

Minutes of the meeting held on  
 Monday 13 July 2020 at 7.30pm by Zoom

	<p>Present:</p> <p>Clare Morton (Chair), Peter Ross (PR), Ruth Goodall (RG), Paul Cowley (PC), Justin Cohu (JC), Robert Banks (RB), Barrie Keen (BK)</p> <p>Other attendance:</p> <p>Sonya Blythe (outgoing clerk), Helen Pearson (new clerk), Peter Bulman (District Councillor)</p>
1	<p><b>To receive Members' Declarations of interests for meeting tonight and to update declaration of interest forms.</b></p> <p>The Chairman welcomed councillors to the virtually held meeting, under new legislation LAPCP Regulations 2020, due to the worldwide pandemic.</p> <p>None raised but all Councillors as parishioners would be impacted by the proposed western link road.</p>
2	<p><b>To approve and sign the minutes of the meetings held on 11 May 2020</b></p> <p>The minutes of 11 May were agreed and signed as an accurate record. The Chairman will give the signed minutes to the Clerk at the next physical meeting.</p>
3	<p><b>To receive information on matters arising from the minutes not covered elsewhere on the agenda</b></p> <p><b>Portfolio holders' obligations</b> - All agreed on the revised wording and the statement will be amended accordingly to be published on the WLPC website. <b>Action: Clerk</b></p>
4	<p><b>To consider and approve new policies:</b></p> <p>4.1 <b>Staff sickness policy</b> - All agreed to adopt the policy.</p> <p>4.2 <b>Operation London Bridge</b> - Following discussion, it was agreed to have the Book of Condolence available within the community. The preferred location is the church as it is more accessible than Hall 4 All. PR will discuss this with the church and purchase the required items on behalf of the Council. <b>Action: PR</b></p>
5	<p><b>To receive an update on the Allotments</b></p> <p>PC reported that he will speak to Wherry Housing and Anglian Water regarding the location for the installation of pipes. He will also inform allotment holders that whilst the</p>

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	<p>Parish Council will assist with the infrastructure of the water supply to the allotments, it will be responsibility of the allotment holders to finance the running cost of it.</p> <p>CM had received a request from a resident, for a sign to be displayed, to highlight that the back track is to be used for pick up's and drop off's only and not for long stay businesses. All agreed for CM to source the sign which will cost approximately £35.  <b>Action: CM</b></p> <p>CM reported she has updated the Allotment Tenancy Agreement that any deliveries should only be made when the ground is suitable to avoid further damage to it.</p> <p>CM updated all that currently all allotment plots are occupied and there is no waiting list for them.</p>
6	<p><b>To discuss highways issues</b></p> <p>6.1 <b>To discuss the NNDR Western Link</b> - RG reported that she had circulated an update which detailed that the consultation will take place from 27 July – 20 September and the proposals made by WLPC for road closures will be included within it. NCC has also officially begun their procurement process to appoint a design and build contractor.</p> <p>CM reported that there will be a summary of mitigation proposals in the Wensum Diary (August edition), emphasizing the importance for parishioners to have their say to NCC via the questionnaire.</p> <p>6.2 <b>To discuss the A47 Dualling</b> - an update was received from RG whereby WLPC will continue to lobby for the Wood Lane Junction strategy. RG shared that NCC has asked Highways England to review the junction with a view to separating the HGV route from the NNDR Weston Link and new A47.</p> <p>6.3 <b>To receive an update on traffic calming</b> - CM had circulated speed and volume data prior to the meeting. CM advised that during the Covid 19 outbreak the speed signed was reinstated and showed that traffic numbers has decreased.</p> <p>6.4 <b>To discuss reduced traffic volume and speed</b> – For Weston Hall Road, the data has shown an acceptable range of speed, this means that the police are unlikely to take further action. However, it was noted that it may not be a true reflection as one ATCs was positioned near a bend where drivers would be inclined to reduce their speed to drive safely round it. Data also demonstrated that the average speed is much lower than perceived at Paddy's Lane.</p> <p>All agreed for the cameras to be moved to other locations around the village to obtain additional speed and volume data. <b>Action: BK</b></p>

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<p>6.5</p>	<p>A discussion was held around using raised footpaths to reduce speed and it was agreed for WLPC to approach NCC to look at this request. <b>Action: CM &amp; RG</b></p> <p><b>To receive an update on Dark Lane</b> - From discussion, it was agreed for CM to raise the inclusion of Dark Lane (non-vehicular access) as part of the integrated strategy at the next Parish Plan meeting. <b>Action: CM</b></p> <p>It was noted that an additional access point has been put up further up the lane.</p>
<p>6.6</p>	<p><b>To receive a report on the meeting with Norfolk County Council Highways</b> - BK reported that some of the road conditions have deteriorated and requires attention. He had a meeting with NCC Highways who explained that although monies have been allocated for projects already, they can assign monies towards some works in the following year's budget. In the meantime, NCC Highways have inspected the area for major hole damage for vehicles and pedestrians and it appears that some roads have been refilled. Also in September, the hedge at Weston Hall Road will be cut back to improve visibility.</p> <p>It was noted that traffic counting strips appeared last year in relation to the Western link and CM will discuss with Highways for the results. <b>Action: CM</b></p>
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><b>To consider planning issues / applications</b></p> <p>To consider planning applications</p> <p>None.</p> <p>To consider planning applications received since distribution of the agenda</p> <p>None.</p> <p>To ratify planning responses sent since the last meeting</p> <p>Atlas Works – 20200904 – Broadland DC have confirmed that they are likely to approve this early next week.</p> <p>To consider other planning matters</p> <p>Travellers site appeal – No update has been received yet. It was noted that further bases have been laid down at the site.</p>

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8	<b>To receive outstanding correspondence and agree action/response</b>
8.1	<p><b>Parish partnership</b> – It was noted that the Parish Partnership Scheme Initiative will be repeated in financial year 2021/22. It will accept schemes, amongst others, small lengths of formal footway and trods.</p> <p>The Parish Council would like to improve the footway from the playing field to the top of Marl Hill. Therefore, it was agreed for PR to approach Lady Anne for her views on improving the permissive path. It was noted that Lady Anne originally allowed a permissive path on the condition it is to be maintained by footfall. <b>Action: PR</b></p> <p>The Council agreed it would be helpful for JC to approach Mr J Hurst about improving the verge on the other side of Marl Hill. <b>Action: JC</b></p> <p>It was also agreed for the Council to look at purchasing a hazard warning sign under the Parish Partnership Scheme.</p>
8.2	<b>Correspondence received since distribution of agenda - None</b>
9	<b>To review financial matters</b>
9.1	The accounts to date for 2020/21 were received.
9.2	<p>The following payments were agreed:</p> <ul style="list-style-type: none"> <li>i) Clerk salary and expenses (inc laptop) - £822.80</li> <li>ii) HMRC (clerk tax) £61.00</li> <li>iii) Cringleford Parish Council (use of ZOOM in May and July) £10.00</li> <li>iv) Emma Stone (internal audit £40)</li> <li>v) All Saints PCC from S137 fund (grounds maintenance – agreed at May meeting) £500.00</li> <li>vi) Norfolk PTS (induction training and financial training for new clerk) £95.00</li> <li>vii) Surveygizmon subscription - £360 (from ringfenced Parish Plan money)</li> </ul> <p>All information about the Financial Assistance Fund and its application process will remain on the WLPC website and it was agreed that any written form of thanks received will be passed to Clerk as documentation of transaction. <b>Action: PR &amp; CM.</b></p> <p>It was noted that there is currently no end date to the Financial Assistance Fund and PR will check with the church that its Weston Church Fund will continue to exist. <b>Action: PR</b></p> <p>The following income was noted:</p> <p>None were received</p>

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9.3	<p><b>To consider and agree the annual governance statement 2019-20</b> - The annual governance statement was considered and agreed by councillors.</p>
9.4	<p><b>To consider and agree the annual accounting statement 2018-19</b> - The statement was considered by councillors and agreed.</p> <p>Council agreed that the signed documents (9.4 and 9.5) could be submitted.</p>
9.5	<p><b>To consider the CIL report</b> - The report was noted. It was agreed for the Council to start to consider how it may wish to spend the monies in the future, one of which may be a bus shelter. It was advised that if the CIL monies are not used within the allocated timeframe, Broadland DC can claim it back but if the Council can demonstrate that there are plans to spend the monies, they may be more lenient. <b>Action: ALL</b></p>
9.6	
10	<p><b>To receive items for the next agenda</b></p> <ul style="list-style-type: none"> <li>• Electric cabling</li> <li>• Offshore wind turbines</li> </ul>
11	<p><b>To confirm the date of future meetings:</b></p> <p>Monday 14 September          Monday 9 November</p>
12	<p><b>To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2).</b></p> <p>Councillors agreed and the public were asked to leave.</p>
13	<p><b>To approve the appointment of the new Parish Clerk</b>          All approved the appointment of the new Parish Clerk.</p> <p>On behalf of the Council, the Chairman, thanked the outgoing Clerk for all her hard work and contribution over the past years.</p>