

**The Minutes of Clenchwarton Parish Council Meeting held on 24 August 2023
at 7.00pm at Memorial Hall, Clenchwarton**

Present: Cllr C Coates (Chair) Cllr R Lucas Cllr R Thornalley
 Cllr S Fox Cllr C Wilson Cllr T Moore

Also in Attendance: Sarah Bristow (Locum Clerk) and 9 members of the public.

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

Cllr Coates gave a personal interest in 8.1, 8.5, 8.15 and 8.16.

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

Church Maintenance

A Parishioner asked about the maintenance of the Churchyard. The pathway was full of weeds and needed to be sprayed and the trees are overhanging the road on Church Road. Cllr Lucas explained that the current Groundsman does not have a spraying licence so this will have to be undertaken by an outside contractor. Cllr Wilson agreed to have a look and report back. **It was resolved for the Clerk to obtain a faculty from Ely Diocese and get a quote from a Tree Surgeon to undertake the work.**

Filing Cabinet

A Parishioner asked about moving the Filing Cabinet from the Memorial Hall to the Pavilion to free up space so that a Defibrillator could be placed on the outside of the Memorial Hall. This item is on the agenda.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Kemp.

Cllr Kemp was not able to be with us this evening but had sent her apologies and a report that the Clerk will put on the website.

4.2 Borough Councillor – Cllr Bearshaw

Cllr Bearshaw is unable to be with us this evening and had sent his apologies.

5. Minutes of Parish Council Meeting held on 6 July 2023

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

5.2 Matters arising from the minutes.
None received.

6. Minutes of The Parish Council Meeting held on 3 August 2023

6.1 To consider and approve the minutes. **It was resolved to approve the minutes as a true and accurate record and duly signed by the Chair.**

6.2 Matters arising from the minutes.
None received.

7. Finance: (see reports attached)

7.1 Monthly Accounts for Payment.
(Please see list attached) **It was resolved for these payments to be made. The Clerk advised that there was confusion as a payment had been made to the Memorial Hall. It was resolved for the Clerk to ask for an invoice and then this invoice to be checked and then paid.**

7.2 Money Received.
None Received.

7.3 Payment from April to July. (Please see list attached)

7.4 Bank Rec April to July. The Clerk had not been able to undertake fully due to needing to change cost centre etc. The Clerk is hoping to achieve for the next meeting.

7.5 External Audit. **Nothing received.**

7.6 Hirer's Agreement. Cllr Lucas went through the agreement again. After a lengthy discussion **It was resolved for the Hirer's agreement to be accepted and to start to be used. Cllr Lucas to arrange meeting between the Football Club and the Council.**

7.7 Council Laptop's Health and Condition and GDPR compliancy. The Clerk explained that the laptop's were not running correctly and there was no file order etc. She was also concerned about what ECS were undertaking, and the cost involved. She asked if Cllr Fox and Cllr Lucas were prepared to undertake a report for Full Council. Cllr Fox and Cllr Lucas were prepared to undertake. **It was resolved for the Clerk to get the machines to Cllr Fox/Lucas. The Clerk to try and find the invoice as it looks like there is one new machine and one old machine. The Clerk also to get copy of agreement from ECS.**

8. Village Matters

8.1 Short-, Medium- and Long-Term Plan for the Pavilion. The Clerk advised that Cllr Bearshaw had asked for this to go on the agenda and has asked that this be deferred until the next meeting. **It was resolved for this item to be deferred until the next meeting.**

8.2 Oak Trees by the Pavilion. Cllr Moore said that she had a report to prove that the roots of the oak trees are being damaged by vehicles driving over the roots and felt some form of protection was needed. Cllr Fox advised that he had contacted the Tree Officer the Borough Council who was not concerned about these trees and the roots adapt to its surroundings. **It was resolved for Cllr Moore to circulate the report and for the Clerk to contact the Tree Officer and ask that he makes a visit to look at the trees and Councillors to be present.**

8.3 Update on making the Tractor roadworthy. **Now that the Council has access to the bank account the cheque to be signed tonight and for the Clerk to send to the DVLA.**

- 8.4 Update on the purchase of a Trailer for the Tractor. This cannot happen until the licence is received from the DVLA.
- 8.5 Recreational Space Hirers Agreement. **It was resolved for this to be accepted.**
- 8.6 Repair of the gate. The new gate should be delivered this Wednesday. **It was resolved for Cllr Thornally to get the new gate in place and for the Clerk to source the new sign, but she was unable to undertake due to the Highway Engineer being on leave.**
- 8.7 Repair of the litter bin. **It was resolved to get the Borough Council to remove the bin. It was also resolved for the Clerk to check out putting a bus shelter in this position with the Parish Partnership Scheme and the litter bin being put back when bus shelter is in place on the same base. Also speak to Highway Engineer with missing pavement.**
- 8.8 The Possibility of a Bus Shelter. As above **It was resolved for the Clerk to check out with the Highway Engineer.** Cllr Lucas asked that Cllr Kemp is keep informed.
- 8.9 Funday. Cllr Coates advised that this was previously called off. CPAR want to run it again on the 9 September. **It was resolved that CPAR be given permission to use the field for this event.**
- 8.10 Christmas Tree. The Clerk had left the quotes at home. **It was resolved for the Clerk to send round the prices and to get the Christmas Tree ordered for the switch-on on the 2nd of December.** Cllr Thornally advised that Mrs Whitby was fine regarding the use of the star.
- 8.11 Grasscutting Contract. The Clerk reminded that the CGM contact needed six months' notice and should be cancelled. **It was resolved for the Clerk to find out the cutting areas for the Borough Council and the County Council and then draw up a map of areas to be cut and this to go out to tender.**
- 8.12 Filing Cabinet in the Memorial Hall. **It was resolved for the filing cabinet to be moved to the Pavilion and for the CCTV to be placed in the same room after speaking with the Football Club. Cllr Fox to organise.**
- 8.13 Relocation of CCTV. Please see previous item.
- 8.14 Agreeing to take the Volunteer Group re Falls forward e.g., to join the pilot. **It was resolved for the Clerk to advise the organiser that Clenchwarton would like to be on the pilot.**
- 8.15 Supporting letter regarding forming a Charity around raising funds and upgrading the facilities in and around the recreational green space. **This item was discussed but could not be achieved due to not being quorate when members of proposed Trustees left the meeting. This item to be deferred to next meeting but agreed in principle.**
- 8.16 Discussion and approval of CPAR green space proposal. **It was resolved for accept this proposal.**

9. Planning Applications and Determinations:

Applications:

- 23/01344/F Application for Proposed demolition of porch. New brick leaf façade to regularize materials. Construction of new porch and replacement canopy at The Cottage, Whitecross Lane, Terrington St Clements. **It was resolved to recommend approval.**

- 23/01353/F Application for development of a new annexe in the rear garden at 16a Rookery Road, Clenchwarton. **It was resolved to recommend approval.**
- 23/01391/F Application for detached dwelling with Integral Garage and landscape works incidental to the site development at 59 Hall Road, Clenchwarton. **It was resolved to recommend approval.**
- 23/01400/F Application for conversion of Garage to Dwelling (retrospective) plus proposed first floor extension to create room in the roof living accommodation at land South of 15 Wildfields Road, Clenchwarton. **It was resolved to recommend approval.**
- 23/01403/F Application for single storey side rear extension and demolition of existing garage at 36 Robin Kerkham Way, Clenchwarton. **It was resolved to recommend approval.**

Determinations:

- 23/00978/F Application for rear extension to semi-detached dwelling at Sandmere, 19 Coronation Road, Clenchwarton - **Granted**

10 Governance:

The Clerk advised that there were some policies that needed revision.

11. Memorial Hall

11.1 Current Situation. After a lot of discussion, **It was resolved that investigation into the management of the Hall and the on-going management was needed.**

11.2 Letter from Parishioner. The Clerk advised that a letter had been received by a Parishioner with regards to the car charging unit on the outside of the hall and who can use etc. The Clerk went through the letter. **It was resolved for the Clerk to get back to the Parishioner.**

12 Highways

12.1 To Note latest developments from NCC Highways.
Nothing to report.

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

All correspondence dealt with via the agenda.

14. Items For Next Agenda

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

The following item to be added to the next agenda.

Long- and Short-term plan for Pavilion

Hi-Vi's vest for when Councillors working in the village.

David Whitby memorial

Church Yard – Gravel – Low hanging branches – Pavement Weeds.

15. Date, and Place of next meeting.

**Parish Council Meeting Thursday 5 October at 7.00pm at Memorial Hall.
Due to change it was resolved for the Clerk to make sure this was booked with the 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.

16 Personnel issues

16.1 Clerk/RFO

After a lengthy discussion **It was resolved for the Clerk to check with the Solicitor.**

The meeting was closed at 21:40pm.

Payment List

Wave	Water	£66.33
CGM Group	Grasscutting	£991.46
CGM Group	Grasscutting	£708.60
CGM Group	Grasscutting	£893.57
Jennifer Shah	Internal Audit	£100.00
Norfolk ALC	Payroll Services	£121.20
Toolstation (RLS)	Drain Rods	£42.19
Glasdon	New Gate	£1128.13
Earth Anchors Ltd	Repair to Bench	£249.60
DVLA	Licensing Tractor	£55.00

Payments made since the last meeting.

Scribe Accounts	Accounts package & Upload	£776.40
Joe's Lawn Care	Bowls Club	£120.00
Mr C Wilson	March Salary	£249.94
PA & S Ltd	Employment Advice- Jan	£120.00
KL Int Drainage	Drainage – Allotments	£91.42
RLS Computers	Groundsman's tools	£263.44
Mr Tubby	Wages – July	£357.93
Mr Tubby	Wages – June	£366.13
Mr Tubby	Wages – May	£120.05
KL Roofing	Pavilion Roof	£868.57
Norfolk ALC	Subs	£459.03
St Margarets Church	Room Hire	£30.00
V & J Knitware	Cleaning Materials etc	£51.84
Norfolk ALC	Website and Assistance	£210.00
Mr M Clarey	Wages	£547.65

Mr C Wilson	Petrol for Tractor	£20.01
KLWNBC	Printing Parish Poll	£23.21
HMRC	PAYE	£1311.89
CGM	Grasscutting	£366.13
CGM	Grasscutting	£984.59
CGM	Grasscutting	£893.57
CGM	Grasscutting	£1014.00
CGM	Grasscutting	£287.40
Hodgson Forge	Teen Shelter	£2392.80
BHIB	Insurance	£1364.13
KLWNBC	Waste- Litter	£156.02
KLWNBC	Emptying Dog Bins	£728.00
KLWNBC	Waste - Litter	£109.08

ACTION POINTS

Cllr Fox

- Work on laptops with Cllr Lucas
- Move filing cabinet and relocate CCTV at the Pavilion

Cllr Moore

- Send round tree survey regarding the Oak Trees.

Cllr Lucas

- Work on laptops with Cllr Fox
- Arrange meeting with Football Club

Cllr Thornalley

- Out in gate at the Terrington end when received.

Locum Clerk

- Obtain Faculty from Ely Diocese for Churchyard.
- Order hedging from the Woodland Trust
- Send round quotes re Christmas Trees
- Get Tree Surgeons to look at Church Trees
- Get KLWNBC Tree Officer to look at Pavilion Oaks
- Obtain Insurance for the Tractor when Licence received.
- Ask for Invoice re Memorial Hall.
- Speak with CAN/Solicitor re Memorial Hall
- Obtain Copy of ECS Agreement
- Contact Highway Engineer re Bus Shelter, Gate Signage & Missing Pavement
- Undertake Payments including Cheque for DVLA
- Find out Grasscutting Areas
- Advise Lady regarding Fall Programme
- Go back to Parishioner re Letters re Charging Unit at the Memorial Hall.
- Speak with Employment Solicitor.
- Place items on next agenda