



Minutes of the Meeting of the Parish Council

5th April 2023, 7.30pm

Burgh St Peter Village Hall

PRESENT: Cllrs A. Godsave, K. Kennedy-Hill, Dr P. Harrison, and T. Wright

Also in Attendance: Tina Newby (Clerk)

Members of the public attending: None

1. **Apologies:** Apologies were received for District Cllr Knight, County Cllr Stone and Cllr Tansley.
2. **Declarations, Pecuniary or Other:** No additional information declared.
3. **Minutes** – Confirmation and signing of Minutes. Minutes for 1st March 2023 were approved as being an accurate record, proposed by Cllr Kennedy-Hill and seconded by Cllr Godsave.

From January Meeting:

- Item 4 Adjournment – Clerk to ascertain the paint from Clinks Farm for the benches and noticeboards. There is no information on the make or colour. It was considered long enough since last painted and that there should not be a reaction. **Action Cllr Wright** to liaise with DW.
- Item 7 Parish Lands – memorial plaque update. The Clerk had chased this a couple of weeks ago, to find that it had been delivered on 28th February 2023. After investigation the company confirmed that it had been delivered to the Clerk's neighbours. DHL did not leave the Clerk a calling notice. The plaques were checked before the meeting, and all seems satisfactory. **Action Clerk** to write a thank you letter to Ogilvie.

4. **Adjournment** – None

5. **Planning** – No new planning applications at the time of the agenda being published.

- To receive an update on ENF/1845/BCN/C1 FCC Breach of Conditions notice – Land at Aldeby Landfill site and additional information if received. The Clerk has received an email from Steven Halls (Senior Monitoring and Control Officer, Planning Services, NCC), see below:

I can confirm that FCC have submitted an application for the retention of the haul road to the landfill. The application was submitted on 24th March and is going through the validation process. They have asked for an additional 60 years.

With regard to access to the solar farm, the means of access is still to be formally agreed; the planning permission requires that a scheme is agreed prior to the commencement of development. It would seem logical that, assuming the haul road gets permission, the works required for the solar farm would use the haul road. This does, however, require the developer to reach agreement with the landowner and that is a private matter between the two parties. If that agreement cannot be reached there seems little alternative to using local roads as detailed in the planning application.

I appreciate that this does little resolve the uncertainty you are currently experiencing but hopefully the situation can be resolved to everyone's satisfaction once the

planning application has been determined and the scheme of access has been agreed.

6. Highways – No new issues at the time of the agenda being published.

- Clerk to chase the outstanding issues from our village drive around, with Highways. The Clerk informed the Council that this is still outstanding.

7. Parish Land – Discuss and agree any actions:

- To receive an update on Sole Bay wood project. The Norfolk Community Foundation has a different representative, as Hannah Crouch has left the Organisation. The Clerk has emailed the new lady & a reply is awaited. The Parish Council thinks the longer it takes for a reply the longer we have to see if the pond holds water over the summer and then decide on what to do.
- To discuss the Finding Fitness play wall, for agreement next month. Costs are 5m £3750.00 and 10m £5750, all inclusive of installation. The Parish Council agreed to try and get funding for these, we are looking at 5m walls one in each playing field. The Clerk was asked to ascertain whether the company would do a deal by charging us the 10m rate for the 2 x 5m walls.
- To discuss Common Road Playing Field mole problem. As Cllr Tansley was not present, we decided to ask him what he considers to be a good solution. There was a mention about the safety inspection report and David Bracey's mole hill solution. This will be carried over to the next meeting for further discussion.
- Review the Annual Play Inspection and agree any action. All that is needed is a general clean up, repaint some areas. There are a lot of gates that do not close properly, the locks are out of alignment. The Clerk reported that there is an issue with a swing seat and the splay of the swings. **Action Clerk** to contact David Bracey and see what his suggestion is with the swings. The swings are very old and may need replacing. **Action Clerk** to send the Inspection Report to DW and ask for him to add the items to his maintenance plan, if he wishes to undertake the work.
- There was an additional discussion over the volunteer litter picker. **Action Clerk** to contact Daniel and ask for the equipment and Hi Vis back.
- To note the Lantra tree course is book for DW on 29th June 2023 – noted
- TW to provide an update on Lily Lane issues: The Chairman met with the resident and discussed the issues. The resident has now logged the problem with Highways. There was an additional problem where a waste removal lorry had driven off the road, onto the grass verge and has made a mess of the ditch.
- To provide an update on the Beccles Road parking, businesses working from home and wheelie bin issues. The Clerk has spoken to South Norfolk Council and the Police. The Police have not visited this area yet but will do so. Someone had reported 'a business working from home' to South Norfolk Council. Keep on the agenda.

8. Finance –

- To note that we received the refund for the duplicate payment from SNC. This was deposited in the Lloyds Bank account before 31/3/23.
- To note the unpresented cheques from last financial year and agree a process. The following cheques were noted as not having been banked:

25/5/22 T Wright, mileage expenses £15.75
 27/7/22 DW bench replacement £85.00

Both of these are now over the six months date for banking. These were approved for payment, and it was suggested that the Clerk and Cllr Kennedy-Hill should take this opportunity to trial the online payments system with Lloyds Bank for these two amounts.

5/10/22 3 months of Village Hall Hire £67.50
 This will be left outstanding for the time being.

- To note that NALC subscriptions for next year are £155.46. Although it was thought to be a big increase, the subscription is necessary. Agreed to pay this.
- Payments for Approval.

Aldeby Parish Council Payments for April 2023

Payable too	Description	Cheque Number		
Tina Newby	Wages for March 2023		293.44	
	Mileage		16.20	
	Working from home	101439	10.00	319.64
David Bracey	RoSPA Inspection	101440		108.00
SNC	Dog bin emptying	101441		663.60
Norfolk ALC	1 years subscription £155.46 (previous year £129.55)	101442		155.46 20% increase
	Total			1246.70
Unpresented cheques from previous year				
25/05/2022	T Wright, travel expenses		15.75	Try online Lloyds Try online Lloyds Leave for time being
27/07/2022	D Wright, removal of bench		85	
05/10/2022	3 mths village hall hire		67.5	
				168.25
	Total for Lloyds £100.75			
Additional not received				
	AG travel expenses to drop nominations off	Not necessary		0
				1414.95
		Total		1347.45

Total amount approved for payment £1,347.45 (£1,246.70 from Barclays as cheques and £100.75 from Lloyds as Bacs payments) Proposed by Cllr Kennedy-Hill and seconded by Cllr Wright. All in agreement.

- Year-end summary of accounts. Ongoing.

- To agree the submission of the accounts to PKF Littlejohn as exempt (under 25,000). Payments = £12,490.71 and Receipts = £13,331.02. The Parish Council agreed to go with the Exemption Certificate this year.
- To note the bank reconciliations for the complete year. Completed and will hold for the Internal Auditor to look at.
- To note the Internal Auditor booked for 12th May 2023, 2pm. Noted.

9. To receive an update on Lloyds Bank online Banking:

- To review and adopt the instruction for online payments. Agreement from the Parish Council, to amend the Financial Risk Management, the Standing Orders and Financial Regulations to incorporate the change in payment processes. To be reviewed and adopted in May 2023.

10. To receive an update on Barclays Banks, online access, and bank statements: Cllr Wright and Kennedy-Hill reported that there are still issues with closing the bank accounts and transferring over the monies to the respective Lloyds Accounts. Ongoing. It was again noted that the Savings Account will stay with Barclays.

11. Parish Council – Discuss and agree any actions:

- New policies needed – Policies for spending using the Amenities and Trust Accounts – *to be adopted in June 2023, and for formal procedures to be introduced for online payments through Lloyds Bank plc.* To discuss the format of the APM and AMPC on 17th May 2023. *The date has now changed to 22nd May 2023. The Annual Parish Meeting (APM) will start at 7pm.*
- To note some archives have been delivered to the Norfolk Records Office. Noted.

12. Correspondence – To distribute any relevant correspondence to councillors.

- To discuss the Service 86 Passenger Consultation and provide a reply by 17th April 2023. The bus service does not have much impact on Aldeby, as the buses are not well used. There appears to be one way travel to Norwich!
- To discuss the website correspondence regarding Haddiscoe new landfill site. This has been resolved, by the resident.

13. Any issues or information from the Councillors:

Cllr Dr Harrison reported that the thatch on the memorial bus shelter in Beccles Road is in need of repair. **Action Clerk** said she knew of a thatcher that lives close by and she will ask him for a quote.

The Parish Council recommended that the Clerk and Cllr Godsave worked together to sort out some grants for the playing field equipment walls and the memorial bus shelter thatch.

14. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted:

- To discuss the Clerks yearly review: If acceptable discuss the pay review. This was not discussed. A meeting has been arranged between Cllrs Kennedy-Hill, Wright and the Clerk.

Date of next meeting: 17th May 2023, Annual Parish Meeting and Annual Meeting of the Parish Council. *The date has changed to 22nd May 2023*

There being no more business to transact the Chairman closed the meeting at 8.49pm

<p>Tina Newby, Clerk to Council 0772 678 0601</p>
