**Minutes of the Parish Council Meeting of Neatishead Parish Council held on Thursday 20th July 2023 at 7.30pm at New Victory Hall, Neatishead**

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

 Cllr Alex Craker

Cllr Jane Rutter

 Parish Clerk Laura Bateman

**Also present:** 11 members of the public were also present

# Apologies

Cllr Robert Hanger - Neatishead Parish Council

Cllr Ben Mullard - Neatishead Parish Council

Cllr Richard Price – South Smallburgh Division, Norfolk County Council

PC Matt Pritty – Norfolk Constabulary

# Declaration of Interest and applications for dispensations

None

# Minutes of the previous meeting

Minutes of the meeting held on 15th June 2023 were agreed.

Proposed Cllr Alex Craker, seconded Cllr Jane Rutter, all in favour

# Public Speaking

1. County Councillor

The clerk read a report submitted by Cllr Price highlighting the forthcoming highway inspection visit. The report requested any issues concerning the village should be reported prior to the visit. The clerk confirmed this has been done. A parish councillor was welcome to attend the inspection once a date had been confirmed.

1. District Councillors

None

1. Police

PC Pritty had sent an email to the clerk stating that he had been to the village to monitor speeding. However, he noticed that when motorists see the police car, they usually adhere to the speed limits. Any useful SAM2 data could be sent to him so this issue can continue to be monitored.

d. Public

A member of the public spoke about item 7 ii. PF/23/1306. They expressed concerns over the development not being completed in accordance with the previously agreed planning permissions. Particularly plans to change the garage from a studio to a self-contained living accommodation. It was highlighted the previous planning permission had an occupancy restriction included, however an estate agent advertised the property as a possible holiday let. Other concerns raised including the use of an overlooking window and trees being removed without permission.

These concerns were echoed by another member of the public. Particularly, the aforementioned window which would reduce the privacy of the neighbouring property.

A member of the public requested the use of the permissive footpath which was not being used correctly by the public be discussed. The chairman agreed it would be discussed by the council.

# Matters Arising – TO RECEIVE UPDATES

1. Financial Regulations Policy Review

The clerk advised the meeting that the review of this policy was ongoing with some feedback from Norfolk Parish Training and Support (NPTS) to be included. Once a draft revision was ready it would be distributed to councillors for their consideration and added to the agenda to be agreed in September’s meeting.

 **ACTION: PARISH CLERK**

1. Risk Assessments

The clerk requested the outstanding risk assessments were completed as soon as possible.

1. Consider £250 grant to St Peter’s Church

The original grant request from St Peter’s Church was for £500 of which £250 had previously been agreed in April’s meeting. The councillors had previously requested the church provide invoices to demonstrate the cost of maintaining the church grounds before the second half of the grant was agreed. These invoices had been received from the church. Councillors accepted that approving the second installment of £250 would exceed the council’s grant budget, however there had been some extra income received from recycling credits which had not been included in the annual budget. The councillors were satisfied that funds were available to provide the second installment and agreed for the £250 grant to be paid. **ACTION: PARISH CLERK**

Proposed Cllr Alex Craker, seconded Cllr Jane Rutter, all in favour

1. SAM2 data analysis

Cllr Rutter is currently analysing data from the SAM2 camera. She explained due to the volume of data available it would take some time to produce a meaningful interpretation to help understand the levels of speeding within the village. Some data was provided showing 5-7% of motorists recorded as speeding between specified dates, but there appeared to be no pattern as to when speeding was more prevalent. Cllr Rutter said she would continue to interpret the data to assist the council with their efforts to address speeding concerns. General discussions around the need for a 20mph limit in certain areas of the village took place.

1. Gift shop request to advertise at the staithe

The chairman had received a request from the village gift shop to advertise their business at the staithe. Cllr Craker had noted a space within the notice board that could fit an A4 advert. Although councillors were happy to support local businesses, they did not want the area to be inundated with adverts. A member of the public suggested a signpost that local businesses could pay to advertise on, could be an option. The clerk will investigate this idea further. In the meantime, the chairman would ask the gift shop to draft a poster that could be put on the notice board.

 **ACTION: PARISH CLERK**

# Maintenance

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| --- | --- | --- |
| LOCATION | ISSUE | PROGRESS |
| Staithe | Holes in ground causing trip hazard, Tree and rotting wood hazard | Risk assessment completed and further issues were highlighted. BA to be contacted regarding the permanent path being laid and for action to be taken on the state of the new grass. Work required by a working party or contractor for mole hills and hedgerows |
| Staithe | Gap between residents’ fence and end of path, wooden capping needs replacing | EML sent to BA to replace missing capping on mooring side to which a response had yet to be received. Meeting with residents required to discuss fencing, warning tape to be replaced. |
| Staithe | Tap improvement | COMPLETED |
| Allotment | Football games are damaging plot  | Quote for fencing from ABC landscaping for £450 was deemed too expensive. Repair to existing fence would be more affordable and a visit will be made to see if goal posts can be moved in the other direction.  |
| Playing field | Some netting on one goal post could benefit from being fixed | Cllr Rutter to repair with some cable ties. |

# Planning

1. New Applications (Norfolk District Council)

i. PF/23/1384 Street Hill Farm The Street Neatishead Norwich Norfolk NR12 8XG Erection of two-storey rear and side extension, front porch, addition of dormer window to side elevation and enlargement of first floor window on front elevation

Initial thoughts on the application were that the plans would improve the look of the existing buildings. However, there were some concerns regarding the height of the extension in relation to the single-story building already there and the surrounding buildings. The applicant was in attendance at the meeting and explained this would not be an issue. It was also noted the overall development in relation to all other planning applications received for this site were extensive and difficult to envisage. The meeting became disrupted by vocal input from members of the public to an unacceptable level. The chairman called for a decision on the council’s comment on this planning application. It was agreed that a neutral comment would be entered with the view that should North Norfolk District Council planning team be satisfied that the plans for the extension were acceptable then there would be no objections from the parish council.

Proposed Cllr Alex Craker, seconded Cllr Michael Godfrey, all in favour

ii. PF/23/1306 Caldarvan Common Road Threehammer Common Neatishead Norwich Norfolk NR12 8BP Two storey extension with first floor balcony; porch extension; additional ground and first floor window openings in north elevation; detached building with garaging and home office/studio following removal of dilapidated garage and outbuildings; alterations to access (revisions to previously approved application PF/21/3300)

The councillors discussed this application and the predominant concern was the development had deviated away from the plans that were agreed under planning application PF/21/3300. Instead of seeking approval before the development changes went ahead, building work was completed in line with the revisions and not as previously approved

There were many issues raised that caused concern for the council, including loss of privacy for neighbours due to the use of the overlooking window and potential future use of the building. It was noted an occupancy restriction was added to PF/21/3300 and it was felt this should be carried forward on any decision made by NNDC. It was discussed that the detached building had been advertised by an estate agent marketing the property as a possible holiday let although it was acknowledged that this may have been the agent’s choice of words and not the developers.

Councillors hope that this application is given the same consideration as it would have been had the work not been completed, therefore, allowing material considerations to be properly evaluated against the original existing plans.

The council agreed that for these reasons they objected to the application.

Proposed Cllr Michael Godfrey, seconded Cllr Alex Craker, all in favour

iii. PF/23/1340 Meadow Way, Common Road, Threehammer Common, Neatishead, Norwich, Norfolk, NR12 8BPErection of cart lodge to front of property

Councillors agreed that they supported this application as it has minimal impact on parish residents.

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

1. New Applications (Broads Authority)

None

1. Decisions and Appeals (North Norfolk District Council)

i. PF/23/0915 Meadowrise Sow's Loke Neatishead Norwich Norfolk NR12 8BS Single storey extension and alterations to dwelling APPROVED

1. Decisions and Appeals (Broads Authority)

None

# Correspondence and consultations

A letter was received from school children enquiring what the parish council are doing to discourage the use of plastic within the village. A letter of response had been delivered to the school encouraging their good work and providing information on the council’s efforts.

# Financial matters

1. Financial Update

 **Main Account – Balance as at 13th July 2023 £3,263.22**

 **Income**

 04/07/2023 HMRC VTR £294.18

 **Payments**

 12/06/2023 Country Style Recycling £30.00

 19/06/2023 Laura Bateman salary £347.52

 19/06/2023 Laura Bateman expenses £13.95

 20/06/2023 Internal auditor £65.00

 21/06/2023 New Victory Hall £19.00

 21/06/2023 New Victory Hall £19.00

 23/06/2023 Zurich Insurance £476.88

 27/06/2023 Anglian Water £38.00

 **Saving Account – Balance as at 13th July 2023 £2,960.87**

 **Income**

 10/07/2023 Interest £2.01

b) To consider payment of the following:

L Bateman Salary Jun/July 2023 30 hours @ £14.48 £434.40

L Bateman Expenses (phone/allowance) £13.95

New Victory Hall Room Hire £19.00

Countrystyle Recycling LTD Mixed glass recycling £21.00

Countrystyle Recycling LTD Mixed glass recycling £12.00

J Groarke Oil Boilers Fix tap at staithe £45.00

ABC Landscaping Replacement posts at car park £170.00

 All agreed to be paid

 Proposed Cllr Jane Rutter, seconded Cllr Alex Craker, all in favour

c) Quarterly financial update

The following update was noted as showing the financial forecast to be on target



#  Staithe

1. Discuss the issue of the unauthorised trader selling food from a vehicle

A trader selling pies had been to the staithe again but it may have been a different person than before. It was agreed the clerk would draft a letter to the trader, advising they were not authorised to trade from the staithe. This could be hand delivered by a councillor should the trader appear again. **ACTION: PARISH CLERK**

1. Update on having a QR code for water donations instead of a cashbox.

Initial enquiries had been made into the possibility of a QR code instead of a cash box for donations for water at the staithe. PayPal offered this service and there would be a minimal charge made for each donation. The councillors agreed this was reasonable and asked the clerk to investigate how this could be implemented with the view of it being in place by 2024. **ACTION: PARISH CLERK** **nageHanhSN**

# OTHER matters

None

# Date of Next Meeting

Thursday 21st September 2023 at 7.30pm New Victory Hall, Neatishead

The meeting closed at 9.20pm.

**CHAIRMAN**