

Weston Longville Parish Council Annual Meeting of the Parish Council Minutes

Date: Monday 9 May 2022 Time: 7.45pm

Place: Hall for All, Church Street, Weston Longville

Parish Councillors present: Clare Morton (Chair), Peter Ross (Vice-Chair), Ruth Goodall, Justin Cohu, Paul Cowley, Bob Banks, Cynthia Savory. Also present Lorraine Trueman (Clerk) and 2 members of public.

8.19pm the chair opened the meeting.

1. To elect the Chair for the coming year

Cllr Morton invited nominations for the office of Chair. Cllr Morton was nominated and seconded. With no further nominations, all councillors agreed to elect Cllr Morton to serve as chair for the next 12 months. She signed a declaration of acceptance of office.

2. To elect the Vice-Chair for the coming year

The Chair invited nominations for the office of Vice-Chair. Cllr Ross was nominated and seconded. With no further nominations, all councillors agreed to elect Cllr Ross to serve as Vice-Chair for the coming twelve months.

3. To receive apologies for absence

Apologies were received from Cty Cllr Greg Peck and Dist Cllr Peter Bulman.

4. To receive declarations of interest in items on the agenda and consider any requests for dispensations

Cllrs Morton and Cohu updated their disclosable pecuniary and other interests.

ACTION: the clerk to advise Broadland District Council.

All councillors declared an interest in item 15, Norwich Western Link.

5. To approve the minutes of the meeting held on 14 February 2022

Item 4 had a spelling mistake "It was agreed that he, on behalf of WLPF, will report this to PC Colin Bailey Spelling error." WLPF should read WLPC. The minutes were then approved and signed by the Chair as a correct record.

6. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors

No matters were raised by the public.

7. Planning

7.1. To receive update on application decisions taken by Broadland District Council

20220100, 2 Breck Barn Cottage, Weston Road, Ringland, NR8 6JL, Erection of single storey rear extension following demolition of existing conservatory.

APPROVED

7.2. To note the comments provided by the Parish Council to Broadland District Council since the last meeting (see below)

20220306, Barn on land off Sandy Lane, Weston Longville, Change of Use of Agricultural Building to Dwelling house. COMMENTS: Weston Longville Parish Council have no objections.

20220318, Bucks Burrow Barn, Dairy Farm, Morton Lane, Weston Longville, NR9 5JL, Variation of Condition 2 of permission 20211467 (Conversion of Detached Ancillary Residential Outbuilding into a One-Bedroom Single Storey Dwelling - Revised proposal) - to permit external insulation and timber cladding. No comments submitted.

20220034, Norfolk Dinosaur Park, Morton Lane, Weston Longville, NR9 5JW, Hybrid application - Part full and part outline for the change of use of a former Deer Park to provide an extension to the Roarr Dinosaur Attraction comprising three phases of development, including a volcano feature, rides, food and beverage facilities, toilet block, entrance feature, extension to overflow carpark, ecological enhancement and landscaping. Comments: The Weston Longville Parish Council would be unable to support the proposal in its present form without the implementation of conditions, which must include the following:

Noise

Receptor Number	Location / description	Predicted from development dB LAeq, T	Existing ambient dB LAeq, T	Total ambient plus predicted dB LAeq, T	Increase over existing ambient dB LAeq, T
R1	Round the Woods (Yurt1)	41.1	43.6	45.5	1.9
R2	Round the Woods (Yurt2)	41.4	43.6	45.6	2.0
R3	Fairfield House garden	37.9	43.6	44.6	1.0
R4	Toad Cottage garden	37.5	46.0	46.6	0.6
R5	Keeley Cottage garden	37.5	40.5	42.3	1.8
R6	Hall Cottage facing Weston Hall Road	40.8	44.5	46.0	1.5
R7	Hall Bungalow facing Weston Hall Road	41.5	44.5	46.3	1.8

Table 13.16 Calculated noise levels and comparison with baseline.

The Environmental Statement in section 13 clearly explains the baseline noise monitoring and proposal modelling and the impact this will have on the local residents. There is however an error in the submission with the measuring point U1 being shown as located on the Round the Woods boundary when it was actually part way between the boundary and Fairfield House.

However the report also makes mention of a Noise Management Plan which is required for the proposed expansion but also to address current issues with the park as it stands. The report clearly indicated that the amplified roaring noises from the park were audible to local residents. The Design and Access statement indicates that complaints have been made about the existing operation of the park and that and that *'Alleviating and mitigating negative noise impacts is a key aspect of the proposals, and the aim is to achieve noise levels which are no higher than pre-existing levels, while reducing emissions from some existing sources which have given rise to complaints in the past.'*

It is then surprising that the Existing Ambient readings proposed to be used as a baseline for future comparisons are set at the levels which are already giving cause for complaint.

At the time of measurement, Roarr were working with local residents to reduce the nuisance noise but it is not clear from the report that the baseline Existing Ambient was remeasured after adjustments to the amplified roaring noise had been made.

All of the modelling shows that there will be a cumulative increase in noise in the range of 0.5 – 2.0 dB LAeq, T against base line which is already generating complaints. Whilst this may be low, increases in the 1.0-2.9 dBA are perceptible.

The report concludes that because the increase falls into the category of No Observed Adverse Effect Level (NOAEL) or at worst Lowest Observed Adverse Effect Level (LOAEL) at which no specific mitigation measures are required'.

Nevertheless, the noise increase will be detectable by the local residents and should not be allowed to hinder their enjoyment of the whole of their properties.

The WLPC feels that the developers should not be aiming only to meet the minimum standards defined but should be trying to eliminate the impact of their development on local residents as far as is reasonably practical. The proposals indicate that they will be implementing earth bunding in the open sections between the southern end of the park and the residents of Morton Lane, which will be supplemented by tree and hedge planting. The tree and hedge planting is acknowledged in the report as taking time to mature even though the proposal indicates that some semi-mature trees will be used (10.10.28). The recent storms, with accompanying tree loss, have demonstrated that relying on vegetation for mitigation alone is insufficient.

- A condition that requires a new 'Existing Ambient' noise baseline to be made which accounts for the changes already being implemented as part of the Noise Management Strategy to address existing complaints. This should have measurement points which are at the boundaries of the development site AND at each of the sensitive residences. This is because the topography of the land is such that the houses along Morton Lane sit elevated relative to the site boundaries and residents should be able to enjoy the whole of their properties unhindered.
- A condition that requires the earth bunding to bound the whole perimeter of the site where it abuts the land owned by the properties of Morton Lane and that it should be no lower than 4m high to provide the screening required.

- A condition that requires the implementation of timber acoustic fencing on the bunding between the south of the park and the residential properties on Morton Lane, to supplement the tree and hedge planting.
- A condition that requires the applicant to institute a noise monitoring strategy – which includes mitigation requirements during the construction and operation of the park in order to confirm that the cumulative noise levels do not exceed those predicted in the report. The test points to be agreed between Roarr and the affected residents adjacent to the park.

A condition that requires the replacement of any trees and hedging installed should it fail within 5 years of being planted.

Visual Intrusion

The topography of the site and the surrounding land is such that the proposed development takes up the base and one side of a valley, with Morton Lane and its residential properties being on the other slope. The WLPC would like the planning committee to attend the site so that they can view the proposal from all of the angles and not just the view slices modelled in the report.

The report indicates that – until the bunding and planting are established – that a number of the properties along Morton Lane will suffer from a visual appreciation which is of ‘Medium Magnitude of Change with Major / Moderate Adverse effects, which are significant’. The early installation of the earth bunding, acoustic fencing and planting will mitigate this, so the WLPC asks that there is

A condition that requires the installation of the visual and noise mitigations outlined above to appear in the early part of the Construction Management Plan.

Construction Management Plan

The report indicates that there will be noise and visual disruption from the construction of the park expansion. The WLPC ask that the working hours proposed in the report at 13.6 form a condition such that

- Construction work – including deliveries and removals from the site – fall within the hours of Monday to Friday 07:30 – 17:30hrs • Saturdays 08:00 – 14:00hrs • No working Sundays or Bank Holidays

A condition that construction traffic will be directed to use the B1535 and the main entrance from Weston Hall Road and not the minor road network and secondary access located off Morton Lane (which is currently reserved for maintenance staff).

Access along Weston Hall Road.

The entrance to the park is from Weston Hall Road, a section of the B1535 which is the designated HGV route connecting the A47 to the A1067. The nearest bus stop to the park is on the A1067 very close to its junction with Weston Hall Road. There is presently no safe access route along the side of the B1535. The land on one side of the road is owned by the Royal Norwich Golf Course, and on the other side by the Weston Hall Estate.

The Design and Access Statement indicates

Pedestrians: A survey tallying how many visitors arrived on foot in a year concluded that approx. 50 to 100 people made the journey either via bus links or cycle etc. to visit the park. Pedestrians are known to use the B1535 road and Norfolk County Highways have no plans for accommodating a footpath. Roarr! has made attempts in the past to develop a private footpath project but with the extremely high costs

associated with a 450m path to Norwich Rd and with the Highways department unable to assist, this is unlikely to come forward in the near future.

The proposal implies – and indeed has previously been stated by Roarr – that no consideration for walking / cycling access is necessary as so few park attendees do so. The lack of people using public transport or cycling to access the park is – with the lack of a safe route to do so – self-fulfilling – no-one is encouraged to use non-car based means of access due to the hazards of traversing the last 0.3 miles along this road. This fails to meet Policy 6 of the Joint Core Strategy DPD which sets out that development should be close to essential services and facilities to encourage walking and cycling as the primary means of travel. Furthermore, policy TS2 sets out that for major development, a transport statement is required, and proposals must deal with any consequences of the development in terms of maximising access by foot, cycle, and public transport.

The Royal Norwich Golf Course has in the past indicted to Weston Longville Parish Council that it would be open to providing a right of access across its land for the provision of a path and it therefore seems unlikely that it would not do so if requested by Roarr. The Paths for All' organisation indicates that a tarmac path of 450m suitable for walking and cycling could be installed for less than £50k so this does not seem to be a prohibitive cost for a scheme of this magnitude.

The WLPC would therefore like to see a condition such that

A safe access path to facilitate walking and cycling be provided from the A1067 to the entrance to Roarr.

7.3. To consider any new planning applications, as listed below, and agree comments (none)

There were no planning applications to consider.

7.4. To consider any planning applications, received since the publication of the agenda, and agree comments

The council received notification, pre planning application of a proposed communications installation for Arqiva's smart meter network for Anglian Water at verge at Norwich Road, Morton. The council were requested to submit any comments to WHP Telecoms before 15 May. The council AGREED to submit no comments.

The planning application (20220075) for the development of Johnson's Garage in Lenwade had been circulated to Councillors. The council noted advice from planning officer to withdraw application for several reasons.

8. Policies

8.1. To agree environmental grant policy

The council reviewed and **AGREED** to adopt the Environmental Grant policy

8.2. To review and agree donation policy

The council reviewed and **AGREED** to adopt the Donation policy.

8.3. To agree if Financial COVID policy is required, if so to review policy

The council discussed the need for a hardship fund, instead of the financial COVID support. Concerns were raised as to whether this was the responsibility of the Parish Council, if they had the legal right to spend taxpayers' money in this way, how the council would set any parameters and how they would abide by any data protection regulations. The council thought they may be able to donate to local charities instead. **ACTION:** contact Broadland District Council for further advice, investigate other options to support parishioners and include on next meeting's agenda.

8.4. To agree data protection policy

The council reviewed and **AGREED** to adopt the Data Protection policy.

8.5. To agree if the lone working policy is required, if so to review policy

To council **AGREED** to review this policy at the next meeting. **ACTION:** Cllrs Morton and Cowley to prepare a proposal for council to consider.

8.6. To agree planning policy

The council reviewed and **AGREED** to adopt the Planning policy.

8.7. To agree privacy statement

The council reviewed and **AGREED** to adopt the Privacy statement.

8.8. To agree publication scheme, information guide and schedule of charges

The council reviewed and **AGREED** to adopt the publication scheme, information guide and schedule of charges.

9pm Cllr Cohu left

9. To agree planning section of portfolio document

The council reviewed and **AGREED** the planning section of the portfolio document.

10. To consider quote from Norfolk Parish Training & Support for annual subscription

The council **AGREED** not to proceed with the annual subscription with Norfolk Parish Training and Support at £73.28.

11. Platinum Jubilee

11.1. To receive an update on the arrangements

Cllr Savory gave an update to the council. She advised the committee is still looking for helpers and asked councillors if they were able to help.

There will be a raffle with all the proceeds going to the church toilet fund and any other money raised will be split between the church toilet fund and the Attlebridge visitor centre.

All councillors **AGREED** to help with the celebrations.

11.2. To agree Parish Council's involvement and support

The Parish Council applied to wind turbines on behalf of the Jubilee Committee for funding to support the Jubilee celebrations. Cllr Morton advised the council had been awarded £2,015. **ACTION:** Cllr Morton to provide the clerk a copy of the budget for an audit trail.

12. General Power of Competence

12.1. To consider and agree if the council should use the general power of competence

The council **AGREED** that they fulfilled the requirements to use the general power of competence being, at least 2/3 of the councillors were elected and the clerk had gained the CiLCA qualification. The council **AGREED** to use the general power of competence.

12.2. To agree the clerk's pay increase from salary scale 15 to 17 on completion of CiLCA.

The council **AGREED** to increase the clerk salary scale from 15 to 17, as outlined in her employment contract.

13. To agree additional payment of £47 for the article in the Wensum Diary's relating to highways issues.

The council **AGREED** to pay the additional payment of £47 for the highways article bringing the total cost to £82.

14. Finance

14.1. To review the asset register for 2021/22

The council reviewed the asset register and noted the water connection to allotments needed to be added. **ACTION:** clerk to update asset register

14.2. To consider the Internal Auditors report for year ending 31 March 2022

The council considered the report and noted there were no actions.

14.3. To agree the accounts for year ending 31 March 2022

The council **AGREED** the accounts as prepared.

14.4. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chair to sign the form.

The council **AGREED** to exempt from an external audit and authorised the chair and clerk to sign the form.

14.5. To consider the assertions on, and complete, the Annual Governance Statement 2021/22 and to authorise the Clerk and Chair to sign.

The chair read out each statement and the council **AGREED** each statement and authorised the Chair and Clerk to sign.

14.6. To consider and approve the Accounting Statements 2021/22 and to authorise the Chair to sign.

The council **APPROVED** the accounting statements for 2021/22 and authorised the chair to sign the form.

14.7. To ratify the following payments since the last meeting
Lorraine Trueman £169.76
HMRC £42.40
Helen Pearce £636.48 (paid in error by the bank)

Helen Pearce had alerted the council to the payment made in error and had instructed her bank to return the funds. Cllr Morton advised a form had been sent to Lloyds Bank instructing the payment to be £0. The clerk advised that internet banking had not been setup yet but all the forms had been sent to Lloyds Bank so she was unable to confirm any transactions since 1 April 2022.

The council **RATIFIED** the payments.

14.8. To agree the payment list

The council **AGREED** the payment list as detailed at the end of these minutes.

14.9. To note any income from 1 April

The clerk advised she had received notification of precept income of £3,664 & CIL monies of £5,597.35 but could not confirm amounts received due to the internet banking not setup.

15. To receive an update on A47 and Norwich Western Link and agree next action

Cllr Goodall advised that she had received the updated letter of agreement between Norfolk County Council and Weston Longville Parish Council that sets out action that will be taken if the Norwich Western Link is delayed. Highways have until summer 2023 to set out what the measures may be. Cllr Goodall proposed that the Parish Council created a project team to consider this and set out a timetable for actions. Surveyors are monitoring traffic in April/May and October, with stakeholders meeting in May.

Councillors are concerned about the impact to village while roads are being built and large vehicles potentially travelling through the village. Pump Farm, owned by Norfolk County Council, has stood empty for 2 years despite that there has been interest expressed in renting it. Norfolk County Council are now carrying out an archaeological dig after which there is the possibility it could be used as a compound for the roadworks.

16. To receive

Item 16 is an error.

17. To receive an update on the Sheringham Shoal and Dudgeon Extension Projects

Since last meeting public consultation, all relevant documents have been made available on the SEP & DEP website (<https://sepanddep.commonplace.is/proposals/11-march-2022-public-information-days>)

The council discussed the possibility of using the funding available for a footpath. It is believed Norfolk Community Foundation will manage the grants. A member of the public asked how many kilowatts would be put through the trenches.

18. To agree action to be taken to improve the visual aspect of land at Post Office Lane

Enforcement have visited the site and spoke to the landowner who had agreed to start to remove the items. The council are concerned about the situation being a fire hazard. The council **AGREED** they did not have the power to take any further action.

19. To receive a report on the Road Safety Conference

Cllr Morton had prepared a report that was available ahead of the meeting. She highlighted that the conference strongly indicated actions were heavily based on received data.

The council thanked Cllr Morton for her report.

20. To report progress made on allotment water allocation

The cost of the water will be shared between those using the facility. It will take into consideration the plot size of each user. Currently 2 plots not using the water.

21. To receive an update on footpath matters

To register the footpath between Pump Farm and Ringland Lane evidence of use over the past 20 years is required.

The Parish Council are not sure who owns Bucks Lane.

22. To receive and discuss the Roarr noise study

The report circulated, ahead of the meeting, indicates the noise baseline is similar to the previous noise baseline. It is believed that the noise will be greater than Roarr is predicting. The Parish Council has asked Broadland Planning Department to include a condition that the noise levels are not to exceed the current levels.

The council thanked Cllr Morton for her work and the comments submitted to Broadland District Council.

23. To discuss the enhancement of the verges

The council discussed the advantages and disadvantages of restricting the cutting of the verges. It was thought the Parish Council could select verges they did not want cut, and Highways could select areas they wanted cutting for road safety reasons.

ACTION: Cllr Morton to share a map with councillors to mark areas.

24. To receive an update on the progress made on Parish Council email addresses

This item was deferred to the next meeting.

25. To discuss the use of OneDrive for the storage of Parish Council documents

The clerk explained how she used OneDrive for the council documents and how this can be shared with councillors. She advised consideration would be needed to ensure data protection regulations were met.

26. Correspondence (information only)

None

27. Any other business (information only)

The council asked for “matters arising from last meeting not on agenda” to be added to the next agenda.

The council noted concerns that Lady Ann, raised that the land at the end of the playing field, considered for the community wood, was already in a contract and that they need to be mindful of the height of trees under the cables.

The landowner next to Orchard House may allow the planting trees on the land.

Noticeboards to be included on the next agenda.

The Parish Council noted the Jubilee Tree had been planted at the Hall for All in April.

10.34pm a member of public left

To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item:

28. To receive a report on outstanding planning enforcements

Noted

10.36pm Cllr Morton closed the meeting.

DRAFT

Weston Longville Parish Council Payment List for approval on 9 May 2022

Payment to	Description	Payment	VAT to be reclaimed
Norfolk Citizen Advice	Donation agreed at Feb meeting	100.00	-
Norfolk Community Foundation	Refund of parish plan grant	996.00	-
Norfolk Association of Local Councils	Annual standing charge, ALC fees, website	148.97	-
Marion Barnes	Payroll to 31 March 2022	18.00	3.00
All Saints Church	Donation agreed at Feb meeting (S137)	750.00	-
Clare Morton	Jubilee funds	2,015.00	-
Clare Morton	Noise assessment of Roarr!	720.00	-
Justin Cohu	Refurbishment of speed gun batteries	47.79	7.47
Norfolk PTS	Whole council training 31 Jan 2022	300.00	-
Wensum Diary	Wensum Diary - highways article	82.00	-
Norse	Grounds maintenance April	638.75	106.46
SB Auditing	Annual internal audit	40.00	-
Total		5,856.51	116.93
Clerk			
Lorraine Trueman	Expenses	141.50	-
Lorraine Trueman	Salary (Apr to Jun)*	531.93	
HMRC	Tax (Apr to Jun)*	132.80	
Total Clerk costs		806.23	
Total payments		6,662.74	116.93

*Payment due 1 July