



## Minutes of the Meeting of the Parish Council

2<sup>nd</sup> November 2022, 7.30pm

Burgh St Peter Village Hall

**PRESENT:** Cllrs A. Godsave, K. Kennedy-Hill, and M. Tansley.

**Also in Attendance:** Tina Newby (Clerk)

**Members of the public attending:** none

1. **Apologies** – Apologies were accepted from Cllr Harrison, Cllr Wright, District Cllr Knight and County Cllr Stone.
2. **Declarations** – No additional interests were declared..
3. **Minutes** – Minutes of 5<sup>th</sup> October were approved as an accurate record. Proposed by Cllr Tansley and seconded by Cllr Godsave. All in agreement
  - Item 6 Highways – Ongoing. **Action Clerk** to chase again.
  - Item 7 Parish Lands – memorial plaque update – The PCs memorial plaque lectern is the only one that had been lacquered. Ogilvie thought it would not be a problem. The solution has been resolved by Ogilvie to send 3 new plaques and different securing bolts. Sending to the Clerk to keep safe until we need to replace them. They will also provide a new tool for installing these. Cllr Kennedy-Hill thanked Cllr Tansley for the work he has done to sort this out.
  - Item 7 Parish Lands – Litter Pick. *Await South Norfolk Litter Pick date.*
  - Item 7 Parish Lands – spare keys needed for Cllr Kennedy-Hill. Ongoing.
  - Item 10 Parish Council – Speed Awareness Machine and Parish Partnership Fund - there is a meeting booked for 3<sup>rd</sup> November at OSPF, with Westcotec.
4. **Adjournment** – No public, District Cllrs or County Cllrs present.
5. **Planning** – Noted
  - Recommendations for in between meetings planning applications:
    - 2022/1859 and 2022/1858, The Priory, St Marys Road – Recommend Approval
    - 2022/1825 Copperfields, Haddiscoe Road – Recommend Approval
6. **Highways** – Further white-lining work has been completed around the Parish.
7. **Parish Land – Discuss and agree any actions:**
  - Update on the costings for the Two Oaks on The Cut - ongoing
  - Update on the Information Board at Boons Heath - ongoing
  - To agree on the purchase of the picnic table from the 3 quotes obtained. There was an agreement to go with Glasdon the Clifton picnic table at £676.00. Proposed by Cllr Tansley and seconded by Cllr Godsave. All in agreement. **Action Clerk** to contact D Wrighting to price up putting a surface down under the picnic table to help with future grass cutting, and securing the picnic bench.
  - Sole Bay Project – there was a quote received in 2021 from Max Galley, Treeative for £5,000 + VAT for pond and footpath. Norfolk Wildlife Trust suggested the pond should not be in the wooded area, but in the field, because of the density of the woodland, there would be too much leaf pollution and not enough daylight. They also suggested specialist lining. There was an earlier agreement to go to a company that was able to undergo the specialist lining. Wildponds were contracted to do the pond work. Due to the long hot summer the pond went dry. The Parish Council paused the

project. Longforth have been and reviewed the project and are shocked that there is no path to the wooded area!. The Parish Council decided to have a site visit on 12<sup>th</sup> November 2022, at 10am to look at the woodland, to discuss the way forward.

- The Parish Council agreed to cut off the old covid-19 signs and sanitiser from both CRPF and OSPF.
- The logging issues, Planning enforcement spoke with one of the Cllrs and stated that a small business does not need planning permission even though they are advertising their business. There was a suggestion that the neighbours could keep a record of the timings to and from Common Road – Barretts Bridge.

**8. Finance – Clerk to submit financial statement and payments for approval.**

Payments to be approved:

|                |                    |        |          |
|----------------|--------------------|--------|----------|
| Die for Events | payable to Clerk   | 101423 | 1,160.00 |
| Tina Newby     | WAGES and expenses | 101424 | 317.06   |

The Clerk commented that she had forgot to pay To Die for Events £1160.00 in October. Permission was granted for the Clerk to pay out of her personal bank and then get the amount reimbursed.

Payments totalling £1477.06 were approved for paying, proposed by Cllr Tansley and seconded by Cllr Godsava.

The Clerk also pointed out the state of play of the Parish Bank Account:

|                                 |                   |
|---------------------------------|-------------------|
| <b>Grand Total Receipts</b>     | <b>£</b>          |
|                                 | <b>9,942.00</b>   |
| <b>Grand Total Payments</b>     | <b>-£8,366.13</b> |
|                                 | <b>£1,575.87</b>  |
| <b>Date - 2nd November 2022</b> |                   |
| <b>b/f</b>                      | <b>£4,313.64</b>  |
|                                 | <b>£5,889.51</b>  |

There is not much money in budget for the year, we will have to draw down from the general reserves that were brought forward.

**9. To receive an update on Lloyds Bank Mandates:** The cheque book and paying in book has been received, no transfers have been made using their switching service. No access to online banking has been activated either.

**10. Parish Council – Discuss and agree any actions**

- Update on the website upgrade: The Clerk has not been able to look at this yet. It does appear to be a lot of work!
- Move from monthly to bi-monthly meetings:. Close and revisit this in May 2023, after elections.
- Advertisement for Councillor Vacancies: ongoing

**11. Correspondence –** None that has not previously been circulated.

**12. Any other Business:**

There were no additional items to discuss, the Vice Chairman closed the meeting 8:50pm

**Date of next meeting: 7<sup>th</sup> December 2022, 7.30pm.**

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| <p><b>Tina Newby, Clerk to Council</b><br/><b>07858 518 636</b></p> |
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