**Minutes of the Meeting of Neatishead Parish Council held on Thursday 15th September 2022 at 7.30pm at New Victory Hall, Neatishead**

**Present:** Michael Godfrey

Ben Mullard

Alex Craker

Dianne Pickering

Robert Hanger

Laura Bateman Parish Clerk

**Also present:** 2 members of the public were in attendance

The meeting started with a one minute silence as a remembrance to the late monarch Queen Elizabeth ll

# Apologies

# County Councillor Richard Price (Smallburgh Division)

# Declaration of Interest and applications for dispensations

Cllr Robert Hanger declared an interest as an 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 21st July 2022 were agreed. Proposed Robert Hanger, seconded Dianne Pickering, all in favour.

# Co-option

This item was moved by Michael Godfrey to the October meeting to allow time for applications to be received.

# Public Speaking

1. County Councillor

Cllr Richard Price had sent a report through prior with the following updates:

i) MP Duncan Baker is running the London Marathon hoping to raise £30k for North Norfolk Charities. Donations can be made via his website. Duncan Baker spent time in the summer working in care homes and with the ambulance service to become a more effective councillor.

ii) Cllr Price has been invited to attend Road Safety Conference on 21st September to which he has submitted a paper emphasising the need for more resources due to the beat manager currently being stretched over 21 parishes.

iii) A reminder that there is just 3 weeks to apply for the Road Safety Community Fund.

iv) Any queries following the meeting can be sent to him

District Councillors

Not present – clerk to invite to next meeting **ACTION Parish Clerk**

1. Public

None

# Matters Arising – to receive updates

1. SAM2 – Update on Locations and Figures

Michael Godfrey reported that there had been the odd car recorded as speeding, generally in the early hours. The camera will be moved back to Barton Turf for October and November and moved back to Neatishead December and January. Application to be made to locate camera on Street Hill **ACTION Parish Clerk**

1. Road Safety Community Fund & Parish Partnership Initiative

The deadline for the application was only 3 weeks away. Issues including recent accidents were discussed including a collision at bend by the White Horse pub and on the bridge on the village boundary with Barton, along with increased traffic and fast moving cars around the school. Clerk to resend list of measures that can be applied for through the scheme.

**ACTION Parish Clerk**

It was noted this is a community fund and should be applied for with the support and input of the parishioners. There had been no feedback received from the notice board information. A Facebook post was agreed to hopefully get some quick feedback regarding what the community would like to see.

**ACTION Michael Godfrey Robert Hanger**

1. Co-option Policy

There were some minor amendments requested to the draft policy that had previously been distributed so the matter was adjourned as agreed by Chairman Michael Godfrey to October’s meeting for approval. **ACTION Parish Clerk**

1. Tree Policy and Arboricultural Assessments

Clerk has started drafting a tree policy but needs to establish where the trees are so this information can be included in the policy. The responsibility of the trees on the playing field still needed clarifying with The Poor’s Trust and whether the trees on the boundary of The Staithe would be The Broads Authority or the council. A tree surgeon had been contacted regarding an assessment on the trees covered in ivy but had said that would be difficult if the tree is covered in ivy. One of the trees is on the sandpit and would not cause any health and safety issues so will be looked at once the tree policy is completed.

**Action Parish Clerk**

1. Bird deterrent update

The spikes have been delivered, clerk will arrange them to be sent to Robert Hangers address for installation.

**Action Parish Clerk**

1. Jubilee Tree – location update / type of tree / budget

Alex Craker updated the meeting on the sub-committee’s progress of finding a supplier of trees in Cambridgeshire who is happy to take the order but not deliver until the tree is ready for planting. Burton Turf and Irstead are also having a tree to plant. A decision is needed on what tree, the budget and location. Further guidance was needed from a tree expert to ensure a good decision was made about the type of tree chosen. Alex Craker will speak to the local tree surgeon for some advice and feed back to the councillors. Their thoughts can be noted and fed back to the three village Jubilee sub-Committee who can make the final decision. The location of the green outside the school was still favourable and North Norfolk District Council are getting the required plans and reports regarding the utility infrastructure for that location.

The sub-committee were trying to get more quotes for the commemorative tree guards but only had one so far. On the basis of this quote alone the Jubilee Committee funds would be insufficient so a request was being put in NIB for donations. Alex Craker asked the meeting if the £250 that had been ring fenced to help this project as a loan could be gifted as a donation. It was agreed to put this money towards the Neatisahead tree guard.

Proposed Michael Godfrey Seconded Dianne Pickering, all in favour

**ACTION Alex Craker**

1. Risk Assessments updates (that do not already appear on the agenda)

School Green – Bench is well worn and support strut broken. A quote for repair to be requested from ABC landscaping before a decision is made whether to replace or repair **ACTION Parish Clerk**

Staithe – broken ‘hidden danger’ sign needs replacing, Michael Godfrey has a spare so will replace this sign **ACTION Michael Godfrey**

Broads Authority notified of ladder, hole to be filled and to take away rotten wood. Broads Authority have confirmed they have completed a risk assessment and no further action to take. Alex Craker will check the issues have been resolved.

**ACTION Alex Craker**

Holes in ground near tree that borders the fence needs filling, ABC Landscaping to be asked for a quote. **ACTION Parish Clerk**

Car Park – dead branches on oak tree. 2 quotes have been received. One from Harmer Tree Services which is £300 and one from Target Trees was £1500. Harmer Tree Services quote agreed.

Proposed Alex Craker Seconded Dianne Pickering, all in favour

Playing area – equipment needs cleaning, councillors to arrange themselves to do

Replacement bench required – see item 11

# Planning

* 1. New applications (North Norfolk District Council)

i) The Council had no objections to PF/22/1797 Burnt Fen Lodge Long Lane Hoveton Norwich Norfolk NR12 8JX Single storey extension to dwelling

Proposed Michael Godfrey Seconded Dianne Pickering, all in favour

ii) The Council had no objections to PF/22/1962 Chapel Cottage Chapel Road Neatishead Norwich Norfolk NR12 8YF Erection of single storey side and rear extension.

Proposed Michael Godfrey Seconded Alex Craker, all in favour

* 1. New applications (Broads Authority)

None

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

None

* 1. Decisions and appeals (Broads Authority)

None

# Correspondence and consultations

a) vote to opt in/out to SAAA external audit

Voted to stay opted in to the SAAA external audit

Proposed Michael Godfrey seconded Alex Craker, all in favour

b) registration of land area sandpit in Neatishead – solicitors fees

Solicitor’s fees were going to be around £1000 to register the sandpit, an application can be made direct from the council which would cost about £150. Clerk to apply.

Proposed Dianne Pickering Seconded Michael Godfrey, all in favour

c) insurance claim for trip on Anglian Water pothole in Parish car park

Members of the public were asked to leave for this item to protect the confidentiality of the claimant and details of the claim. Decision made on instructions to insurance company.

Proposed Robert Hanger Seconded Dianne Pickering, all in favour

d) PTS advice on managing additional maintenance work in the village as getting 3 quotes for all individual tasks was time consuming and non-productive. There were two main options, to employ the grounds person on a zero-hour contract or to add this onto the current groundswork contract. The current contract is renewed every 2 years at which point 3 quotes would be gained to ensure that the council were receiving good value for money. Agreed to add the work onto the current contract and use ABC landscaping but with the option of getting other quotes depending on the individual circumstances of the job.

Proposed Alex Craker Seconded Ben Mullard, all in favour

# Financial Matters

a. Financial Update

**Main Account – Balance as at 20th July 2022 £5759.46**

**Income**

Water **£180.00**

**Saving Account – Balance as at 20th July 2022 £4,545.08**

**Income**

Interest £0.34

b. To approve bank mandate form change of address

The bank had not yet updated the account with details of the new clerk so would not discuss changing the address and requested a signatory to speak to them. Michael Godfrey to ring the bank to discuss.

c. To consider payment of the following:

1. L Bateman Salary August/September 2022 54 hours £727.92
2. L Bateman Expenses £55.89

Agreed proposed Robert Hanger seconded Ben Mullard, all in favour

# Staithe

1. To confirm the H Posts have been installed

£160 quote from ABC Landscaping agreed. Clerk to instruct contractor

Proposed Alex Cracker Seconded Ben Mullard, all in favour

**ACTION Parish Clerk**

1. Reinstatement of bench and swing.

Item moved to March 2023 agenda due to the expense of the maintenance currently being undertaking. There had been some discussion of a decision under section 6 of the planning application for the RAF Radar of donating to the village. Clerk to check this decision. **ACTION Parish Clerk**

# Play area

1. Agree quote for drainage; hedge cutting; car park posts, goal posts and matting
2. All quotes from ABC landscaping agreed except the car park posts as Robert Hanger can source cheaper **ACTION Robert Hanger**

Proposed Michael Godfrey Seconded Ben Mullard, all in favour

1. Agree quote for playground inspection

Proposed Ben Mullard Seconded Robert Hanger, all in favour

1. Quotes for picnic bench & table

Agreed to repair rather than replace

Proposed Dianne Pickering Seconded Robert Hanger, all in favour

# Other Matters

None

# Date of Next Meeting

Thursday 13th October 2022 7.30pm Victory Hall Neatishead

The meeting closed at 9.23pm.

**CHAIRMAN**