



## Meeting of the Parish Council

### Minutes

6<sup>th</sup> September 2023, 7.30pm

Burgh St Peter Village Hall

**PRESENT:** Cllrs A. Godsave, P. Harrison, K. Kennedy-Hill (chair), M. Tansley and T. Wright (vice chair).

**Also in Attendance:** Tina Newby (Clerk), District Councillor Evans

**Members of the public attending:** One.

1. **Welcome:**
2. **Apologies** – apologies were received and accepted for Cllr Watts.
3. **Declarations – Pecuniary and Other:** None.
4. **Minutes** – RESOLVED unanimously agreed as an accurate record of the proceedings of the meeting of 5<sup>th</sup> July 2023.

Matters arising from these Minutes.

- a. To receive an update on registering the bus shelter as a war memorial. The bus shelter has been registered with the war memorial <https://www.warmemorialsonline.org.uk/memorial/296728/> . Unfortunately, The Clerk had filled in the old form, new form to be completed.
  - b. To provide an update on the Beccles Road parking, businesses working from home and wheelie bin issues. The situation is variable. Vehicles are still being parked incorrectly, blocking driveways and obscuring give way signs, and a brown bin had been knocked over by a car. There are children riding around the bus shelter, some using electric scooters but without helmets. Parish Council agreed to purchase some Slow Down warning signs for children and animals. **Action Clerk** to try and contact Police Officer James King. RESOLVED to purchase the signs. **Action Clerk** to purchase signs.
  - c. To receive an update on Common Road Playing Field mole problems *and now OSPF*. Cllr Watts has set traps on Common Road playing field only, and DW has postponed grass cutting until after this holiday. It has been noted that there are mole hill problems in the Churchyard. **Action Clerk** to check with DW which churchyard.
5. **To consider any Co-Options, for current vacancies.** No one interested at the moment.
  6. **Adjournment** – Standing orders suspended at 7.40pm. A member of the public expressed concern at the number of caravans appearing round the village and reported rumours of further Certified Location Applications (in addition to Lily Meadow). Reassurance was given that developments in the Parish are monitored and, where considered appropriate, referred to SNDC for guidance and advice.
  7. **Reports received from County and District Councillors.** District Councillor reported that SNC had no meetings in August. There is now a 4-year plan, which will start in October. There is 150 million pounds set aside which does not interfere with the national structure.

SNDC has funded a sports van and can visit any area by arrangement. He has noted that traffic and traffic calming appear to be a problem with all his parishes. Some parishes have a very active Speedwatch program.

Resumed standing orders 8pm.

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

- a. To discuss any other Enforcement issues. No update on those reported previously by the Parish Council.
- b. To receive an update if any for the Landfill site. No update.
- c. Any new applications that have been received in time for discussion at the meeting: None.
- d. To receive an update on the marquee and Certified Location Application: The marquee has been taken down. Thank you to the Landowner for keeping the parish council informed.

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

- a. Clerk to chase the outstanding issues from our village drive around, with Highways. Still no update. **Action Clerk** to keep chasing.  
A councillor reported on the NCC path widening and tree trimming on the C388 this went well. The ash tree reported previously with the red dots on and poplars in a different location, also with red dots, still haven't been felled. Parish Council to monitor it.

**10. Parish Land – Discuss and agree any actions:**

- a. To receive an update on Sole Bay wood project, pond, wildflower seeds and stinging nettles. A Parishioner had volunteered to sort out the bolt on the gate to the pond and trim the spiky plants. It was noted that there was a previous agreement not to padlock this gate. There is a small level of water left in the pond, which is better than last year. Seeds will be put down around the pond, nettles will be sprayed. Cllr Tansley has obtained some water lilies. Pond maintenance will be put into the maintenance contract, due to be reviewed. The Parish Council noted that some nettle management is needed in Common Road Playing field by the main gate.
- b. To receive an update from Cllr Wright regarding community engagement project. This project involves building bird and bat boxes to encourage community engagement with wildlife. Cllr Wright will try to arrange something over a weekend.
- c. To discuss funding etc for additional play projects for both playing fields *To be discussed in Trust meeting to be held after the November Parish Council meeting.* The Clerk noted that we have received three quotes. One play equipment company reckons that those that are API certified would not recommend installing childrens' gym equipment without supervision. The quote the Clerk and Chair thought represented the best value was £22,000 for OSPF and £16,000 for CRPF. The proposed installations received the approval of the Chair's 9-year-old grandchild, and the Information was passed to Cllr Tansley to see what his children think!
- d. To discuss the quotes received for the refurbishment of the football goal posts (OSPF and CRPF). We sought advice from local company MH Goals, who will make new back-irons to fit our goalposts as the size required is no longer available ready-made. Total cost including new nets is £347.50. Proposed by Cllr Wright and seconded by Cllr Tansley.  
Councillors noted that a maintenance company needs to be sourced to regularly do some maintenance for us, as the football goals needs attention along with Parish Notice Boards, benches and the interpretive panel in the Millenium Garden. **Action: Clerk** to contact Paul Sharman re the Millennium Garden Panel.
- e. To discuss the issues with the adopted phone box and the electricity. The Defibrillator pads have been replaced and the defib is registered on The Circuit. The electrician has checked the electricity, and all seems fine now. We do not need to renew the lease from BT.
- f. To discuss and agree the tree quotes received for Beccles Road and the need for some work in Common Road Playing Field. The Clerk requested 4 quotes: (a) and (b) did not respond in time. (c) quoted £250.00 to reduce and (d) quoted £165 to reduce. Agreed

to go with (d) Matt Powell. Proposed by Cllr Tansley and seconded by Cllr Harrison. All in agreement. **Action Clerk** to ask Matt Powell to proceed with the tree work on Beccles Road, and also to provide a quote to trim the overhanging trees in CRPF.

- g. The Maintenance list was noted.
- h. To discuss the tree works in the village and the tree database. DW reported there were three dead ash trees in the Millenium Garden and has quoted £90 to fell these and remove the arisings. RESOLVED to accept DW's quote for £90. The Parish tree database has been imported into Excel, Clerk to look at the 'what 3 words' to see if we can open this link up.

The fence by millennium gardens has broken and some of the posts are rotten. The fence in CRPF (mentioned in the RoSPA report) will need replacing. **Action Clerk** to source a fencing company to mend these fences.

## 11. Finance –

- a. To note balances of all accounts. noted
- b. Payments for Approval.

### Aldeby Parish Council Payments for September 2023

Payable too	Description	Cashbook Ref	
Tina Newby	Wages for July 2023		£301.88
	Mileage		£46.35
	Working from home		£10.00
	HMRC		<b>£3.80</b>
	Defib Pads		<b>£70.74</b>
		Paid 3/8/23	<b>£432.77</b>
Payments to be approved			
Tina Newby	Wages for August 2023		£301.88
	Mileage		£34.20
	Stamps		£8.50
	Working from home		£10.00
			<b>£354.58</b>
Tina Newby	Danger deep water sign		£6.58
	half training David Bracey		£60.00
	total for Tina Newby		<b>£421.16</b>
Rob Dawson	Telephone box		£46.00
South Norfolk Council	Dog Bins		£743.22
D J Wrighting	Maintenance July - Sept		£1,241.20
	<b>Total</b>		<b>£2,451.58</b>

Payments totalling £2,451.58 were approved for payment. Proposed by Cllr Godsave and seconded by Cllr Wright and all in agreement.

- c. To discuss the additional funding needed for the Parish Partnership, Speed awareness machine. County Cllr Stone confirmed his grant of £1,000. This means we need to fund approx. £700. The District Councillor felt he could only offer around £100 and suggested sharing the SAM with up to seven other adjacent Parishes. Cllrs felt that such a large number might create logistical difficulties but would be happy to approach two or three

neighbouring Parishes to gauge interest. Clerk to try and source further grant funding in the meantime.

**12. To receive an update on Lloyds Bank online Banking:** The Clerk reported that she had confirmation of Cllr Watts being accepted for online banking.

**13. Parish Council – Discuss and agree any actions:**

- a. To note the Councillors training date of 26<sup>th</sup> September 2023 – Gillingham Village Hall. Confirmed list of councillors attending are AG, KKH, MT and maybe PH. Training has been confirmed as starting at 6pm.
- b. To receive an update on the Playground training. Noted that Cllrs KKH, AG, and MT had attended, along with CT and HT, the Parishioners who carry out the weekly inspections, and all had received Certificates.
- c. To discuss and agree the Public Spaces Protection Order correspondence received 27<sup>th</sup> July 2023. There is now a local by-law that states it is illegal to have cars parking in groups (ie Raves), and the Police now have the power to break it up. **RESOLVED** to be in favour of this.
- d. To review and agree the Tree Warden Policy. Policy is fine. It was noted that there are 3 dead/dying Millennium oaks. Dave, Nathan and Ian to be asked to help Cllr Tansley again and replant the trees digging deeper holes this time. **Action Cllr Tansley** to organise.
- e. To discuss the Incident Report form and statistical information and agree any action. **Action Clerk** to send this again to the Councillors, to use.
- f. To approve the purchase of a Wreath again this year. Agreed.
- g. To approve any outstanding policies. The policy for the definition of Trust and Parish and the Reserves. **RESOLVED** to agree the draft copy. **Action Clerk** to finalise this with APC logos etc.

**14. Correspondence – None.**

**15. Any issues or information from the Councillors:**

AG is having problems getting into contact with KB. Cllrs told her where this person lives. She will drop a note through the door.

**Date of next meeting: 1<sup>st</sup> November 2023, 7.30pm.**

Future meetings:

2024

3<sup>Rd</sup> January 2024

6<sup>th</sup> March 2024

1<sup>st</sup> May 2024

3<sup>rd</sup> July 2024

4<sup>th</sup> September 2024

6<sup>th</sup> November 2024

The chairman closed the meeting at 9.20pm

Signed by Chairman

Date