

**The Minutes of Clenchwarton Parish Council Meeting held on 8 June 2023 at
7.00pm at Memorial Hall, Clenchwarton**

Present: **Cllr C Coates (Chair)** **Cllr K Pell** **Cllr R Lucas**
 Cllr R Thornalley **Cllr S Fox** **Cllr C Wilson**
 Cllr S Bearshaw

Also in Attendance: Sarah Bristow (Locum Clerk) County Cllr A Kemp, and 11 members of the public.

- 1. To consider acceptance of apologies for absence.
It was resolved to accept apologies from Cllr Moore.**
- 2. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**

None Received.

- 3. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**

Giant Hog Weed

A Parishioner advised that there was Giant Hogweed growing in a field near the boundary to the village at the Station Road end and was concerned about how quick it spreads it could be inside the village soon. Cllr Kemp advised that she would take this up with the NCC Highways Team and the Borough Council Nuisance Team/Environmental Health.

CPAR

Cllr Lucas updated everyone regarding the activities of CPAR. There was a bingo held last month which made £580.00 nett profit. He would like on behalf of the group to thank everyone for their support and help. There will be another bingo on the 26 June. Also do not forget Picnic in the Park on the field on August 5th, please come and support.

Methodist Church

Cllr Fox advised that the Methodist Church were having another open-air service on the field the last Sunday in July starting at 10:30.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Kemp.

Cllr Kemp advised that there had been a lot going on in the Borough since the Election and the new working with the change of leadership. Cllr Kemp advised that she had attended the planning committee meeting regarding the Grain Store and though it was approved there are condition being placed regarding a dryer being installed/noise etc. They can use a mobile dryer but not permanent and she said that residents advise if the noise becomes a nuisance. Cllr Kemp also advised that she was going for a 7.5 tonne restriction on road and for a curb to

be raised in that area as house take in water with severe rain fall. Cllr Kemp advised that she was going to appose spending Town Deal monies on the new hub and library in the old Argos building in the town. There are better uses for the money like improving the footpaths to the Ferry which cuts down on the number of cars coming into the town. She also advised that she had attended a Coroner's Inquest in a 43-year-old Veteran who was refused help by the Borough Council when the Night Shelter tried on a couple of occasions to get this person who was suffering from PTSD. The gentleman was found dead in the churchyard. Cllr Kemp advised that too many people are not getting the help they need and dying unnecessarily.

4.2 Borough Councillor – Cllr Bearshaw gave his report when he arrived at the meeting.

Cllr Bearshaw advised that there was a meeting on the 30 June to discuss parishing West Lynn. He had been working with Cllr Kemp regarding the 7.5 tonne weight restriction on Station Road and also the new kerb. He is also working with Highways regarding the full width speed bumps which are cracked. Cllr Bearshaw hoped that most people knew about the agreement for the new hospital by 2030 and work had already started on the old nursery building. He advised about bringing better broadband for Norfolk campaign and finally raised the subject of the Borough Council building their own housing stock which would involve some shared ownership properties, rented and some to sell. A total of 140 houses. Which would have increased cycling ways and footpaths incorporated.

The Chair thanked the Councillors for their reports.

5. Minutes of Parish Council Meeting held on 2 March 2023

5.1 To consider and approve the minutes. **It was resolved to approve the minutes as a true and accurate record.**

5.2 Matters arising from the minutes.

Tree

It was reported at the last meeting regarding a tree that might need some work as it was affecting the Pavilion. The Clerk had gone to obtain quotes. One had come back and given a report on the tree at the back of the Memorial Hall. This to be passed on the to the management of the hall. One could not find the tree and Cllr Wilson had attended this afternoon and thought the tree surgeon said he was there they missed each other. **It was resolved for the Clerk to chase the others and to get the tree marked so that it could be found easily.**

Drains

Cllr Wilson had gone away and checked out the ownership with Anglian Water of the drain by the playing field. These did not belong to Anglian Water or the Internal Drainage Board. It was felt that they may belong to

Norfolk County Council. Cllr Kemp agreed to check it out with Norfolk County Council and report back at the next meeting.

6. Finance: (see reports attached)

- 6.1 Monthly Accounts for Payment.
(Please see list attached) **It was resolved for these payments to be made.**
- 6.2 Money Received.
No money had been received.
- 6.3 Bank Rec last year.
The Clerk advised that the bank statements for Unity had been given to her and she had passed on to Scribe and she hoped to have the bank recs for the last year completed very soon. **It was resolved for the Clerk to ask for one month's extension on the External Audit from PKF.**
- 6.4 Bank Rec May 2023. The Clerk advised that she would be able to get this when the previous years accounts had been finalised.
- 6.5 Update on Bank Situation. The Clerk advised that after tomorrow all the paperwork to change the bank mandate would be in place and hopefully the Council will have control of the bank account within the next two weeks.
- 6.8 Invoicing. The Clerk advised that this would happen when last years accounts are finalised. This included the football, bowls and allotments.
- 6.9 VAT. The Clerk advised that she had been able to check, and VAT had been reclaimed up to February 21. The VAT from 22-23 would be sent for reclaim when the accounts were agreed and then it would mean checking the time in between and claim that.
- 6.10 CIL. The Clerk had sent round a CIL report which was up to date and because Scribe had not been told about any spend in 22-23 there would be nothing through the books. There was a five-year deadline to spend the money but that did not need to be achieved yet but must be considered going forward.
- 6.11 See Quotes re Signs for the Park approval needed to purchase. **It was resolved for the Clerk to place the order with All Signs.**
- 6.12 Office Telephone. After discussion **It was resolved for the Clerk to cancel the line.** A new mobile would be purchased, if necessary, when a new Clerk was in post. **It was also resolved for the Clerk to remove the number from the website.**

7. Village Matters

- 7.1 Pavilion Roof.
The Clerk advised that she had asked another couple of firms to quote. One had advised that he could not give a price for the back as he was unable to get to it because of the trees without a Cherry Picker. **It was resolved for the Clerk to obtain the quote that was promised for the front of the building and if competitive then maybe they undertake the quote for the back and whilst the in position they repair at the same time as long as a quote is agreed.** A breakdown of the previous quotes would be obtained from the Football Club.
- 7.2 Update on making the Tractor roadworthy.

The paperwork had been completed but was waiting for payment. Cllr Lucas had gone out for insurance quotes. **It was resolved for the Insurance to be obtained when the tractor was given the go ahead to be allowed to drive on the road.**

7.3 Update on the purchase of a Trailer for the Tractor.

It was agreed to purchase when the paperwork was received for the tractor.

8. Planning Applications and Determinations:

Applications:

Applications:

22/00776/F Application for Proposed single storey side extension to form new utility area c/w new front porch. 38 Jubilee Bank Road Clenchwarton. **It was resolved to recommend approval for this planning application.**

Determinations:

None Received.

9 Governance:

9.1 Policies to review.

- Co-Option Policy

It was resolved for the Clerk to undertake a couple of different versions and bring back to the next meeting.

9.2 Training

- Role of the Councillor. The Clerk advised that she had asked the Clerk of Terrington If they would be interested in join training but had not received an acknowledgement. **It was resolved for the Clerk to speak with the Chair of the Council and to ask, and if they were not interested then for the Clerk to arrange their own session.**

- Neighbourhood Planning. This was due to take place in the next couple of weeks and **It was resolved for the Clerk to find out the cost for the four councillors and two parishioners who were interested.**

9.3 -Code of Conduct. The Clerk had previously sent round. It was based on the Borough Councils Code of Conduct that was agreed in March 2023. **It was resolved to adopt this as the New Code of Conduct.**

10. Parish Poll:

10.1 To receive update.

Cllr Pell advised that the Borough Council had given him a date of the 22nd or 29th June which did not give enough notice but could not be changed. Cllr Pell agreed to run a Parishioners meeting on the 15th June and would get the notices up etc.

11. Update Booking Form for the Field

Cllr Coates advised that the booking form was out of date and did not include all the assets of the Parish Council that could be hired out. **It was resolved for Cllr Coates to update and to distribute before the next meeting it was also resolved for the Clerk to get a calendar on the website.**

12. Update Long Term Hirer Agreement

Cllr Lucas advised that he was looking at this but wanted to speak with the hirer involved so that he could judge that the correct information is included. **It was resolved for Cllr Lucas to undertake and then bring back to the Council.**

13. Five Year Plan

The Clerk advised that a working group was the best way of handling this and then when complete bring back to the full council. Some dates to be agreed at the next meeting and the Clerk to obtain some ideas.

14 Highways

14.1 To Note latest developments from NCC Highways.

The Clerk advised that she had obtained a quote to replace the other side of the village gates which was damaged. **It was resolved for the Clerk to send round before the next meeting.**

15. Correspondence: (see associated papers) To review and consider any action necessary.

All items were taken through the agenda.

16. Items For Next Agenda

16.1 To consider items that need to go on the next agenda.

The following item to be added to the next agenda.

Repair of the gate

Repair of the litter bin

The Possibility of a Bus Shelter

Funday

Christmas Tree

17. Date, and Place of next meeting.

The next Parish Council Meeting will be on Thursday 6 July 2023 at 7.00pm at Memorial Hall.

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

18 Personnel issues

17.1 Clerk/RFO

After a lengthy discussion **It was resolved for the Clerk to advise the Union Rep.**

The meeting was closed at 21:50pm.

Payment List

TotalEnergies	Streetlight Energy- April 23	£46.15
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Wave	Water	£55.94
M Clarey	Wages	£547.65
R Tubby	Wages	£120.05
HMRC	PAYE	£166.80
C Wilson	Petrol for Lawnmower	£20.01
BHIB	Insurance	£1364.13
St Margarets Church	Room Hire	£30.00
DVLA	Tractor Registration	£55.00

ACTION POINTS

Cllr Coates

- Update Booking Form and send round prior to next meeting.

Cllr Pell

- Check with family re memorials left in layby.

Cllr Lucas

- Send round Lone Worker Policy
- Update Long Term Hire Agreement Form and send round prior to next meeting.

Locum Clerk

- Obtains quotes for tree by the pavilion.
- Ensure Tractor when V5 received.
- Order hedging from the Woodland Trust
- Ask for an extension with External Auditor
- Cancel the Telephone Line
- Remove the Telephone Number from the Website
- Obtain quote re pavilion roof.
- Obtain Insurance for the Tractor when Licence received.
- Send Planning Comment to Borough Council
- Speak to Terrington again re joint Training.
- Send round quote for Village Gate
- Speak with Union
- Undertake Invoices
- Place items on next agenda