

**Minutes of the Parish Council Meeting of Neatishead Parish Council held on Thursday 18th
July 2024 at 7.30pm at New Victory Hall, Neatishead**

Present: Cllr Michael Godfrey (Vice-Chairman)
Cllr Daniel Moulton
Cllr Ben Mullard
Cllr Jane Rutter
Parish Clerk Laura Bateman

Also present: Cllr Richard Price – South Smallburgh Division, Norfolk County Council
0 members of the public

1. Apologies

Cllr Robert Ferrier-Hanger (Chairman)
Cllr Gerard Mancini-Boyle, District Councillor
PC Matt Pritty – Norfolk Constabulary

2. Declarations of Interest and applications for dispensations

None

3. Minutes of the previous meeting

Minutes of the meeting held on 20th June 2024 were AGREED as an accurate record subject to the change of weekly to monthly at item 7b). Proposed Cllr Mullard, seconded Cllr Rutter, all in favour

4. Public Speaking

a. County Councillor

Cllr Price reported the county councillor elections would be held in May 2025 and given the result of the recent General Election could see a change in the local leadership party. He highlighted the Parish Partnership Scheme was a Conservative Party initiative and therefore could be the final year it was available should a new government decide to discontinue the scheme. He encouraged the parish council to apply for the funding. There was also the possibility of applying to the relevant county councillor for support through their personal budget allowance, whether this be Cllr Price or a newly elected member.

He reported there would be a change in divisional boundaries for the local elections which may mean Neatishead is no longer in the South Smallborough Division, but these boundaries were yet to be confirmed.

b. District Councillors

No Report submitted

c. Police

No report submitted

d. Public

None

5. Planning

a) New applications

None

b) Decisions

Approval with conditions decision for application BA/2024/0170/HOUSEH was noted.

Approval for application PF/24/1032 Street Hill Farm was noted.

c) Appeals

None

6. Matters arising

- a) Cllr Rutter provided a summary report of the data from the SAM 2 camera located on School Road. It was agreed the summary sheet would be added to the parish council's website. The camera would be transferred to Barton & Irstead Parish Council at the end of July.
ACTION Parish Clerk
- b) The finalised letter sent from Neatishead Parish Council to North Norfolk District Council regarding the planning developments at the former RAF base was noted.

7. Governance Matters

- a) The completed internal audit results were noted as a positive outcome, with no recommendations for improvement made by the auditor.
- b) The draft Complaints Procedure was AGREED and ADOPTED by the council. Proposed Cllr Rutter, seconded Cllr Mullard, all in favour

8. Maintenance, risk assessments and other matters of parish council land

Any improvements councillors may have for the risk assessments for their designated areas should be passed to the clerk to be added to the forms.

- a) The Staithe risk assessment was yet to be completed, Cllr Mullard will complete this. Cllr Rutter has banked £500 from cash donations and would empty the collection box monthly. The clerk confirmed bank transfer donations had started to be received since the new sign was put up.
- b) Cllr Rutter had completed the play area risk assessment and fixed some minor issues she had seen. There was a concern the earth around the concrete flooring under the gate had subsided creating a trip hazard. Cllr Rutter and Cllr Godfrey would fix this issue. The football posts had been moved to allow for the grass to grow where they had been sited.

ACTION Cllr Godfrey and Cllr Rutter

The picnic bench required replacing by next year. The clerk would obtain some quotes on the cost of purchase and installation and this could then be factored into the precept for 2025-2026

ACTION Parish Clerk

- c) There were no issues from the recreation ground car park risk assessment.
- d) It was noted from the recreation ground's risk assessment that the jubilee tree surround was wonky and required straightening. Cllr Godfrey would rectify this issue.

ACTION Cllr Godfrey

- e) The allotment risk assessment highlighted the footpath behind the allotments was overgrown and required trimming. Cllr Godfrey would cut these back.

ACTION Cllr Godfrey

One of the allotment beds was becoming neglected. The clerk would check the wording of the allotment agreement and if the bed was not improved next year would write to the allotment holder to request an improvement in the upkeep.

- f) The school green had no issues to report from the risk assessment.
- g) The village hall car park path was becoming uneven and could possibly cause accessibility issues, Cllr Godfrey would monitor the condition of the path.

9. Correspondence

- a) The email received regarding the possibility of Cangate as a location for an additional defibrillator was discussed. It was agreed the location was a strong possibility but could not be finalised until the funds were in place. The clerk would seek funding opportunities and provide a financial report on the budget available with existing council funds at the September meeting.

ACTION Parish Clerk

- b) It was AGREED the clerk would send a letter of support for St Peter's Church to strengthen their application to the Heritage Lottery funding for money towards maintenance costs of the church.

ACTION Parish Clerk

10. Financial Matters

- a) The quarter 1 2024-2025 bank reconciliation was noted
- b) The quarter 1 2024-2025 budget update was noted
- c) It was agreed due to the parish council currently running at a low level of councillors with two vacant seats, a quarterly financial audit of the clerks figures by a nominated member was not currently required. This could be reviewed once more members were in post.
- d) The payments made and received since the last meeting were noted
- e) It was AGREED the invoices due were to be paid. Proposed Cllr Godfrey, seconded Cllr Mullard, all in favour

11. Other matters

- a) The option to apply for Parish Partnership Scheme funding was discussed and at present the council could not think of a project to apply for. It was noted the scheme was open until December so there was time should a purpose for applying transpire before then.
- b) The local councils responsibility poster that had been produced some time ago, had now been printed ready for display. Copies would be displayed on the noticeboards and the clerk would add it to the website.

ACTION Cllr Godfrey and Parish Clerk

The Broad's Authority draft conservation area appraisal was discussed and there were no significant comments that could be submitted to the Broad's Authority prior to their public consultation. It was noted the document contained interesting information regarding the history of Neatishead and when the supporting maps were available this would enhance the contents furthermore.

12. Date of next meeting

Thursday 19th September 2024 at 7.30pm in the new Victory Hall, Neatishead

The meeting closed at 8.38pm

CHAIRMAN