

GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Great Massingham Parish Council held in the Village Hall on Monday 21st October 2024, at 7.30pm.

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

Member of Public: 8

1. In the absence of the Chair, Cllr K Hobart and the Vice-Chair, Cllr R Arbenz, it was PROPOSED by those Councillors present (5 in support, 1 against) that Cllr P James chair the meeting.
Cllr P James welcomed all those present to the meeting.
2. **Apologies:** it was AGREED to accept apologies from Cllrs R Arbenz and K Hobart. Apologies for absence were also noted from Borough Councillor A Beales.
3. **Declarations of Interest on Agenda Items:** Cllr O Locke declared a pecuniary interest in agenda item 14e Open Spaces. Cllr P James declared a pecuniary interest in agenda item 15a Ponds/Village Greens.
4. **Minutes**
The minutes of the meeting held on the 16th September 2024 which were circulated before the meeting were PROPOSED by Cllr M Wingell, SECONDED by Cllr P Harries and AGREED as a correct record of the proceedings and signed by the Chair, Cllr P James.
5. **To consider the Clerks Report (Matters arising for information only):**
Update, Land at Charles Dewar: the Clerk advised that as per the legal advice, further research had been undertaken to ascertain if the original Conveyance or Transfer was available with the view to see if the purpose of the land/what the use was from the time of acquisition. The Clerk had now confirmed with the solicitor that the Parish Council had no historical information relating to that land i.e., the original Conveyance or Transfer. Further advice had now been sought as to how to proceed.
Willow Trees, Scotsman's Pit: it was noted that Houghton Estate had agreed to assess the willow trees overhanging Scotsman's Pit and would provide the Council with an update once this had been completed.
Gray's Fun Fair: Cllr S Nash reported that a donation of £300 had been made to the Parish Council. It was noted that the **Vehicle Activated Sign** that had been damaged had now been reinstated on Castle Acre Road.
6. **Parishioners Questions and Statements:**
A parishioner noted the amended planning application for 20 Walcups Lane and stated her disappointment with the Parish Council's comments. The parishioner explained the objections that she had in connection with the planning application, these included a boundary disputes and rights of access.
A parishioner commented that the drain on the corner of the Abbeyfield Road end of Abbey Road had been damaged.
7. **To receive reports from the County and Borough Councillors:** in the absence of County Councillor S Dark and Borough Councillor A Beales no report was received.
8. **To confirm the date for The Mallard Subgroup to meet and confirm membership:** it was noted that the meeting would take place on Monday 28th October 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):** None.
 - b. **To approve the accounts for payment (list at meeting):**

Scottish Hydro (Street Lighting, August Account)	625.52	BACS
Cozens (UK) Ltd, Street Lighting Maintenance (September 2024)	54.00	BACS
HHA Grounds Maintenance Ltd (Grass Cutting in September)	756.00	BACS
NW Garden Services (Work at Weasenham Rd & Post Office Pits)	480.00	BACS
The Mallard (Annual Sponsorship Fee)	100.00	BACS
The Mallard (Charge for PC Insert)	30.00	BACS
Minuteman Press (550 A4 Flyers (Pre folded for insertion)	91.20	BACS
Clerk's Salary & Expenses (9th September to 13th October)	568.96	BACS

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

c. **To note the finance received during September 2024.**

Fishing Receipts

79.50

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

e. **To review and agree the Investment policy:** the policy was reviewed to reflect that the Parish Council would hold one long term investment with HTB, in their 1 Year SME Fixed Saver Account. It was agreed that the policy would be reviewed in October 2025.

f. **To approve the cost for Budget/Precept training:** it was AGREED that the Clerk should attend the course and that the total cost of £48 would be divided between Great Massingham and Syderstone Parish Councils.

10. Planning Matters

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

Dealt with by delegated decision (Planning Advisory Group) – NO OBSERVATIONS

24/01606/F - New Front Extension, New Rear Extension and New Side Extension, Internal Alterations/Refurbishment and New Parking Layout. at Greenville 14 Lynn Lane.

Dealt with by delegated decision (Planning Advisory Group) – NO OBSERVATIONS

24/01713/F - Proposed extension and alterations comprising new porch, new lounge, altered kitchen and bedroom with new ensuite and dressing area. New porch and kitchen extension and additional pedestrian access at 20 Walcups Lane.

NO OBSERVATIONS

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

NO OBSERVATIONS (6 in support, 1 against)

24/01010/F - The construction of an annexe to provide the current occupants of 21 Abbey Road single storey accessible disability accommodation. at 21 Abbey Road.

NO OBSERVATIONS

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

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 further grant had been received from Groundwork UK for £4,175.00. It was noted that the funding would be used for engagement activities and involving Rachel Hoggart (Planning Consultant) to help write the DRAFT plan for ongoing community engagement and discussion. A helpful feedback and conversation session was held on Saturday 19th October where due to a lively discussion all the agenda topics were unable to be tackled, therefore the conversation would be carried forward over the coming weeks. There had been further engagement with the support group in order to progress activities. It was noted that once the feedback had been digested a further series of conversation sessions would be promoted to hone in on a number of outstanding specific topics.

11. Highways

a. **To note highway matters requiring attention and to receive any updates:** the Clerk advised that there were outstanding highway issues that feedback/action was being awaited namely, installation of village gateways (although contact had been made with the scheme designer), pavement along Castle Acre Road and parking outside Hoss Chestnut House, Abbey Road. It was noted that the Highways Engineer post had been vacant since 17th July although it was understood that this was shortly to be filled, as interviews took place on 1st October.

Cllr P James provided an update on SAM2 data obtained from Castle Acre Road, Weasenham Road, Lynn Lane and Station Road. It was AGREED that a new page would be added to the Parish Council website which would record all SAM2 data for members of the public to access.

Cllr O Locke noted that the SAM2 sign on Weasenham Road had not been working.

Cllr O Locke suggested that further speed awareness signs could be situated within the village to encourage vehicles to slow down. The Clerk advised that raise this with the Highways Engineer, once the vacancy had been filled.

- b. **To approve a quotation for a SAM2 sign and agree to proceed with a NCC PPS bid:** it was PROPOSED by Cllr M Wingell, SECONDED by Cllr P James and AGREED to approve the cost for a Portable SAM 2 with SLOW DOWN legend, complete with two lead acid batteries, battery charger, one bracket and pair of clamps for a cost of £3,175.00 excluding VAT. A bid would be submitted to the NCC PPS to recover 50% of the cost. It was noted that the closing date for applications was 6th December 2024.
- c. **To consider any further bids for the Norfolk County Council, Parish Partnership Scheme 2025/26:** no further recommendations were made.

12. Street Lighting

- a. **To receive reports of any lighting problems:** it was noted that streetlight 9034 at Lynn Lane had been reported as requiring attention.

13. Correspondence

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

- a. **Email from Parishioner, Lights on the Green:** both the contents of the email and the Clerk's response were noted.
- b. **Village Hall Committee, Car Park Improvement Plan:** it was AGREED that Cllrs M Wingell and P Harries would arrange to meet with the Village Hall trustees in order to discuss this further on behalf of the Parish Council.
- c. **Email from Parishioner, Planning Application, 14 Lynn Lane:** both the contents of the email and the Clerk's response were noted.
- d. **Email from Parishioner, Tidying up of Village Greens:** both the contents of the email and Cllr K Hobart's response were noted.
- e. **Emails from Parishioners, Parking Consultation:** the contents of the emails from both parishioners were noted. It was noted that the primary goal of the consultation was to provide an opportunity for all parishioners to supply the Council with their general views regarding parking in the village. The questionnaire presented a number of broad questions inviting both questions and comments in order to hopefully establish a viable way of dealing with parking in the village centre. The Council noted that they recognised that this was an emotive issue with some strong views being held on the potential solutions.
- f. **Email from Parishioner, Overgrown Hedge, land at Charles Dewar Close:** Cllr A Brun advised that the main part of the area was due to be tidied up and that he would obtain a quotation to arrange for work to be carried out to reduce the brambles along the fence line.
- g. **NCC, Highways Grit Bin Audit 2024:** noted.
- h. **BCKLWN, Public Space Protection Order (Dog Control Order) renewal December 2024:** noted.

14. Open Spaces

- a. **To receive an update regarding the boundary issues, Weasenham Rd:** the Clerk advised that she had discussed and provided in email the details of the situation with a solicitor from Hayes and Storr litigation department. It was noted that the solicitor would further provide her thoughts and an estimate for the preparation of a boundary agreement.
- b. **To receive and consider options for a new Parish Council/Village notice board:** it was considered and AGREED that a final quotation should be obtained from Greenbarnes for two 10 x A4 Man-made noticeboards, one glazed (for Parish Council notices) and one open fronted (for community notices), Further feedback was also being awaited from the BCKLWN regarding whether planning permission/conservation area would be required for the proposed noticeboards.
- c. **To further discuss the planning arrangements for Christmas Lighting in the village for 2024:** it was noted that two estimated budget figures had been secured from UKPN to provide an independent power sources on the village green. It was AGREED to ask for a breakdown of cost for both options that had been provided, so that this could then be further considered in the new year.
It was PROPOSED by Cllr A Brun, SECONDED by Cllr P James and AGREED that the quotation for the supply and installation of Christmas lighting should be accepted, providing that confirmation was received that the removal and disposal of the old lighting was included in the price and that the lighting was guaranteed for up to a period of five years. It had been recommended that the beech tree should

be branch wrapped from the crown upwards to a height of two thirds and the cost to supply and install the lighting would be £1,900 + VAT. It was AGREED that should an alternative option be required a lighted Christmas tree could be sited on the village green.

- d. **To approve the cost of a new dog waste bin at Abbey Road:** it was AGREED to discuss an alternative location for a further dog waste bin at the November meeting.
- e. **To consider a quotation for spring bulbs to plant on the village greens:** it was PROPOSED by Cllr P Harries, SECONDED by Cllr K Frazer and AGREED (6 in support, 1 against) that a 20kg sack of daffodil bulbs should be purchased for the village greens at a cost of £54.99 (inc VAT).

15. Ponds/Village Greens

- a. **Scotsman's Pit: To approve a request from FOSPGM for further funds to carry out work to stabilise erosion:** it was PROPOSED by Cllr K Frazer, SECONDED by Cllr P Harries and AGREED that a further payment of £395.40 should be approved for unplanted coir roll being used to strengthen and support the eroding bank around Scotsman's Pit. It was noted that as third of the cost of the invoice was for carriage and it was recommended that going forward a larger order could be placed in order to reduce the cost.
- b. **To review the current fishing rules and consider updating signage:** it was AGREED that both the rules and signage would be reviewed during the closed season in order to allow time to update and reprint fishing permits.
- c. **To consider and approve a quotation to carry out work to the bridge, Biodiversity Project:** it was PROPOSED by Cllr P James, SECONDED by Cllr K Frazer and AGREED that a quotation for £250 should be accepted in order to carry out the work as per the specification provided. Cllr S Nash commented that she would also ask that repainting of the bridge could also be included in the agreed cost
- d. **To note the further response from Houghton Estate regarding DEFRA funding and agree any further action:** it was AGREED to carry this item forward to the November meeting.

16. Play Area

- a. **To note the further deterioration of the Platform Roundabout and consider a plan of action:** it was PROPOSED by Cllr K Frazer, SECONDED by Cllr P James and AGREED that a quotation should be sought for the permanent removal of the platform roundabout. In due course, following expiry of the consultation, consideration would be given to replacing the roundabout with a modern equivalent. It was noted that a discussion would be required with the Village Hall Committee regarding its placement within the Play Area. It was AGREED that in order to broaden the scope for future funding opportunities and protect the longevity of the play area equipment a proposal for a lease agreement for the land being used for the Play Area should also be discussed with the village Hall
- b. **To note any issues arising from the Play Area weekly visual inspections:** it was PROPOSED by Cllr S Nash, SECONDED by Cllr P Harries and AGREED that a bird deterrent would be placed along the horizontal axis of the flat seat swings for a cost of £22.00

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

18. **To propose items for the Mallard and Parish Council website:** No items were suggested.

19. **Pursuant to s1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of staffing matters:** it was noted that due to the HR Subgroup being inquorate this would be deferred until November.

20. To note the date of the next Parish Council Meeting, 11th November, 2024 at 7.30pm.

With no other business the Chairman closed the meeting at 10.05 pm.

..... Chairman, 25th November, 2024

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