**Minutes of the Annual Parish Council Meeting of Neatishead Parish Council held on Thursday 18th May 2023 at 7.30pm at New Victory Hall, Neatishead**

**Present:** Cllr Michael Godfrey (Chairman)

Cllr Robert Hanger (Vice-Chairman)

 Cllr Ben Mullard

Cllr Jane Rutter

Cllr Dianne Pickering

 Laura Bateman Parish Clerk

**Also present:** Cllr Gerard Mancini-Boyle -Hoveton & Tunstead Ward North Norfolk District Council, 1 member of the public was in attendance

# Election of Chairperson

# Michael Godfrey was elected as the Chairperson for the council

# Proposed Robert Hanger, seconded Dianne Pickering, all in favour

# Election of Vice Chairperson

# Robert Hanger was elected as the Vice Chairperson for the council

# Proposed Michael Godfrey, seconded Ben Mullard, all in favour

# Apologies

Cllr Alex Craker - Neatishead Parish Council

Cllr Richard Price South - Smallburgh Division, Norfolk County Council

PC Matthew Pritty – Norfolk Constabulary

# Declaration of Interest and applications for dispensations

Cllr Robert Hanger is a trustee of The Poor’s Trust and the applicant for the planning application at item 9, therefore he will be excluded from any decision making regarding the support or otherwise for this item.

# Minutes of the previous meeting

Minutes of the meeting held on 20th April 2023 were agreed.

Proposed Cllr Ben Mullard, seconded Cllr Jane Rutter, all in favour

# Public Speaking

1. County Councillor

The Clerk received a report from Cllr Richard Price advising that there was a new County Council Leader, Cllr Kay Mason Billig and a deputy Cabinet member for Highways, Cllr Lana Hempnall. He also reported that there is a new mobile library timetable. The Clerk will post this on the parish council’s website. **ACTION Parish Clerk**

1. District Councillors

Cllr Mancini-Boyle stated there was nothing to report but requested to be advised when planning applications were not notified to the parish council in a timely manner.

1. Police

PC Matthew Pritty had sent a report to the meeting that was read out by The Clerk.

In the past 12 months Neatishead has made 55 calls to the police, these calls are broken down into categories which are as follow:

5 emergency calls, all road traffic collisions; 8 urgent calls, mainly mental health, vehicle collision and domestic related calls; 1 non-attendance call and 37 diary calls.

PC Pritty requested that he was sent that the times and locations identified as a hot spot for speeding vehicles and the police will look into conducting some enforcement as much as possible.

The councillors agreed that the areas of concern were the bottom of the hill at Stanley Avenue end and on School Road going up the hill. It had been observed that speeding had occurred approximately between 7am to 8am and 4pm to 5pm. The Clerk will report these locations and times to PC Pritty to consider the possibility of enforcement in these areas.

d. Public

None

# Matters Arising – TO RECEIVE UPDATES

1. Local Election Results May 2023:

The North Norfolk District Election results were: Cllr Nigel Dixon and Cllr Gerard Mancini-Boyle were re-elected as district councillors. All previous six councillors for Neatishead Parish Council had been re-elected via an uncontested election.

1. Declaration of Acceptance of Office, Registration of Interest and Expenses forms:

The Clerk reminded the councillors of the administration duties that were required following the election. The Declaration of Acceptance of Office forms had been signed prior to the meeting and the expenses forms had been passed to The Clerk for posting. Some councillors had not received The Registration of Interest form that should have been sent by North Norfolk District Council. The Clerk will re-send these forms for the councillors to submit within 28 days of the election date. **ACTION Parish Clerk**

1. School green cutting responsibility:

The Highways team had still not responded regarding the responsibility of the grass cutting of the green opposite the school. Cllr Richard Price had been contacted to try and move the resolution forward, however he had replied that 12 weeks for a response was due to the department’s workload. It was agreed that ABC Landscaping would do the cuts as previously quoted until any further information is received from Highways.

1. SAM2 and speeding issues in the village:

The Chairman reported that the SAM2 camera had been passed back to Neatishead for the next two and half months. He stated that it would be outside the infant school for four weeks, then moved to the other side of the road and finally moved to Irstead Road. It was agreed that the data produced by the camera should be analysed and Cllr Jane Rutter offered to look at this along with support from Cllr Ben Mullard who would assist with accessing the technology.

 **ACTION Cllr Rutter and Cllr Mullard**

The speeding in the village had been discussed in the police report at item 6.

In addition, it was mentioned that parking restriction road markings around the village shop were no longer visible. The Clerk will enquire with Highways as to whether these lines would be re-painted to help with the parking issues happening around the shop area.

 **ACTION Parish Clerk**

1. Allotments being damaged by football games:

An email had been received from an allotment holder regarding their allotment patch being trampled on due to the football nets being in close proximity to the allotments. It was agreed that a barrier should be installed so the cost of different styles of fencing would be looked into.

 **ACTION All Councillors and Parish Clerk**

1. Discuss funding options for more defibrillators within the village and possible locations:

There is currently one defibrillator in the village located at New Victory Village Hall. It was agreed that there was a need for three more across the village. Cllr Ben Mullard stated that he may have a contact regarding possible funding and Cllr Mancini-Boyle also stated that he could be contacted regarding available funding. It was agreed that more information was needed regarding the maintenance required and how much this would cost the parish council annually. The Clerk would investigate this further and report back. **ACTION Parish Clerk**

# Maintenance

A quote had been provided by ABC landscaping for £170 to replace and fit the two broken posts in the parish car park. It was agreed that the quote was reasonable and for the contractor to complete the work.

Proposed Cllr Michael Godfrey, seconded Cllr Ben Mullard, all in favour

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| --- | --- | --- |
| LOCATION | ISSUE | PROGRESS |
| Parish council car park | Posts are rotting and old | As above |
| Staithe | holes in ground causing trip hazard, rotting wood and overhanging tree | Further Inspection to be made at next risk assessment |
| Staithe | rotting wood and tree causing hazard | Further Inspection to be made |
| Staithe | tap improvement | The tap works but does not have a back up valve in case of failure. Cllr B Mullard has arranged for a plumber to look at this on June 2nd 2023 |
| Allotment | broken fence  | To be removed and replaced in conjunction with item 7e. |

# Planning

1. New Applications (Norfolk District Council)

PF/23/0915 Meadowrise, Sow’s Loke, Neatishead, Norwich, Norfolk NR12 8BS single storey extension and alterations to dwelling. Cllr Hanger addressed the council about his planning application, explaining that various plans had been considered. An original two storey extension was dismissed as it overlooked neighbouring properties, so a single extension with small slot horizontal windows was chosen. The extension would not be seen from the road and would have minimal impact on neighbours. The plan was to have solar panels and battery power installed. It was agreed that the application was supported.

Proposed Cllr Michael Godfrey, Seconded Cllr Jane Rutter, all in favour

1. New Applications (Broads Authority)

 None

1. Decisions and Appeals (North Norfolk District Council)

PF/23/0211 Street Hill Farm, The Street, Neatishead, Norwich, Norfolk, NR12 8XG, Retention of existing garage, conversion of outbuilding to ancillary residential use and change of use of land to garden land. APPROVED

PF/22/2249 Land South Of, Norwich Road, (near Cangate), Neatishead, Norfolk, a balanced cut and fill irrigation reservoir (up to 230,000m3), water pumping station, landscaping works and approximately 6.62km of associated buried irrigation pipelines. APPROVED

1. Decisions and Appeals (Broads Authority)

 None

# Correspondence and consultations

1. Roger Lamb – correspondence received regarding the use of the permissive footpath and an email re-sent from July 2022 regarding the use of the permissive footpath at Alderfen Broad. Temporary signs had been put up and a barrier fitted to direct pedestrians where to walk. It was agreed to monitor the effect that this had before agreeing to any permanent signs. Roger Lamb will be contacted and asked to attend the next parish council meeting to discuss formally if he felt further action was required. **ACTION Parish Clerk**
2. Nicholas Fowle – copy of email sent to NWT regarding the state of the path at Alderfen Broad. It was agreed that the council fully supported the email sent and that it would be appropriate for an email of support to be sent to the NWT.

 **ACTION Parish Clerk**

# Financial matters

1. Financial Update including 2022-2023 bank reconciliation signed by Chairman. The Clerk explained that the VAT return could not yet be submitted until the bank had updated the address of the council. The Clerk had tried to do this three times but either the bank had not received the request or had rejected the signatures. Address change form signed by signatories to be re-submitted. The price of the allotments would be reviewed later in the year but in the meantime, The Clerk will find out what other parish councils are charging for their pitches. **ACTION Parish Clerk**
2. Financial Update

 **Main Account** – Balance as at 12th May 2023 £4,847.04

 Income

 17/04/2023 Allotment rent £22.00

 19/04/2023 Allotment rent x 2 patches £44.00

 28/04/2023 NNDC–Precept £5,023.50

 28/04/2023 Allotment rent £22.00

 Payments

 12/04/2023 NPTS subscription £100.47

 25/04/2023 Anglian Water £38.00

 26/04/2023 Country Style Recycling £21.00

 02/05/2023 L Bateman £453.83

 **Saving Account** – Balance as at 12th May 2023 £2,956.98

 Income

 09/05/2023 Interest £1.68

1. To consider the payment of the following

 L Bateman Salary April/May ‘23 24 hours @ £14.48 £347.52

 L Bateman Expenses (phone/cartridge/allowance) £36.10

 New Victory Hall Room Hire £19.00

 Country Style Recycling Mixed glass recycling £30

 NALC Website and annual subscription fee £254.30

 ICO Data protection fee £40

 St Peter’s Church Approved Grant £250

 All agreed to be paid

 Proposed Cllr Ben Mullard, seconded Cllr Michael Godfrey, all in favour

#  Staithe

1. Update on Broads Authority communication regarding the new grass area taking seed:

It was agreed that further communication with the Broads Authority was needed to encourage the area to be re-worked so the grass grew back evenly and that the flooding around the bench was addressed. **ACTION Parish Clerk**

1. To discuss the submission of the application for lottery funding for a climbing wall:

The application for the funding for a climbing wall can now be submitted. No planning application was needed as the wall was not over 2 meters high. The issue of rat urine on the equipment had been raised by a parishioner but it was felt that this would be an issue with any piece of equipment and the cleaning of the wall would be monitored. It was agreed to discuss the installation of the wall with one of the staithe residents along with item 12e. The Clerk to contact insurers to see if there is an additional cost to add it to the insurance.

 **ACTION Parish Clerk**

1. To discuss the possibility of a funded memorial bench being installed:

It was agreed that the memorial bench proposal was supported however it was proposed that rather than a bench a recycled plastic picnic bench and table would be more beneficial to the area. The Clerk will find out if the furniture becomes a council asset once installed and who would be responsible for maintenance.

 **ACTION Parish Clerk**

 Proposed Cllr Michael Godfrey, seconded Cllr Robert Hanger, all in favour

1. To discuss the proposal from the Broads Authority for the installation of a drain:

Cllr Alex Craker had sent her observations for this item which included the layout of the staithe had been the same for decades and had not been noted as an issue before. The Broads Authority have laid a different path surface following the maintenance work they carried out recently. It appears to be the material chosen for this path surface that is not suitable and not the flooding. The suggestion of the Broads Authority for the farmer to move the entrance to the farm raised concerns that the flooding would then be pushed up to resident’s houses and that the entrance to the farm may have been located opposite the staithe for this reason. It was agreed that these observations would be passed to the Broads Authority for further discussions. The need for the staithe to be resurfaced was acknowledged and noted to be considered in next year’s budget. **ACTION Parish Clerk**

1. To discuss the proposal from residents at the staithe whose property borders a hole adjacent to the parish council’s path:

It was felt from initial discussions that paying for half of the cost to replace 9 meters of fencing would most likely not be appropriate. However the Chairman and Vice Chairman felt that it would be appropriate to meet with the residents at the site to discuss this matter further and to look into possible solutions. It was agreed that a quote from ABC Landscaping to replace the broken capping would be requested.

 **ACTION Parish Clerk/Cllr Godfrey/Cllr HangernageHanhSN**

# Play Area

None

# OTHER matters

None

# Date of Next Meeting

Thursday 15th June 2023 at 7.30pm New Victory Hall, Neatishead

The meeting closed at 8.55pm.

 **CHAIRMAN**