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## MINUTES OF THE PARISH COUNCIL MEETING HELD AT BEETLEY VILLAGE HALL ON THURSDAY 7 SEPTEMBER 2017 AT 7.00 P.M.

**Present**

Councillor J Baldwin (Chair)  
Councillor J O'Donovan  
Councillor A Leigh  
Councillor R Richmond  
Councillor M Rose  
Councillor T Turner

County Councillor M Kiddle Morris  
District Councillor R Duffield  
District Councillor R Richmond

6 members of the public.

**1. Apologies for absence.**

Apologies for absence had been received from Councillor Mayhew who was attending to a water leak and these were accepted.

**2. Declarations of Pecuniary Interest.**

Councillors Richmond and Turner declared a DPI in Agenda Item 7.3 having put a parcel of land into the Local Plan.

**3. Minutes of the Previous Meeting.**

Councillor Richmond proposed and Councillor Leigh seconded the resolution that the minutes of the meeting held on 24 August 2017 having been circulated be approved. All were in favour and the minutes were duly signed by the Chairman of the meeting.

**4. County and District Councillors Reports.**

County Councillor Kiddle Morris reported that the call for sites for the Minerals and Waste Local Plan which will run until 2036 had finished on 4 August. As soon as he knows what sites have been put in he will inform the Clerk. The budget setting procedure will commence in October and will be setting the budget for four years. The Council needs to make further savings of £100 million and this is to be achieved by new working practices and more commercialism.

District Councillor Duffield informed the members that the Local Plan submission document is out for consultation. He has severe doubts if this will be accepted for its soundness.

There is still a shortfall on the 5 year housing supply and permission was granted for a site against the recommendation of the officers and being outside the settlement boundary at the Planning Committee. A discussion ensued on the planning department at Breckland Council which is contracted to Capita.

District Councillor Richmond reported that there had been a high police presence in Beetley but none in East Bilney. There had been 4 visits in the last 3 weeks.

**5. Matters to Report.**

**5.1 East Bilney War Memorial.**

The memorial in the churchyard on Fludges Lane had been added to the List of Buildings of Special Architectural or Historic Interest. The memorial is now listed as Grade II. This has

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been published on the National Heritage List for England.

## **5.2 Bus Services.**

No further news had been received regarding a different vehicle so that a larger step stool could be used but this is still needed. The Bus service is still being well used.

## **5.3 Defibrillator for the Parish.**

The Clerk reported that he is awaiting an answer from the National Lottery.

## **5.4 Registration of Land.**

The Clerk has not heard anything further from the solicitor. Councillor Richmond had queried with the Clerk if the Village Hall is registered after reading the article in the Clerks and Councils Direct about Village Halls. The Clerk had confirmed that the whole of the playing field including the buildings had been registered when this was registered as a Field In Trust. The Clerk also stated that in this article where the Parish Council provides assistance to a village hall it should require that the trustees provide a copy of the annual accounts so that the council can see that its grant aid is being properly spent.

## **5.5 Norfolk Community Transport Association.**

The Clerk reported that at the AGM Norfolk Community Transport Association the special resolution for the Charity to be wound was passed by more than 75% of the members. The trustees are proceeding with the formal winding up of the Charity.

## **5.6 SAM2 Data.**

The Clerk had sent off the data from the SAM2 sign after it had been in East Bilney. The contact at the police had replied to state that she is unable to open the data. The Clerk had therefore e-mailed the Chair of the Police and Crime Panel at Norfolk County Council, County Councillor William Richmond. He had replied to the Clerk to state that the Panel is to hold the Norfolk Police and Crime Commissioner accountable, scrutinises and supports the strategic aspects of policing and is not responsible for operational matters. He recommended that the Parish Council write to the Police and Crime Commissioner. He also turned down the invitation to the Parish Council meeting. The Clerk therefore forwarded the e-mail to the Police and Crime Commissioner. Basically the reply stated that it does not have the capability to analyse data from SAM2 signs but are happy to receive this in an excel spreadsheet.

Councillor Leigh felt that having a SAM2 sign is a waste of time and did not believe that the Clerk should have to convert to an excel spreadsheet. It was agreed to invite PC Amy Lucas to the next Parish Council meeting.

## **5.7 General Data Protection Regulation.**

This comes into force in May 2018 and it was agreed to send the Clerk on a training course.

## **5.8 Group training.**

This is being arranged by another Parish Council but as all Councillors have been on a course it was decided not to attend.

## **5.9 Citizens Advice AGM 27 September.**

Councillor Richmond will be attending.

## **5.10 Concern about Elmham Road.**

The Clerk had received an e-mail regarding the building line on Elmham Road and drives across the verge. He had contacted Breckland Council who had confirmed that there is no building line and he is awaiting a response from Highways regarding the drives.

## **6. Highways and Transport.**

### **6.1 Report on Highways Matters.**

The Clerk reported that he had reported the following:-

- a. the potholes on Fludges Lane-action identified to resolve this.

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- b. the hedges on Holt Road- being investigated.
- c. the verge at the junction of Stoney Lane and B1146-action had been identified to resolve this.
- d. the footway between Wood Drive and Beech Road which is overgrown.
- e. the footway along B1146 from Beech Road to Beetley River Meadows.
- f. the footway along B1146 from High House Road to the Old School which had been wrongly acknowledged.
- g. the trod in East Bilney which has not been finished.

A graduate at Norse Eastern Ltd based at Gressenhall had requested if there is an area in Beetley that he can organise a litter pick. It was agreed to suggest Elmham Road from Green Lane to Holt Road and Stoney Lane. The flashing lights appear to have been amended as these are not flashing during holiday times.

## **6.2 New problems.**

Complaints had been received about vehicles parking outside Dunwood, Church Road, Old Beetley and blocking the access round the triangle. It was agreed to write to the house holder requesting that cars be parked so that no obstruction is caused. The surface of Rawhall Lane near to the B1146 is cracking and this will be reported

## **6.3 Footpaths.**

### **6.3.1 Report**

The Clerk reported that he had walked the footpaths in East Bilney and had reported to the Countryside Access Officer that FP2 and FP4 had not been cut as promised and that no sign had been erected at the junction of FP2 and FP3. He had clarified the signage for FP13 and FP12. The Countryside Access Officer had spoken to the landowner of the field to the rear of Riverside Cottage regarding FP6 and the Clerk had confirmed that he had no knowledge of an agreement to divert but that the Parish Council has always said it would not object to a diversion. The landowner of Riverside Cottage had also been written to and he had contacted the Clerk who had confirmed the route of the footpath. The Clerk had requested a price from Norse Eastern Ltd to cut the footpath from Beech Road to Beetley River Meadows but had not received this. FP14 and FP15 are overgrown at the ends.

## **6.4 20m.p.h. Speed Limit at Elmham Road/ Fakenham Road Crossroads.**

Nothing further had been received.

## **6.5 Local Highway Improvement Scheme.**

### **6.5.1 Trod in East Bilney.**

Councillor Rose proposed and Councillor Richmond seconded the resolution that an application be made at accost of £1500. All were in favour.

### **6.5.2 Bus shelter.**

It was agreed to obtain a price for a three bay three side shelter and this may be purchased by the Parish Council and not be in the Local Highway Partnership Scheme.

County Councillor M Kiddle Morris withdrew from the meeting.

## **7. Planning.**

### **7.1 Applications.**

**7.1.1 3PL/2017/0925/HOU-Swanhaven Fakenham Road East Bilney-convert existing outbuilding into habitable space inc small kitchen, bathroom and bedroom/living area, all alterations to be internal-exterior to remain the same.**

The meeting was adjourned.

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A parishioner raised concerns about the removal of a flue as access may have to be over the roof of their outhouse. The applicant informed the meeting of the reasons for the application so that her son could live in his own building but close to her and her daughter.

The meeting was reconvened.

Councillor Richmond proposed and Councillor Leigh seconded the resolution that no objection be raised but request that a condition be place on any permission that the annexe can not be sold as a separate entity not let as a holiday cottage. All were in favour.

**7.1.2 3PL/2017/1086/HOU- 1 High House Road-side and rear extension to form attached annexe.**

Councillor Richmond proposed and Councillor O'Donovan seconded the resolution that no objection be raised. All were in favour.

**7.2 Decisions.**

The following decision and the conditions was noted.

**7.2.1 3PL/2017/0731/VAR-High View Elmham Road-variation of Condition 5 on 3PL/2015/0320/F- allow main residence to be let on a short term basis.**

**Approved.**

**7.3 To consider a response to the Local Plan Consultation.**

Councillors **Richmond** and Turner withdrew from the meeting.

The meeting was adjourned.

A parishioner questioned why the Parish Council wished to have the land on Fakenham Road brought into the settlement boundary, that democracy should be respected in that there are local residents against the proposal and that the Parish Council should support them, and why do the Parish Council wish to have this land built on which will take away amenity land. He also said that Breckland Council will not force sites onto the Parish Council in the future so their original concern is not now justified.

The Parish Council still felt that this was a natural infill and that it wishes to have some housing over the next 19 years and felt that this was a sensible site.

Mr George Hayes wished to have it minuted that he supports keeping the settlement boundary as it is currently defined.

**Councillors Richmond and Turner rejoined the meeting.**

The meeting was reconvened.

It was agreed unanimously to respond to the consultation by stating that the Parish Council believes it is unsound as no consideration has been given to the Parish Council's many comments and meetings.

**7.4 To note a matter referred to Enforcement.**

The Clerk had been contacted buy a parishioner regarding a building erected in a garden. The Clerk had contacted Enforcement at Breckland Council who had confirmed that this had been investigated earlier this year and it is within the tolerances set out in the General Permitted Development Order 2015 Schedule 2 Part 1 Class E. The Clerk had informed the parishioner.

The enforcement notice served on the caravan at Beetley Nurseries stated that this has to

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be vacated by 15 September.

## 8. Beetley River Meadows.

### 8.1 Report.

The Chairman reported that she had had a meeting with the contractor on site to ensure the paths are widened and a credit has been received for two cuts to the play area and one for the Patch at Old Beetley. The invoice will now be cleared for payment. Councillor Richmond felt that the Parish Council should be informed when a cut has not taken place and Councillor Rose requested the cutting schedule work sheets for The Patch. It was agreed that the Clerk will monitor next year.

The Clerk had contacted the supplier of the picnic benches who had eventually replied to state that it was a problem with the seats sinking. The Clerk had replied to state that as these had been fitted by them this would have been allowed for. Nothing had been received since.

Breckland Council had confirmed that the bin collection lorry has not been speeding.

### 8.2 New fencing around the Play area.

The Clerk stated that initially no soil had been put under the fencing. Some had been placed but he had gone back to the contractor to state that there was not enough. No more had been heard so he had informed credit control at Norse that the invoice would not be passed for payment until a response had been received.

### 8.3 RoSPA Report.

A price had been received for cleaning the wet pour but it was agreed to leave this until next year. A proposal was made that the climbing frame which tools can not be found for, be replaced. This will be decided at a later meeting.

## 9. Open Spaces.

### 9.1 Report.

The Clerk had spoken to a parishioner regarding the trees at the end of River View and he stated that Breckland would be looking at these in the autumn. The Clerk had also reported the oak tree near to the post box on Beech Road as this looks as though it is in need of attention. This is probably Breckland Council's responsibility so he had contacted the Tree Officer. The Town Lands had been cut and it may be necessary to have a further cut to the lower part later this year.

### 9.2 CWS 1055 East Bilney Common.

The Clerk had met NWT at the beginning of August and visited East Bilney common. No work needs to be done there. He had also been to Beetley River Meadows and NWT will survey this in the New Year and prepare a plan for cutting over a three year cycle.

## 10. Finance.

### 10.1 Budgets.

The budget sheets and financial information had been circulated.

Councillor Rose proposed and Councillor Richmond seconded the resolution that these be approved. All were in favour.

### 10.2 Balances and Cheques for Authorisation.

Councillor Richmond proposed and Councillor O'Donovan seconded the resolution that the balances and cheques for authorisation be approved. All were in favour.

#### Balances

#### **Bank of Ireland Treasurer's Account.**

Balance at 31 05 17

27311.07

Plus Interest-2.44

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HM Customs and Excise Vat refund-1127.38	
Mr Nally-Rent-10.00	
Interest -2.25	<u>1142.07</u>
	28453.14
Less Cheques authorised 01 06 17 -1557.68	
Cheques authorised 06 07 17- 1972.39	<u>3530.07</u>
Balance at 31 07 17	24923.07
Float for Community Car co-ordinator	<u>250.00</u>
Balance at 31 07 17	25173.07

Amount available for Section 137 : 1223 x £7.57 = £9258.11

Spend to Date : £0.00

Cheques for authorisation:

800	Mrs A Leigh	Community Car July	164.45
801	B J Leigh	Contract Aug 506.41 less PAYE 101.40	405.01
802	HMRC	PAYE Aug	101.40
803	Mrs A Leigh	Community Car-Aug	172.40
804	Abacus Copiers	Monthly Contract	7.96
805	Eastern Office Equipment	Stationery	14.95
806	Beetley Village Hall	Hall Hire	144.00
807	Mazars LLP	External Audit	120.00
808	NALC	LCR subscription	17.00
809	Ady's Wood Splitting	Town Lands	150.00

### 10.3 Telephone conversation with the External Auditor.

The Clerk had received a telephone call from the External Auditor querying the level of reserves again. The Clerk had informed them that the Parish Council was having new fencing and a bus shelter. The Clerk stated that it will be difficult to keep reporting that the Parish Council will be spending the reserves.

### 10.4 Change of Bank to Barclays.

The Clerk reported that he was now able to access on line banking but not statements. He had contacted Barclays who kept telling the Clerk that the account was closed. Eventually after one hour the access to statements was put in place. The next day a bank statement was received in the post. The Clerk stated that he had been informed that these would not be sent and on line banking was the only methods to obtain them.

The Clerk had changed the details of the bank with Breckland Council, Norfolk Community Foundation and Rural Payments Agency. The Parish Council had received the grant from the Transparency Fund in the new Barclays account.

### 10.5 External Audit.

This had been completed and no comments had been made.

## 11. Future of the Beetley Buzz.

The Clerk confirmed that the price from the Post Office for delivering the Beetley Buzz is £500 for 3 months. It was agreed that this would not be pursued. If there are any problems with delivery for example when a person is on holiday then the Chairman will be contacted to arrange the delivery **or to decide if no delivery is to be made.**

## 12. Correspondence received for circulation.

The following correspondence would be circulated.

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12.1

**Clerks and Councils Direct September 2017.**

**13. Matters for the Next Meeting.**

**13.1 Pavilion**

**13.2 Projects.**

**14. Date of the next Parish Council Meeting.**

This was confirmed as Thursday 5 October 2017 at 7.30p.m. to be held at Beetley and East Bilney Village Hall.

The meeting closed at 2140 hours.