- b. **Neighbourhood Plan Steering Group:** Cllrs P James and M Wingell.

- c. **Planning Advisory Group:** Cllrs R Arbenz, P James and S Nash.
- d. **The Mallard:** Cllrs R Arbenz, A Brun, P James and S Nash.

- 9. **To review and agree bank signatories:** Cllrs K Hobart, P James and S Nash.
- 10. **To receive reports from the County and Borough Councillors:** in the absence of both Councillors no reports were received.
- 11. **Casual Vacancy – to note the resignation of Cllr M West:** it was noted that a letter of resignation had been received from Councillor M West following the April Parish Council meeting.
The Council were advised that the Local Election Rules 2006 require a Casual Vacancy to be advertised on the Notice Board and Parish Council Website for a period of 14 days. If within the 14 days of the date of the notice a request, in writing, that an election should be held to fill the vacancy, signed by ten local government electors of the Ward is given to the Proper Officer (BCKLWN), then an election would need to be held. If no such request is received by the Proper Officer (BCKLWN), the Parish Council would take the necessary steps to fill the vacancy by co-option.
- 12. **To consider the Clerks Report (Matters arising for information only):** None.
- 13. **The Mallard: to note and approve the recommendations made by the subgroup at the meeting held on 22nd April:** 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 P James and AGREED that all recommendations should be actioned.

14. Finance

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

Salix River & Wetland Services Ltd (Unplanted Coir Roll)	329.10	BACS
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- b. **To approve the accounts for payment (list at meeting):**

Scottish Hydro (Street Lighting, March Account)	615.18	BACS
Cozens (UK) Ltd, Street Lighting Maintenance (April 2024)	54.00	BACS
Cozens (UK) Ltd (Replacement of Unit 9026 with LED)	474.00	BACS
Cozens (UK) Ltd (Replacement of Unit 9019 with LED)	474.00	BACS
HHA Grounds Maintenance Ltd (Grass Cutting in April)	756.00	BACS
Lisa Hobart Gardening Services (Spraying of Weeds, Play Area)	25.00	BACS
Westcotec Ltd (SAM2 Assessment/Software Update)	102.00	BACS
Salix River & Wetland Services Ltd (Unplanted Coir Roll)	329.10	BACS
GM Village Hall (Donation, Centenary Celebrations)	200.00	BACS
Clerk's Salary & Expenses (8 th April to 12 th May)	674.31	BACS

It was PROPOSED by Cllr S Nash, SECONDED by Cllr K Frazer and AGREED that all payments should be authorised.
- c. **To note the finance received during April 2024:**

BCKLWN Parish Precept 2024/25	24,445.00
HTB Gross Interest April 23 to April 24	79.54
Season Fishing Permit Fee	20.00
GM Allotment Association, Allotment Rents	125.00
- d. **To approve the April 2024 financial statement:** it was PROPOSED by Cllr K Hobart, SECONDED by Cllr P James and AGREED that the financial statement for April 2024, should be approved and signed by the Chairman.
- e. **To approve the financial accounts for the financial year ending 31st March, 2024:** Copies of the accounts which had been circulated were considered by the Councillors and were PROPOSED by Cllr K Hobart, SECONDED by Cllr P James and APPROVED. The Clerk advised that given that both the income and expenditure for 2023/24 was greater than £25k the Council would automatically be subject to a limited assurance review. The AGAR would be completed ahead of the internal audit and approved at the June meeting.
- f. **To approve the appointment of the internal auditor:** it was AGREED that Roger Canwell should be appointed to audit the accounts for the financial year 2023/24, at a cost of £45.00. The Clerk would correspond confirming his appointment and to arrange a suitable date prior to the 30th May, 2024, for the audit to be undertaken

- g. **To consider any grant applications received and award monies:** a completed grant application from Massingham Historical Society was considered as per the terms and conditions of the grant awarding policy. It was AGREED that the Historical Society should be awarded £250 to assist towards a non-invasive archaeological survey.

15. Planning Matters

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

NO OBSERVATIONS

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

OBJECT

24/00746/F - Proposed extension and alterations comprising new lounge, altered bedroom with new ensuite and dressing area. New porch and kitchen extension and additional pedestrian access at 20 Walcups Lane

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

NO OBSERVATIONS

24/00598/F - Installation and operation of 120.4kW of ground-mounted solar to power the irrigation system associated with The Wicken Farm Co. at Land At E580065 N319968 Castle Acre Road

- b. **To consider plans since publication of agenda:** None.
c. **Applications approved/refused by Borough Planning Control:** None.
d. **Neighbourhood Development Plan: to receive a progress update:** it was noted that a summary had been provided by the steering group at the Annual Parish Meeting.

16. Highways

- a. **To note highway matters requiring attention and to receive any updates:** Cllr P James advised that the Vehicle Activated Sign on Castle Acre Road had been significantly damaged. It was noted that the Clerk had reported this Norfolk County Council who had referred it to Westcotec Ltd for assessment.

17. Street Lighting

- a. **To receive reports of any lighting problems:** it was noted that streetlight 9025 - o/s St Mary's Church, Pole 39, Station Road was now reported as being repaired.

18. Correspondence

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

- a. **Email from Parishioner, Car Park Matting at Houghton Estate:** it was noted that two emails containing details and photographs of the matting at Houghton Hall had been circulated to Councillors for their information.
b. **Email from Parishioner, Grass Cutting Concerns:** the contents of the email and the Clerk's response to the parishioner were noted.
c. **Email from Parishioner, Brambles, Saplings and Hawthorn Bushes:** the contents of the email were noted, and it was AGREED that Cllr P James would liaise with HHA Ground Maintenance to see whether they could assist with any of the issues going forward.
d. **GM Historical Society, Geophysical Study and Heritage Trail:** the contents of the email were noted, and a subsequent grant application had been considered as part of Agenda Item Finance, 14g.
e. **Temporary Event Road Closure – Great Massingham – Classics On The Green – Saturday 1 June 2024:** noted.
f. **Houghton Hall, Houghton Festival Information:** noted.

19. Ponds/Village Greens

- a. **Scotsman's Pit: To consider any further information, actions and updates:** Cllr P James advised that both coir rolls and rocks had been installed along the banks of Scotsman's Pit in order to provide a permanent edge and prevent erosion. It was noted that signage containing the rules for fishing were to be installed at Scotsman's Pit.

- b. **To note correspondence received regarding the 'closed season' for fishing:** it was noted that the national coarse fishing rules were adhered to in respect of Scotsman's Pit and that the close season was between 15th March and 15th June each year. It was noted that the close season reduced disturbances to coarse fish and protected vulnerable stocks during their peak spawning period.
It was noted that Cllr S Nash would provide details of the individual interested in taking over the role of Fishing Warden. A job description would be drafted by Cllrs K Hobart and S Nash for approval at the next PC meeting.
- c. **To receive an update on action points following the site meeting with Houghton Estate:** it was noted that a copy of the Tree Survey for the trees on the village greens had been received from Houghton Estate, as per the conditions of the lease agreement. Details of the brief report were circulated to Councillors and would be held on file.
Robert Miller (Estate Director, Houghton Estate) had advised that he was still 'chasing DEFRA regarding the funding and he has said that he would come back to the Council in due course.

19. Open Spaces

- a. **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.
- b. **To note any issues arising from the Play Area weekly visual inspections:**
Repairs for Platform Roundabout: the Clerk had obtained advice from David Bracey (Play Area Inspector) which was relayed to the Council. It was AGREED that in the short term a quotation should be obtained in order to repair the roundabout. In the interim the Clerk advised that the roundabout should remain out of use, be signposted appropriately and cordoned off. It was noted it should still continue to be checked as part of the weekly visual inspections. A note regarding this would also be included within the Parish Council Mallard article.
Update Funding/Quotations: the Clerk advised that Online Playgrounds would review the previous quotations they had supplied for a replacement roundabout. They would visit the site to measure and quote for the safety surfacing underneath the swings and to examine the headblock of the flat seat swings to see if this needed to be dismantled in order to determine if any erosion was present.
Cleaning Play Equipment: it was AGREED that £400 should be earmarked towards cleaning the play equipment, which would also include touching up some of the paintwork
- c. **To review the overflow car parking signage:** Cllr K Hobart advised that he had repaired and staked the A-boards and these should be reviewed further at a later date.

20. To note reports of any village incidents: None.

21. To propose items for the Mallard and Parish Council website: it was noted that the lighting of the beacon to commemorate the 80th Anniversary of D-Day from 9.00pm should be included. Cllr A Brun advised that he would mark the occasion by playing 'The Last Post'.

22. To note the date of the next Parish Council Meeting, 10th June 2024 at 7.30pm.

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

..... Chairman, 17th June, 2024

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL