**Minutes of the Meeting of Neatishead Parish Council held on Wednesday 18th May 2022 at 8pm at New Victory Hall, Neatishead**

**Present:** Michael Godfrey

Alex Craker

Ben Mullard

Dianne Pickering

 Catherine Moore, Locum Clerk

**Also present:** 17 members of the public were in attendance

# Election of Chairman

Mike Godfrey was elected as Chairman, proposed by Dianne Pickering, seconded by Alex Craker, all in favour. The Declaration of Acceptance of Office was signed.

# Election of Vice Chairman

Robert Hanger was elected as Vice Chairman, proposed by Dianne Pickering, seconded by Ben Mullard, all in favour.

# Apologies

Apologies were received from Rob Hanger. Apologies were also received from District Councillors Gerard Mancini-Boyle and Nigel Dixon, and County Councillor Richard Price, due to a clash of meetings.

# Declaration of Interest for items on the agenda

Alex Craker – item 12a – author of Jubilee Street Party Plan.

# Minutes of the last meeting

The minutes of the meeting held on Thursday 21st April 2022 were **agreed** and signed by the Chairman, proposed by Dianne Pickering, seconded by Ben Mullard, all in favour.

# Public Forum

1. County Councillor

No report

District Councillors

Not present, the Clerk read the reports sent.

1. Public

A member of the public reported that she would be objecting to the planning application at Street Hill Farm, as the proposal was too large and inappropriate for the area. The number of cars proposed to be kept was not suitable for the road layout, and the style of the building was not in keeping with the conservation area. It would open a precedent for further development in the surrounding area.

A member of the public noted that Highways had said that they would need to widen the road into the village, which it was felt would spoil the approach to the village with the trees being removed. The designation as conservation village was to retain the look of the village, and this proposal would be detrimental to that status.

A member of the public noted that the position of the proposed house would overlook other properties and result in a loss of privacy.

Concern was expressed that the storage area above the garages would be turned into residential accommodation at a later date. It was suggested that there was a car sale business in the site. Hedges had been and would further be removed resulting in a loss of residential amenity.

It was noted that the objectors must put their views directly into the planning process with the District Council, as the Parish Council had no powers of decision and were only consultees on the matter, but took the views of the residents present into account in their deliberations.

A member of the public asked whether a smaller development would be acceptable, as that could be submitted if the larger one was refused. It was noted that much of the concern related to the proposed garages. The Chairman replied that developments in the right place and in keeping with the surrounding area should be welcomed for future generations.

A member of the public asked whether the owner of the Robotics business had submitted a change of use – it was believed that he had, although no application had been received yet. It may be that no change of use was required as other businesses were already on the site, although it was understood that there would be a residential development on the site which would need permission.

A member of the public noted that the Local Plan stated that the maximum development size for Neatishead had been set at six houses due to the limited facilities and infrastructure available. It was suggested that the Parish Council could look into this further.

It was noted that members of the public should object on planning grounds to be successful in their objections, referencing the NNDC Local Plan policies, and that development planning applications were currently on hold due to the Nutrient Neutrality issues.

# Matters Arising

1. Update on Recruitment of Clerk

There had been 8 applications for the job, and a couple of additional enquiries. Four had been shortlisted and would be interviewed on 30th May, and the Council looked forward to meeting them. The Chairman thanked all involved in the process so far.

1. SAM2 – Update on Locations and Figures

Mike Godfrey reported that the SAM2 camera had been monitoring the speed near the school, and from the industrial estate, and on Irstead Road. Speeds were being monitored and there were some shocking speeds recorded. This could support the need for a 20mph zone. A member of the public asked whether speed bumps would be appropriate, this had been discussed before and had not been considered feasible by Highways.

1. Co-option Policy

This would be considered once a new Clerk was in place and settled.

 **ACTION: New Clerk**

1. Ivy on Trees

Communication had been received regarding the removal of ivy on trees. A Councillor asked whether this was in the gift of the Council, it was noted that trees on land owned by the Parish Council should be inspected and that report would inform works required and ivy to be removed. It was **agreed** that a Tree Policy would be drafted, proposed by Dianne Pickering, seconded by Ben Mullard, all in favour. The areas to be inspected would be at the Staithe, and the Sandpit. **ACTION: New Clerk**

The Clerk was asked to get prices for arboricultural assessments for these sites.

 **ACTION: New Clerk**

1. Overnight HGV parking near School

It was noted that there had been issued with parking of lorries near the school, and that the Clerk had been asked to make contact with the site about it. This needed to be followed up – Alex to assist with information. **ACTION: Locum Clerk / AC**

# Planning

* 1. Applications

PF/22/1019 Street Hill Farm, The Street: Erection of two storey detached 5 bed dwellinghouse, 8 bay detached garage with storage in roof and a 2 bay detached garage.

The concerns of the village were noted.

It was **agreed** to object to the application on the grounds of highways concerns, environmental impact, overdevelopment of the site, onward development of the oversize garage and site, further development within curtilage of site and the impact on the conservation area, proposed by Mike Godfrey, seconded by Dianne Pickering, all in favour. **ACTION: Locum Clerk**

It was noted that a tree had been felled on the site, this had been queried with North Norfolk District Council as to whether permission should have been sought.

* 1. Decisions

None.

# Correspondence

* 1. Textile Banks – North Norfolk District Council

It was noted that there had previously been a textile bank however it wasn’t being emptied. The Clerk was asked to express an interest in putting one in the Parish Car Park outside the Victory Hall. **ACTION: New Clerk**

* 1. General Correspondence

An email had been received regarding the cutting of verges and the destruction of the wild flowers. It was noted that the Parish Council could only cut those areas in the village designated as Urban, which would not include much of the verges that needed to be wild. The Council had begun their cutting early, and advice had been received from County Councillor Richard Price. It was suggested that the Parish Council should lobby Norfolk County Council regarding the cutting frequency, however Norfolk County Council were reluctant to make any changes. It was noted that visibility splays had to be cut on a safety basis. It was **agreed** that further questions would be asked of Norfolk County Council to discuss whether areas could be identified for no or late cutting. The Locum Clerk was asked to open a discussion with the Highways Engineer to understand what influence the Parish Council could have in the cutting regime. **ACTION: Locum Clerk**

It was noted that communication had been received regarding spikes at the play area. It was noted that the bird spikes had been requested to be removed in the RoSPA play area inspection on safety grounds as children would climb the equipment and could be injured. This would be looked into further, and it was suggested that upright cable ties might be effective. **ACTION: New Clerk**

# Finance

* 1. Financial Update

The accounts to date were **noted**. On 10th May 2022 there was £7,931.96 in Lloyds Current, £4,544.66 in Lloyds Deposit. The following receipts were noted:

* £4,333.50 – first half precept
* £96 – allotments
* £311.90 – VAT refund 2020/21
* £235 – Staithe water
	1. Internal Audit Report

The internal audit report was received and noted. A number of actions had been identified and would be picked up between the Locum Clerk and the new Clerk once appointed. **ACTION: Locum / New Clerk**

* 1. Annual Governance Annual Return

The Annual Governance Statement and Annual Accounting Statement were agreed, proposed by Mike Godfrey, seconded by Dianne Pickering, all in favour. It was agreed that the Council would declare itself exempt from external audit.

 **ACTION: Locum Clerk**

* 1. Insurance

The insurance quotations were summarised, noting that quotes had risen significantly. It was agreed to take out the policy with Zurich at £456.80 proposed by Alex Craker, seconded by Mike Godfrey, all in favour. **ACTION: Locum Clerk**

* 1. VAT Submission 2021/22

The Locum Clerk confirmed that a VAT return had been made for 2021/22, totalling £235.34.

* 1. Payments

It was **agreed** to pay the following, proposed by Mike Godfrey, seconded by Dianne Pickering, all in favour:-

C Moore Salary April 2022 £72.00

HMRC PAYE – April 2022 £18.00

C Moore Expenses – Jubilee Coins £228.60

New Victory Hall Meetings May and June 2022 £38.00

# Staithe

1. H Posts

It was confirmed that the H posts had been ordered and were expected to be delivered around 23rd May. The Chairman gave an update on the Staithe facilities improvement project. Parking was discussed, and signage suggested.

1. Liveaboard, Neatishead Staithe

Alex Craker noted that the Clerk had written to the Broads Authority noting that they were in breach of their lease. The Clerk was asked to follow up a response.

 **ACTION: Locum Clerk**

# Queen’s Jubilee

1. Road Closure Update

The road closure application had been approved and had been corrected to the 100M that had been originally applied for, from the pub corner (leaving the Irstead Road junction open) and round to the village sign. The car park entrances would remain open, as this would provide disabled parking. The wording states the parish of ‘Neatishead, Barton Turf and Irstead’ however this was a technicality as the road names and numbers were clear. The notices had been posted.

The organising group, which was a sub-committee of the Parish Council, had prepared a draft leaflet for residents affected by the closure. It was felt that it should also request that those who park on the road normally, should be asked to move their cars to the parish car park. These would be printed and hand delivered, and residents could ask questions of the sub-committee. The draft leaflet was **agreed**. Any objections were being directed to the Parish Clerk.

A leaflet had been produced advertising the events being held in the village.

The Safety Management Statement was presented for approval and **agreed**, proposed by Ben Mullard, seconded by Dianne Pickering, all in favour.

1. Update on General Plans for Celebration

It was noted that the Thursday even was casual and informal, bring your own chair. Tickets for the street party had been fully distributed and there was now a waiting list. A great weekend of events had been planned. Assistance would be welcomed on the day with setting up, clearing down, decorating and traffic management.

1. £250 Grant towards Celebrations

It was **agreed** to give a grant towards the Jubilee Celebrations, this would be managed through the Victory Hall account, proposed by Ben Mullard, seconded by Alex Craker, all in favour. It was noted that the money could be used to purchase items and donate them directly to the Jubilee Celebration, making it permitted to reclaim the VAT, therefore it would be held in an earmarked reserve. However the Council could not receive funds from the Jubilee Committee in order to reclaim VAT.

 **ACTION: Locum Clerk**

# Other Matters

None.

# Date of Next Meeting

Wednesday 22nd June 2022 at 8pm at Victory Hall, Neatishead. The Clerk noted that the meeting could revert back to Thursday 23rd June if a new Clerk was appointed by then and would be announced on the website.

The meeting closed at 9.40pm.

**CHAIRMAN**