

Minutes of the meeting held on
Monday 8 February 2021 at 7.30pm via MS Teams

Present:

Clare Morton (Chair), Peter Ross (PR), Ruth Goodall (RG), Paul Cowley (PC),
Robert Banks (RB), Justin Cohu (JC)

Apologies received: Peter Bulman (District Councillor), Greg Peck (District
Councillor)

Other attendance: Helen Pearson (Clerk), members of public

1 To receive Members' Declaration of interests for meeting tonight and to update declaration of interest forms.

None raised but all Councillors, as parishioners, would be impacted by the proposed western link road.

2 To approve and sign the minutes of the meeting held on 9 November 2020

A typo error was noted under item 13 where it read 'Monday 18 November 2021' and it should be 'Monday 8 November 2021'. Upon amendment, the minutes of 9 November were agreed as an accurate record. The Chairman will give the signed minutes to the Clerk at the next physical meeting.

3 To receive information on matters arising from the minutes not covered elsewhere on the agenda

None were received.

4 To co-opt a new councillor

Following voting, Claire Craig was co-opted on to the parish council. As Claire was not present at the meeting, the Acceptance of Office will be signed before the Clerk after the meeting, upon which she can partake in council matters. The Declaration of Interests will be completed within the next month to be submitted to Broadland DC. **Action: Clerk & CC** It was agreed for Claire Craig to be the portfolio lead for non strategic roads.

The Chairman thanked the candidates for their interest in the role.

5 To review and confirm Asset Register, Risk Register and Internal Controls

All the documents were reviewed and agreed as an accurate record. The parish council assets had been checked and its conditions noted on the Asset Register.

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**6 Broadland District Council Overview and Scrutiny Committee –
Invitation for topics for the Committee to consider.**

It was noted that the O&S will only look at general issues but not specific issues. In terms of planning enforcement matters, it was agreed to bring to their attention, the issue on resources devoted to planning enforcement.

Action: CM

7 To receive update on water for allotments

PC reported that Anglian Water has agreed to connect by the gates and they will be sending a surveyor to mark up the location for the pipes. It was agreed that payment will be made from the Solar fund. **Action: PC** BB and T Finch to discuss and agree specific location of the pipes. **Action: BB**

PC said he will need to obtain Clarion's permission for Anglian Water to proceed. **Action: PC**

8 To consider the Three Parish Plan

RG thanked all who contributed towards the Parish Plan. She reported that the Parish Plan has been circulated and are also available on the parish council website. RG said there are some interesting ideas from it which can be further explored at future parish plan meetings.

9 To discuss / action offshore cabling projects

9.1 Hornsea Project Three Offshore Wind Farm

PC reported that project has been granted consent for development. It was shared that since January, notices have been appearing around the parish footpaths and roads enquiring about the ownership. PC will speak to Liaison Manager to enquire more about the notices and to obtain further clarification on where the trenches will be dug. **Action: PC**

9.2 Sheringham Shoal Extension Project (SEP) and Dudgeon Extension Project (DEP)

There is no further update to share at present.

10 To discuss / action highway issues

10.1 To discuss the NNDR Western Link

10.2 To discuss the A47 Dualling/A47 junction modification

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RG reported that the design of the NWL should be shared at the next Liaison meeting with more information available on its proposal. WLPC has requested for Church Lane and Honingham Lane to remain open until the NWL is open despite HE's application for consent order to close them. This will be further discussed at the next Liaison meeting.

- 10.3 To discuss options if there is a delay between the opening of the A47 and the NWL / if the NWL does not proceed

CM reported that other parishes are worried about the implications to their parish hence Easton PC want Lower Easton closed and Ringland PC want Honingham Lane closed. NCC have been asked to provide a side road strategy as well as other modelling data based on a few traffic scenarios.

Following discussion, it was agreed:

- Request traffic modelling from NCC to find out the impact on the parish of the proposed Church Lane and Honingham Lane closures. **Action: CM/RG**
- Ask NCC to look at the impact of a 6 foot 6 width restriction at the Marl Hill crossroads (on the village side of the junction) and another one somewhere are close to the end of Paddy's Lane. They will be asked to look at this now as part of their existing legal obligation for the existing traffic volumes. The parish council will be able to use their model to see what the impact would be if the traffic volumes increase due to other non-parish road closures. **Action: CM/RG**
- WLPC will not currently pursue a road closing or one way strategy.

- 10.4 To receive an update on traffic calming steps

CM shared that the raised pavement proposals was not popular amongst the residents. It was agreed to investigate the width restriction suggestion (see 10.3) The parish council will not advocate a return to the old 30mph speed limit through the village which would allow for police enforcement, as there was a measured speed reduction comparing the current 20mph to the previous 30mph.

- 10.5 To discuss traffic volume and speed
No additional data has been received.

- 10.6 To discuss footpath strategy

This will be discussed as an item at the next Parish Plan meeting.

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11 To consider planning issues / applications

- 11.1 To consider the following planning applications
 - 11.1.1 None received
- 11.2 To consider planning applications received since distribution of the agenda
None
- 11.3 The following planning responses sent since last meeting were ratified:
 - 11.3.1 Loke Farm 20201940 – no objections
 - 11.3.2 Ivy House 20201806 – no comments
 - 11.3.3 Dairy Farm 20210020 – objection submitted
- 11.4 To consider other planning matters
None

12 To receive outstanding correspondence and agree action/response

- 12.1 Norfolk ALC – extending remote meeting regulations and timing of 2021 Annual Meetings

The current remote meeting regulations will end on 7 May and it was agreed to the parish council to contact its local MP about extending the regulations, which fits with the current national lobbying by NALC, SLCC and LGA. This will allow Councils to continue to meet safely in the current pandemic. **Action: Clerk**

Norfolk ALC has advised its members to bring forward its Annual Meetings before 7 May whilst it is still possible to hold virtual meetings. Following discussion, it was agreed for the parish council to keep its May meeting date the same, which is 10 May.

13 To review financial matters

- 13.1 To accounts to date for 2020/21 were received.
- 13.2 To following payment were agreed:
 - i. Clerk's salary and expenses - £648.58
 - ii. Norse - £568.54
 - iii. Parish Plan printing - £855.00
 - iv. Parish Plan distribution - £13.83
 - v. Hall for All (Parish Council meeting) - £18.00
 - vi. Hall for All (Parish Plan meetings) – £124.00

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- vii. Covid 19 Financial Assistance Fund (Solar Fund) - £nil
- viii. Water allotment pipe connection (Solar Fund) - £1132.80
- ix. ICO data protection fee - £35 (direct debit)

13.3 Receipt of allotment £30 and VAT126 reclaim £232.59 were noted.

13.4 To agree new payroll provider

The Clerk reported that the parish council's current payroll provider Ladywell Accountancy will end her services on 31 March 2021, meaning the parish council will need to appoint a new payroll provider. All agreed to appoint Marion Barnes Ltd who will charge a nominal fee of £25 plus VAT per annum. The Chair confirmed that she will provide the same payroll services as per Ladywell Accountancy.

13.5 To consider / agree the following training

13.5.1 Annual Governance and Accountability Return training for Clerk £25
All agreed for the clerk to attend the course.

13.5.2 Induction to being an effective councillor (£60 Norfolk ALC or £50 PTS)
All agreed for new co-opted councillor to attend the induction course.

14 To receive any other business (for information only)

Litter picking – PC reported that under the current pandemic restrictions, it will not be possible to arrange a day for litter picking. However, if parishioners wants to do it, he will be able to provide the tools they need.

15 To receive items for the next agenda

None

16 To confirm date of dates of future meetings

Monday 10 May 2021

Monday 12 July 2021

Mondy 13 September 2021

Monday 8 November 2021

Meeting closed at 10pm