



Meeting of the Parish Council

Minutes

3rd January 2024, 7.30pm

Burgh St Peter Village Hall

PRESENT: Cllrs A. Godsave, K. Kennedy-Hill (chair), and M. Tansley

Also in Attendance: Tina Newby (Clerk),

Members of the public attending: approximately 40!

1. **Welcome:**
2. **Apologies** – apologies were received and accepted for Cllr Watts, Cllr Harrison and Cllr Wright, County Councillor Stone.
3. **Declarations – Pecuniary and Other:** None.
4. **Minutes** – Confirmation and signing of Minutes of the Meeting held on 1st November 2023 and matters arising from these Minutes. The minutes were proposed by Cllr Godsave and seconded by Cllr Kennedy-Hill. All in agreement.
 - a. To receive an update on registering the bus shelter as a war memorial and update for the visit to NRO. Cllr Kennedy-Hill and the Clerk spent over 3 hours at the records office looking for data on the Bus Shelter.
 - b. Update on SAM2 machine. The Clerk looked into the option of Solar powered SAM2. This was not possible due to the fact; we would be moving the SAM2 in difference locations.
 - c. To receive an update on Common Road Playing Field mole problems *and now OSPF. Update from Cllr Watts.* No update from Cllr Watts.
5. **Adjournment** – Standing orders will be suspended to allow public participation, 3 minutes per person, for items to be discussed for information only.
This item was actioned before item 4 due to the amount of public that had attended:
Please see appendix 1 for summary and comments sent to the planning portal.

Resume Standing Orders.

6. **Reports received from County and District Councillors.** Nothing received.
7. **Planning** – No new planning applications at the time of the agenda being published.
 - a. To discuss SNC 2023/3557 reservoir at Land East of Elms Road including 40mph speed limit and/or traffic lights. Discussed under public forum.
 - b. To discuss any other Enforcement issues. Email received from SNC will be sent with the updates.
 - c. To receive an update if any for the Landfill site. Nothing received.
 - d. Any new applications that have been received in time for discussion at the meeting. None
 - e. General planning updates and enquiries. None
8. **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. The Clerk will email Nick Driscoll for his input. **Action Clerk** to communicate with ND

- b. To revisit the issues with the Caravan site on Lily Meadow – review our decision. Cllr Kennedy-Hill spoke about the request from DC for the Council to withdraw the objection for the camping license. The issues still stand with the access to Lily Road and the width of the road. DC is planning to proceed with Wild with Consent, which only permits one unit to camp per night, and it was agreed this will be monitored to assess impact on neighbours and any adverse effects on Lily Lane before any decision is made.
- c. NCC to cut verges on Mill/Boons Road and clear out the Culverts. There is a general issue over the verges being cut and the culverts being emptied. **Action Clerk** to contact Nick Driscoll and see what the situation is.

9. Parish Land – Discuss and agree any actions:

- a. To receive an update on Sole Bay wood project, pond, wildflower seeds and stinging nettles. Ongoing, Summer project.
- b. To receive an update from Cllr Wright regarding community engagement standing item for Summer 2024. Ongoing
- c. To discuss the tree works in the village and the tree database. Database has been completed.
- d. To receive an update on the Near Miss Incident Forms and circulate within the parish. This is currently being re-worked by Cllr Kennedy-Hill.
- e. To discuss footpaths in the parish. Footpath #9 should remain open, throughout the reservoir construction phase.
Cllr Tansley volunteered his friends to walk the other footpaths in the village, and report back.

10. Finance –

- a. To note balances of all accounts and receive bank accounts update. Noted. Parish Council: £6,399.03, Savings/Reserves £4,060.17. The accounts seem in good order.
- b. The review and agree the precept budget statement for 2024-2025 and agree any individual payments within the budget.
After some discussion it was agreed to approve a budget for £12,029.59, with a precept of 10% increase, £6.47 increase in Band D per year and 54p increase in Band D properties per week. Proposed by Cllr Tansley and seconded by Cllr Godsave, all in agreement.
- c. Note the approval of the 3 x quarter bank reconciliations for this year. Approved by Cllr Godsave
- d. To approve the quotes received from Simmons Property Maintenance Company. Cllr Kennedy-Hill will sort out the priority of these and get back to Simmons Property Maintenance Company.
- e. To ratify the back dated pay for the Clerk £174.42. Proposed by Cllr Godsave and seconded by Cllr Tansley all in agreement.
- f. Payments for Approval. Payments were £430.60. Proposed by Cllr Tansley and seconded by Cllr Godsave.

Aldeby Parish Council Payments for January 2024

Payable too	Description	Cashbook	
Between Meeting		Ref	
Simmons Property Maintenance	noticeboard repair	24/034	£179.79
Tina Newby	Spanglefish subs	24/033	£108.00
K K H	Expenses	24/032	£33.85
David Bracey	RoSPA (Unpaid)	24/031	£108.00
Tina Newby	Wages for Nov 2023	24/030	£303.08
	Back pay	24/030	£174.42

Mileage	24/030	£0.00	
Working from home	24/030	£10.00	
HMRC	24/030	£36.20	£487.50 inclusive
total between meetings		£953.34	

Payments to be approved			
Tina Newby	Wages for Dec 2023	£319.20	
	Mileage	£55.80	
	Working from home	£10.00	
			£385.00
	HMRC	£5.60	
Tina Newby	ICO	£40.00	
	Total this month	£430.60	

- g. To receive an update on general funding for the parish. Clerk has applied for Pride in Place, for a portion of the play equipment for both CRPF and OSPF. They are looking for specific information; after speaking with Cllr Tansley agreed that 10 children aged 8 upwards per week in the CRPF, probably the same in OSPF, but younger with parents.

11. Missing.

12. Parish Council – Discuss and agree any actions:

- To review and agree the Tree Warden Policy. Approved and adopted. DW has submitted a tree management plan. This will be on the agenda for March meeting.
- To discuss the issue with Aldeby PC Facebook account, outstanding from last meeting. Ongoing.
- To discuss the Internal Control Statement for 2023-2024. Adopted.
- To agree the Financial Regulations and Standing Order policies. These have not changed from previous approval. Adopted.
- To note that Alistair is happy to complete the internal audit for this year. Noted.

13. **Correspondence** – To distribute any relevant correspondence to councillors. None.

Any issues or information from the Councillors

Date of next meeting: 6th March 2024, 7.30pm.

The chairman closed the meeting at 9.40pm

Signed by Chairman

Date

Appendix 1

Comments for 2023/3557 reservoir at Land East of Elms Road

Aldeby PC objects to this application for the following reasons:-

- The turning into Holloway Hill from the A143 is not sufficiently wide from either direction, especially for heavy plant and articulated lorries. Please could you look into this for safety reasons, as large vehicles are often forced on to the wrong side of the road at this junction.
- Aldeby Parish Council would prefer a 40mph as standard throughout the whole of C388 as well as Holloway Hill, but no temporary traffic lights. Perhaps within the traffic management plan, there could be some safety mirrors installed at the junction of Elms Road/C388, to improve visibility on this blind junction. School buses, horses, motorcycles, cycles and pedestrians use these roads and it will become unsafe for them to carry out their normal usage due to HGV construction traffic.
The winter mud and summer dust, noise, and pollution (diesel fumes) from the construction traffic all pose safety issues.
- The two temporary passing places proposed on Elms Road are essential if damage to the verges is to be avoided. Norfolk County Council is not happy with the safety of the route in and out of the construction site. There is no evidence of a Traffic Management Plan, which needs to be completed before determination of the planning application.
- Norfolk County Council highways have expressed concerns about the wear and tear on these village roads by heavy construction traffic.
- There is an absence of (I've removed "noise and", because it's the next item) pollution and dust surveys in place. These should be completed before this application is determined. Noise Impact Assessment & Noise Management plan are missing. There are health concerns with the Silica that could be inhaled.
- Footpath number 9; should stay open and available at all times, throughout the construction work and after. The width should remain the same. There is a need to always keep pedestrians safe. Who monitors this please?
- There are published concerns from the Historic Environment Officer, who states that "no development shall take place until an archaeological scheme of investigation has been submitted", and yet work has already started – who monitors this please?
- Although it is thought that there will be a route plan in and out of the site, lorry drivers will not be using this all the time, they will try other routes which are small village roads not suitable for this type of traffic.
- There is no flood risk assessment done. This also needs to be completed.
- Clarification is needed regarding the reservoir being level or raised. If raised this holds separate set of issues with licensing and the Environment Agency.
- The District Councillor has called this planning application into the planning Committee - when will this happen?
- The information in the planning application is not a true reflection of what is happening. For instance, the Wildings Camping site is not the distance stated from the reservoir, it is 50m closer in proximity. For this reason alone, the reservoir should be moved to reflect the application. Aldeby Parish Council is deeply concerned at the impact the construction of the reservoir will have on the Wildings campsite.
- The SNC Local Plan appears to not have been looked into; as it states there should not be unacceptable damage to the roads. Who will pay for this damage to be repaired? It should not be down to the parishioners of surrounding villages to foot the bill.

- There is an SSSI within close proximity to the reservoir site, which will undoubtedly be impacted. The wildlife and the birds of prey will be at risk, some of which are protected under the Wildlife and Countryside Act.
- Should it turn out that minerals are found during the construction of the reservoir, will Norfolk County Council extraction licences be required?