

## Aldeby Parish Council

**Minutes of the Aldeby Parish Council Meeting held at 7.30 pm on Wednesday 5<sup>th</sup> February 2022, held remotely via Zoom, as result of the refurbishment of Burgh St Peter Village Hall and the ongoing Covid 19 Pandemic situation and the vulnerability of some Councillors.**

**PRESENT:** Timothy Wright (Chairman), Cllr Karen Kennedy-Hill (Vice-Chair), Cllr Linda Masters, Cllr Dr Peter Harrison, Cllr Matt Tansley, NCC Cllr Barry Stone, Mr Nathan Smart, Ms Anna Godsave (Clerk).

- 1. APOLOGIES:** SNDC Councillor Mr James Knight.
- 2. MINUTES OF THE MEETING OF 5<sup>th</sup> January 2022:** The minutes of the Meeting held via Zoom on Wednesday on 5<sup>th</sup> January 2022 were considered a true record and the Vice-Chair proposed that they be they be accepted and this was seconded by Cllr Harrison, this motion was passed unanimously and signed off by the Chairman.
- 3. DECLARATIONS:** Cllrs Masters and Tansley declared interests, in that their spouses are paid a nominal fee to carry out weekly safety inspections on Old School and Common Road playing fields respectively, of which they are respectively neighbours.
- 4. ADJOURNMENT:** NCC Cllr Barry Stone addressed the meeting, reporting on the progress of the Greater Norwich Local Plan. It is proposed that South Norfolk District Council will have its own section, with consideration being given to village clusters , with limited housing development; appropriate procedures are being decided by the Government. There appears to be a focus on principle of village clusters, there are major concerns from NCC over this, unlike Norwich itself.

County Council Budget setting will be proposed on 21<sup>st</sup> February 2022, with a possible 3.99% increase on Council Tax, (2.99% increase on District Council Tax). An expected spend on Adult Services of £35.5 million and on Children's Services of £23.24 million. Overall the anticipated NCC spend for 2022/23 would be £464.325 million – this would be an increase on the previous year of £25 million, which is being kept as low as possible, equating to £1500 pa Council Tax for a Band D property.

The Ministry of Housing is exploring a 'Levelling Up' programme, Norfolk has been invited to participate. The intention is to allow more local control, with councils and private bodies working in closer cooperation , proposals are being explored.

The suggestion of an elected Mayor for Greater Norfolk is controversial, the idea is to allow greater local control for funding for local projects. At present schemes such as Government funded highways projects and rail improvements move extremely slowly.

There was some discussion regarding road safety improvements in the Parish between Cllr Stone and Parish Councillors. Unfortunately Gary Overland, the Highways Engineer was not available to visit the Parish with Cllr Stone to look at traffic issues together. Some signage in the Parish had already been recently put in place and Cllr Stone explained that more matters would be attended to before next year, but that funding issues would unfortunately not allow for everything to be attended to immediately. Cllr Kennedy-Hill asked Cllr Stone if he could have a 'walk round' the parish to identify any urgent traffic issues, and will ask Gary Overland to attend as well. Cllr Stone will liaise via the Clerk.

Cllr Tansley asked Cllr Stone about the situation regarding the continuing passage of HGVs carrying gravel, (c 4 per hour), through the village – Cllr Stone said he will investigate the issue.

5. **PLANNING:** The Clerk reported that no new planning applications had been notified over the past month. There had been a modification to Planning application 2021/2493 The Bungalow, Primrose Corner, Rectory Road, Aldeby Norfolk NR34 0BJ. As this concerned internal changes, the Parish Council raised no objections. NCC Planning Department had received an objection to the new proposals for the layout of the proposed Solar Park on the Aldeby Waste Site from the Broads Authority. The planning committee meeting at which the application for the Solar Park will be considered has been postponed until a date to be confirmed in March 2022.
6. **HIGHWAYS:** Matters concerning Highways had already been dealt with during Cllr Barry Stones report in Section 4. *Adjournment* above.
7. **COVID 19:** The Clerk reported that there had been no new advice from the Government regarding Covid 19 procedures. The National Association of Local Council Clerks had arranged a petition asking the Government to allow 'hybrid' meetings in future had now been presented and the Government's response was now awaited. There was some discussion amongst Councillors regarding how to proceed and it was agreed to address this during the March 2022 meeting.
8. **PARISH LANDS:** 'Million Trees for Norfolk' project – Cllr Kennedy-Hill reported to the meeting that the trees had now been delivered and that stakes and tree guards were included, and tree planting should be arranged as soon as possible, as the trees were bare rooted and should not be out of the ground for more than a week or so. Mr Nathan Smart who was present at the meeting said he would be available to assist with the planting on a weekend and to advise him when the dates/times are finalised.

Cllr Kennedy-Hill will coordinate the planting day or days. Cllr Masters expressed some concern regarding 'over-planting' of trees on Old School Playing Field and she was reassured that this would be closely monitored. The point was raised that the eventual height of the trees be taken into consideration and the Clerk was asked to find out this information.

The clerk was asked to put notification and request for volunteers to plant trees on the website and to ask Cat Tansley to place the same information on the Triangle Facebook.

The initial date for tree planting was set for Saturday 26<sup>th</sup> February at 10.00 am by the Main Gate to Old School Playing Field in the Street, bringing a spade, polythene bags and wearing sensible clothing and footwear.

It was suggested that a sign be placed in the Walks explaining the significance of the trees and poppies to the public at large. Past contributors to the Memorial Plaque and Memorial Lectern could be contacted to ask for donations towards such a sign.

**Action:** Clerk to ask NCC to inform her of ultimate tree heights.

**Action:** Clerk to place tree planting information on website and to request Cat Tansley to put this information on the Triangle Facebook page.

**Action:** Clerk to design posters and place on notice boards regarding the tree planting day.

**Action:** Clerk to establish contributors towards Memorial Plaque and Lectern from past minutes.

#### *Grass Cutting Contract from April 2022*

The Clerk informed the meeting that some quotes had been received for the grass cutting contract. One quote was a little unclear regarding whether the price included all of the Churchyard, high-level hedge trimming and for pricing in 2022/23 and 2023/24 and the Clerk was asked to get clarification on this.

**Action:** Clerk to clarify quotes as necessary, especially as regards hedge trimming and Churchyard Grass Cutting.

*Old School Playing Field – pathway to pond*

The Clerk reported that £748.02 had now been received from SNDC as a result of Cllr James Knight arranging the grant towards this Parish Improvement project. The Councillors asked the Clerk to thank Councillor Knight for his work in enabling this funding.

After some discussion it was agreed that the pathway should be 1.5 metres wide to allow the passage of powered wheelchairs and that the width of the pedestrian gate should be established, together with the final size of the proposed concrete pad at the entrance.

No more quotes for the pathway construction had been received, although tenders had been sent out.

**Action:** Clerk to ask for modified quote for pathway from Max Galley of Treeactive landscapes.

Regarding additional funding from the Parish Trust towards Parish projects – there was some uncertainty whether Trust Funds could be used towards capital projects and the Clerk was asked to contact Belmont & Lowe Solicitors for definitive legal advice as to whether this was allowed under the present terms of the Trust Rules. It was agreed that if the fees came to less than £500, then the request for this clarification could go ahead.

**Action:** Clerk to contact Belmont & Lowe to establish Parish Trust rules on using Trust funds for Capital expenditure.

**Memorial Plaque repair.**

The Clerk was instructed to ask Ogilvie & Co, the original supplier, if there were any local companies that could carry out the necessary refurbishment.

9. **DE-FIBRILLATION TELEPHONE BOOTH:** Cllr Harrison reported that the ongoing problems with the flooding to floor in wet weather was still an issue, as gravel had moved to the front and there were still holes blow ground in the back. Cllr Tansley said he would inspect and offer a solution as soon as he was able.
10. **FINANCE:** The Clerk presented Councillors with the current financial statement and bank reconciliation. There was a discrepancy of £81.14, possibly as a result of the late presentation of a cheque for £84 issued in previous financial year. Cllr Masters agreed to meet with the Clerk to review the accounts and identify the issue.

A request was received from Pricilla Bacon Lodge and from the 'GLEAM' Project for donations, after some discussion it was decided that the Parish would not at present proceed with either of these donation requests, as Parish funds were limited and a contribution had already been made to North East Suffolk Citizen's Advice Bureau in Beccles, was the one to which Aldeby residents would go for advice, rather than Norwich.

The following payments were submitted and approved:

	£
Clerk's January 2021 salary	192.00
Payment to HM Revenue & Customs for Clerks PAYE to 05/01/2022	48.00
Reimbursement to Clerk	
Zoom Fee 6 <sup>th</sup> January 2022 – 5 <sup>th</sup> February 2022	14.49
Zoom Fee 6 <sup>th</sup> February 2022 – 5 <sup>th</sup> March 2022	14.49

A reimbursement of £540 has been made from the Aldeby Parish Trust account to the Aldeby Parish Amenities account from which two cheques were written:

- a) B Gooderham Agricultural Services in payment for Hedge Trimming to Playing Fields - £180
- b) PKF Littlejohn in payment for AGAR Audit Fees - £360.00

The Chairman proposed that the finances be approved, seconded by the Vice-Chair, and carried unanimously.

**Action:** *Clerk to arrange meeting with Cllr Masters to review accounts for previous month*

11. **TRAINING:** The Clerk reported that she attended an Annual Governance & Accountability Return training webinar on 25<sup>th</sup> January 2022.
12. **CORRESPONDENCE:** The only correspondence was the request for donations from Priscilla Bacon Lodge and the GLEAN Project, already dealt with in Finance in section 11.
13. **ANY OTHER BUSINESS:**

Cllr Masters reported that the ditches locally appeared to be remaining empty and there was some discussion regarding the ford that can occur in Church Road. The general consensus was that the flooding issues experienced last winter were not occurring as before.

The Clerk informed the Councillors that owing to health reasons, she had taken the decision to resign from the post of Parish Clerk and Responsible Financial Officer as soon as was viable, (as she appreciated that it could possibly take some time to appoint a replacement). The Clerk thanked the Councillors for their continuous support and friendship and expressed the wish to remain in contact with the Parish and offer her support wherever possible. The Councillors expressed their best wishes and thanks to the Clerk for her work in the Parish. The Vice -Chair informed the meeting that she would place adverts for a new Clerk on the NALC website and possibly in newspapers if necessary, offering 20 hours per month, which a qualified Clerk should be able to manage. Cllr Tansley said he would look at advertising the post on 'Linked-In'.

**There being no further business, the Chairman closed the meeting at 10.00 pm**

<p><b>Anna Godsave, Clerk to Council</b> <b>12 Hampton Avenue, Thurlton, Norfolk, NR14 6RH      01508 549143</b></p>
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