**Minutes of the Meeting of Neatishead Parish Council held on Thursday 21st July 2022 at 7.35pm at New Victory Hall, Neatishead**

**Present:** Michael Godfrey

Ben Mullard

Dianne Pickering

Robert Hanger

 Laura Bateman Parish Clerk

**Also present:** 3 members of the public were in attendance

# Apologies

# Cllr Alex Craker, County Councillor Richard Price (Smallburgh Division)

# Declaration of Interest and applications for dispensations

Cllr Robert Hanger declared an interest as a newly appointed Trustee of The Poor’s Trust. This is to be taken into consideration for items on the agenda where there is an interest related to the trust.

# Minutes of the previous meeting

The minutes of the meeting held on 22nd June 2022 were agreed. Proposed Diane Pickering, seconded Robert Hanger, all in favour.

# Public speaking

1. County Councillor

Cllr Richard Price had sent a report through prior to the meeting to confirm no further information to update since the last meeting.

District Councillors

Not present

1. Public

None

# Matters Arising – to receive updates

1. SAM2 – Update on Locations and Figures

Mike Godfrey reported that the camera was being passed back to Neatishead from Barton Turf’s for August and September. It was agreed that the camera should be placed on Irstead Road for August and at the industrial site in September. Proposed Ben Mullard, seconded Robert Hanger, all in favour.

1. Road Safety Community Fund

The document produced to inform the public regarding this funding was approved but agreed it need to be smaller, it could then be displayed on the notice boards. Discussions to be instigated in September with the school regarding a joined-up approach to which road safety measures would be beneficial to the village.

 **Action Parish Clerk**

1. Ivy on trees

The trees in question are on the playing field and in the car park. Further advice was required from North Norfolk District Council to confirm how to manage tress on parish land. It was decided contacting other parish councils to see how the manage their trees could benefit. A quote was required for how much a full arboricultural survey would be. **Action Parish Clerk**

1. North Norfolk District Council Textile Bank

Application form received to be completed by end of July.

 **Action Parish Clerk**

1. Verge cutting regime

A further response had been received from North Norfolk District Council regarding the early cutting of the verges. Agreed response should be sent to the Wildlife Friendly Villages Group for their perusal.

 **Action Parish Clerk**

1. Co-option Policy

Agreed that the draft policy will be distributed to councillors before the next parish meeting in September. This would allow for councillors to review the document with the possibility of agreeing the policy at the next meeting.

 **Action Parish Clerk**

1. Tree Policy and arboricultural assessments

Discussed at item 5 c). Policy to be drafted by clerk when more information is gathered.

1. Bird Spikes in play area

3 options were discussed, two different types of spikes and a reflective tape. The cheaper plastic spikes were deemed too flimsy, experience of the reflective tape was negative so the sturdier plastic spike option was agreed. They were agreed only for the swings however and not the climbing frame to avoid any injury to a person. Clerk to order. Proposed by Robert Hanger, seconded Ben Mullard, all in favour.

 **Action Parish Clerk**

1. Jubilee Tree location

Following the suggestion to plant the jubilee tree on the grass triangle outside the school, North Norfolk District Council had been contacted and they explained that a legal consent needed to be granted for this. This involved obtaining details of statutory undertakers’ underground apparatus (for example utility companies). Agreed to pursue this location. Clerk to discuss with North Norfolk District Council the next steps required. Proposed Michael Godfrey, seconded Dianne Pickering, all in favour.

 **Action Parish Clerk**

# Planning

* 1. New applications (North Norfolk District Council)

The Council had no objections to PF/22/1652 Allens Farm House, School Road, Neatishead, Norwich, Norfolk, NR12 8BU Conversion of existing single storey outbuilding into annexe accommodation and rear section of garage to additional habitable space Proposed Ben Mullard, seconded Dianne Pickering, all in favour

* 1. New applications (Broads Authority)

The Council had no objection to BA/2022/0238/TCAA|T1:Oak – Fell.|The Cottage Irstead Road Neatishead Norfolk NR12 8BJ Proposed Ben Mullard, seconded Robert Hanger, all in favour

* 1. Decisions and appeals (North Norfolk District Council)

Withdrawn – PF/22/1019 Erection of a two storey detached 5 bed dwellinghouse, 8 bay detached garage with storage in roof and a 2 bay detached garage Location: Street Hill Farm, The Street, Neatishead, Norwich, Norfolk, NR12 8XG

* 1. Decisions and appeals (Broads Authority)

None

# Correspondence and consultations

1. Community Ownership Fund

It was agreed the village pub should be registered as a community asset. Proposed Michael Godfrey, seconded Ben Mullard, all in favour

 **Action Parish Clerk**

1. Parish Partnership scheme

The closing date to apply for the scheme was not until December however discussions were needed as to what the council wanted to apply for. Agreed to move to September’s meeting for discussion to link with the discussions with the school around the Road Safety Community Fund

 **Action Parish Clerk**

1. NCC Community & Environmental Services

Email received from NCC Community & Environmental Services regarding adding a byway to the track known as New Road

1. Love Your Local Parks Week

Email received from Keep Britain Tidy regarding Love Your Local Parks week 25th - 31st July 2022. This will be added to the diary for next year to properly prepare and make it worthwhile rather than a limited attempt to promote it this year.

1. St Peter’s Church

Email received from St Peter’s Church offering thanks for the £500 grant towards upkeep of grounds. A full review of the amount granted and a grants policy to be looked at next year.

# Financial Matters

These items differed to the agenda as the clerk did not have access to the banking system at the time of writing the agenda. Prior to the meeting a more updated account balance could be provided.

1. Financial Update

**Main Account – Balance as at 20th July 2022 £6,422.89**

 **Income**

Water £300.00

 Allotment £22.00

**Saving Account – Balance as at 20th July 2022 £4,544.74**

 **Income**

Interest £0.04

1. To approve bank mandate form signatory; change of address; and future payments to be made by BACS

Agreed proposed Michael Godfrey, seconded Ben Mullard, all in favour.

1. To consider payment of the following:
2. C Moore Salary May & June 2022 £576.00
3. HMRC PAYE May & June 2022 £144.00
4. C Moore Expenses (mileage & unpaid postage) £35.59
5. K Wilton Internal Audit £70.00
6. New Victory Hall Room Booking – Interviews £11.00
7. Anglian Water Staithe Water £24.00
8. Norfolk PTS Training £80.00
9. North Norfolk District Council bins £198.90

Agreed proposed Michael Godfrey, seconded Ben Mullard, all in favour

# Staithe

1. To confirm the H Posts have been installed

Agreed to request quote from ABC Landscaping for this work to be carried out.

 **Action Parish Clerk**

1. Update on Broads Authority communication regarding developing effective relationship

An email has been sent to the Broads Authority confirming that the council believed there to be a breach of lease over this matter. The email asked that there should be more effective communication from the Broads Authority with the Council over any potential issues that may cause breaches of the lease in the future.

1. Re-instatement of swing and bench

This would be discussed once H posts separating this area and the car park had been installed.

1. Request for fudge stall for business sign to be installed

A request from a local fudge business had been made to install an A3 sign on the staithe to signpost the public to the fudge shop. Agreed that a sign could be installed on the conditions that it was no bigger than A3 and if there followed an influx of requests from other local businesses that could not be managed then the sign would be removed. The sign is to be provided by the business and installed by the Council. Agreed Proposed Michael Godfrey, seconded Ben Mullard, all in favour

 **Action Parish Clerk**

# Play area

# a) Drainage, hedge cutting, car park posts, general maintenance

It was agreed that a quote for draining the ditch would be requested from ABC landscaping and Darren Boden who both had previously quoted but some months ago. It was agreed that ABC Landscaping would be asked to complete the hedge cutting and some general maintenance work including securing the park bench, as an add on to the contract they were awarded in the February 2022 for grounds work. Clerk to also look into recycled plastic car park posts.

 **Action Parish Clerk**

b) Goal Posts

To be reviewed on the risk assessments. Agreed to re-instate the risk assessments as these were overdue. Clerk to distribute out for completion.

 **Action Parish Clerk**

# Other Matters

None

# Date of Next Meeting

Thursday 15th September 2022 7.30pm Victory Hall Neatishead

The meeting closed at 8.50pm.

 **CHAIRMAN**