The Minutes of Clenchwarton Parish Council Meeting held on 5 October 2023 at 7.00pm at Memorial Hall, Clenchwarton

Present: **Cllr C Coates** **Cllr R Lucas** **Cllr C Wilson** **Cllr R Thornalley** **Cllr S Bearshaw**

Also in Attendance: Sarah Bristow (Locum Clerk) County Cllr A Kemp, and 13 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.

Cllrs Lucas, Coates, Fox, and Wilson gave a Personal Interest in agenda item 7.73, 8.15 & 8.16 as members of CPAR.

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

Memorial Hall

A Parishioner was concerned regarding the Parish Councillor representative asking questions of the Memorial Hall Committee and having a shopping list. Talk of conflicts of interest. The Clerk reminded the Parishioner that the Memorial Hall was not registered with the Charity Commission and as such and according to a Solicitor the hall was still owned and the responsibility of the Parish Council. The Clerk advised that there was a lot more work that was needed to get to the full facts. Cllr Coates advised that the Parish Council needs to have a meeting with the Memorial Hall Committee and agreed that this needs to be put in place. The Clerk advised that the Parish Council needed a working group to work through this situation and preferably prior to the meeting with the Hall Committee.

CPAR

A Parishioner advised that she like to put a grant application into the Parish Council from CPAR for the installation costs of the picnic benches which amounted to £616.00. This was on the agenda and would be discussed at this point.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Kemp.

Cllr Kemp advised that she had been reminded by Cllr Lucas regarding the Broadband – Wi-Fi needed improvement in the village. After checking the area had not been placed within Project Gigabit and is currently being looked into. Cllr Kemp advised that she was concerned about the switch over to digital and was going to happen to Parishioners without mobile phone, and what will happen if their communication with help etc is via wi-fi which does not work in a power cut

like the currently analogue phones. This is to be discussed by the Corporate Select Committee.

The Southgate's is due for improvement at a cost of 26 million to aid congestion, but the improvements will not help congestion but make it worse.

The Carnegie building e.g., old library building will cost around £250,000 to maintain and the County Council have agreed to guarantee to this upkeep when everything moves to the Community Hub in the old Argos building. Cllr Kemp advised that she was concerned that there would not be enough space for a library as the whole building is only 884 square metres in total and with the business space etc there will not be the space to house the current library.

Cllr Kemp went on to advised regarding the affordable supermarket which is being put into the Purfleet. It is being run by Nourish. There is a membership fee of £3.00 but this will allow a member to shop and purchase items at a much-reduced price.

Cllr Kemp had put some of her members fund into buying a toothbrush and toothpaste for lots of children who do not have them. The school dental services no longer exist, and she felt it was unreasonable at the suggestion that the teachers undertake how to clean your teeth with all children in school time.

4.2 Borough Councillor – Cllr Bearshaw

Cllr Bearshaw advised that Cllr Kemp had covered a lot of the items he was going to cover.

Cllr Bearshaw advised that he had been looking into the Linford Estate and the flooding, working with the Internal Drainage Board. He explained about it being cut on one side and the other side is close to the gardens and the bottom is clay and will dry out. More work is needed, and he will continue to pursue this.

Cllr Bearshaw then advised about mud on the road all over the new pavement and he had got the farmer to sweep the pathway after the last lorry, it is obvious that the contractor is parking on the pavement also.

Cllr Bearshaw advised that he had been looking into drainage on the field and whether it was worth jetting it out and would it cause more problems. 9 million of the council tax which amounts to 43% is paid to the Internal Drainage Board, which is spent on drainage, landowners put in around 18% which amounts to around £35,000.

Cllr Bearshaw advised that he had been to the College of West Anglia and to the college of nursing. Money from the Town Deal around £6,000 was used to fund the College of Nursing and it was set up like a real hospital with very realistic scenes and scenarios, including a scenario of a birth. What an asset to the area.

Cllr Bearshaw advised about the train station and how a new train service to Hunstanton and the use of electric buses and it was gaining a lot of traction into becoming feasible.

Cllr Bearshaw advised about the repairing of the shingle beaches and moving the shingle up the beech to protect the beach and repairing the ridge.

Cllr Bearshaw said that Remembrance Sunday celebrations will take place on the 12th November starting at the Church at 11.00am.

Cllr Bearshaw advised that he had sat on the CIL Board and now knew what was needed to get the maximum points of 15. It was great that CPAR was awarded their grant.

Cllr Bearshaw advised that the Borough Council were working on the budget for next year and the Council had been presented with a massive spreadsheet and Cllr Bearshaw had agreed to work in putting it in a very easy way to understand.

Cllr Bearshaw was also working on the Borough Housing Policy and had recently assisted in getting the bin on the main road sorted. The Borough Tree Officer was new and was very happy to come and talk to Parish Councils and chat all about TPO's and the Council might want to think of inviting him to a meeting.

The Chair thanked the Councillors for their reports.

5. Minutes of Parish Council Meeting held on 24 August 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.
None Received.

6. Co-Option of Councillors

The Clerk advised that she had received a form from one parishioner but there had been lots of parishioner interested straight after the election. **It was resolved for the Clerk to trace the people if they asked via email and see if they were still interested. A provisional interview date of the 18th of October between 6.00pm to 9.00pm.**

7. Finance: (see reports attached) To review and consider any action necessary

7.1 Monthly Accounts for Payment. Please see list attached.

7.2 Money Received.

No money received.

7.3 Bank Rec April to September

The Clerk apologised but she had not been able to totally undertake the accounts on to the system but would get them up to date for the next meeting.

7.4 External Audit.

The Clerk advised that the form had been sent off but because she could not balance the previous year she was working with the external auditor.

7.5 Council Laptop's Health and Condition and GDPR compliancy

Cllr Lucas advised that he and Cllr Fox had looked into the laptop and there where irregularities with what should had been purchased and what has actually been received with what we have received back from the handovers. Cllr Lucas agreed to continue to his investigation and work on the service currently receiving. There was a discussion regarding the invoice may be in the filing cabinet. **It was resolved for the Locum Clerk to check with Curry's if the new laptops were purchased from them. It was also resolved for the filing cabinet to be checked when it was in its new position in the pavilion.**

7.6 Prepaid debit / credit cards for the Clerk/RFO and Groundsman.

Cllr Lucas had looked into getting a master card for the Clerk and Groundsman. The Locum Clerk advised that pre-paid was good on restricting payments but not good regarding audit purposes and basically having cash in hand. **It was resolved for the Locum Clerk to check out what was available from Unity Bank.**

7.7 Grants

7.7.1 Bowls Club.

The Bowls Club have in the last year had over £2,000 and money this year had to be spread over all groups or organisations who apply in the village. Grant Awarding Form needs to be used.

The Meeting was opened to allow a member of the Church to advise the council of this year's Warm Hub in the Church.

7.7.2 Warm Hub

The Church last year paid a total of £3,702.81. This was made up of £1000 from the Parish Council and £2,000 was the Norfolk Community Foundation. The Church was open for 7 days a week and was not maned, but tea and coffee was available. The Locum Clerk advised that she had not heard about a grant yet. The Church are asking for £1,702.81 from the Parish Council which will account for £1,000 this year and the shortfall from last year. Back into closed session. The Clerk advised that she would rather wait and advise when she had investigated what grants would be available. **It was resolved for the Locum Clerk to investigate, and the item deferred until the next meeting.**

7.7.3 CPAR

It was resolved to defer until more councillors are present as most of the members present are members of CPAR. There was

then a conversation regarding the annual playground inspection. **It was resolved for the Clerk to obtain quotes from the two companies and find out when the inspection could be undertaken.** The Clerk asked was the playground inspected every week and records kept. This was being undertaken but it was hoped to get the groundman to undertake as part of his duties. **It was resolved for the Locum Clerk to get the Groundsman on the next course.**

7.7.4 Household Support Fund

The Clerk advised that she was waiting to hear about distribution of this fund. **It was resolved for this item to be deferred until the next meeting.**

7.8 CGM Contract

The locum Clerk advised that she had cancelled this contract, and the end date was April. Cllr Bearshaw advised that it should cover the six month and only if a cut was needed in Feb/March would the council incur an increase in price. The Locum Clerk to work on tenders.

8. Village Matters

8.1 Short-, Medium- and Long-Term Plan for the Pavilion.

The Clerk advised that she felt this would be better as a standalone meeting. **It was resolved for this to happen.** Cllr Coates advised that she was getting a quote to undertake the new ramp and fix the metal gates. Cllr Lucas advised that he would obtain a quote but shared some work he had put together regarding the cost of the lights, switches, and PAT testing. The Clerk advised that she felt that the PAT testing figures was expensive to her, and she would like to obtain a further quote to check out good value for money. **It was resolved for the Clerk to undertake getting another quote.**

8.2 Oak Trees by the Pavilion.

As Cllr Moore is unable to be with us this evening and the Clerk had not received the report from the Borough Council Tree Officer, It **was resolved for the Clerk to chase up the Tree Officer and this item to be defer until the next meeting.**

8.3 Update on making the Tractor roadworthy.

The forms had been returned due to a signature and some technical information. **It was resolved for the Clerk to undertake and speak with Ben Burgess re the technical information.**

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

This cannot happen until 8.3 is completed. **It was resolved for this item to be deferred until 8.3 is completed.**

8.5 Recreational Space Hirers Agreement.

It was resolved for the Clerk to get this document on the website with the application form.

8.6 Repair of the gate.

Cllr Coates advised that she had written to the family, and it had been agreed for the memorials to be removed so that the new gate could be put in place w/c 16 October. **It was also resolved for the Clerk to order a sign "Please Drive Slowly".**

8.7 Repair of the litter bin – Thank you to KLWNBC.

The Borough Council had removed the bin and repaired the pad. **It was resolved for the Clerk to officially thank the Borough Council for undertaking this work.**

8.8 The Possibility of a Bus Shelter

The Clerk advised that Cllr Coates, Cllr Lucas, Cllr Bearshaw, and herself had met with the Highway Engineer and he was going to check out the bus shelters re the Parish Partnership Scheme. The Clerk advised that an email had been received regarding bus shelters in the village. Cllr Bearshaw advised that these were the bus shelters and areas of possible bus shelters that had been discussed with the Highway Engineer. **It was resolved for the Clerk to acknowledge the email and advise that this situation was already being investigated.**

8.9 Funday

This item to be removed as the Funday had already happened.

8.10 Christmas Tree

The Clerk had sent round quotes. **It was resolved for the Clerk to order the 14ft tree and have it delivered to Cllr Thornalley.**

8.11 Grasscutting Contract.

Please see 7.8 above.

8.12 Filing Cabinet in the Memorial Hall.

It was resolved for the filing cabinet to be moved into the current football store with the CCTV at the Pavilion Cllr Fox agreed to undertake. The Football Club to take over the current CCTV when moved.

8.13 Relocation of CCTV

It was resolved for the CCTV to be moved into the Current Football store with the filing cabinet from the Memorial Hall. Cllr Lucas agreed to move the CCTV but the broken socket needs replacing first.

8.14 Agreeing to take the Volunteer Group re Falls forward e.g., to join the pilot.

Cllr Fox had attended a Presentation from a lady who is organising this initiative. Cllr Fox explained the situation. **It was resolved for Cllr Fox to sign up Clenchwarton to be one of the pilot areas.** Cllr Fox advised that a meeting is planned for 6.00pm at the Pavilion on the Wednesday 11 October.

8.15 Supporting letter regarding forming a Charity around raising funds and upgrading the facilities in and around the recreational green space.

It was resolved for this item to be deferred until the next meeting.

8.16 Discussion and approval of CPAR green space proposal.

Cllr Lucas advised that this has already been agreed by the Council.

8.17 Resolve on parking provisions on Hall Lane.

This item was discussed with the Highway Engineer, he had given permission for the Council to undertake the lining up to the edge of the road. **It was resolved for the Clerk to obtain this permission in writing. It was also resolved for Cllr Bearshaw to look at the funding available.** A meeting was set for 5.00pm on Saturday to undertake measurements of the amount of surface dressing was required.

8.18 Drainage

Cllr Bearshaw had been investigating the drainage with the IDB and had found out where the drainage comes from and goes to. There is some concern regarding jetting out the dyke by the Parish Council as currently not sure where the water would fall to and if it would cause a problem further down the drainage trail. Cllr Bearshaw with Cllr Wilson to undertake further investigations.

8.19 Churchyard – Gravel, Trees, General Maintenance.

Cllr Thornally explained what was required regarding cutting the trees, gravel etc. **It was resolved for councillors to meet at the Churchyard after the meeting re the car parking area at around 5:15pm.** The Clerk advised that she had the forms to fill in from the Diocese Board. **It was resolved that the Clerk did not need to undertake as the local priest had agreed for the work to be undertaken. The Clerk asked Cllr Thornally to get this in writing from the priest giving permission to undertake the necessary work.** The Clerk asked that the amount of

native hedging be measured so that she can order from the Woodland Trust.

9. Planning Applications and Determinations:

Applications:

23/01599/F Application for Proposed Construction of rear extension & front porch on existing bungalow, 27 Bailey Lane, Clenchwarton. **It was resolved to recommend approval.**

Determinations:

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. - **Granted**

23/01353/F Application for development of a new annexe in the rear garden at 16a Rookery Road, Clenchwarton. - **Granted**

22/00879/F Application for Demolition of existing modular buildings and construction of new double classroom block at Clenchwarton Primary School. **Granted**.

Due to the meeting taking so long. **It was resolved for the meeting to close at this point.**

10. Date, and Place of next meeting.

Thursday 2 November 2023 at 7.00pm at Memorial Hall

The meeting closed at 22:05pm

Payment List

Glasdon	Gate	1128.13
Total Energies	Streetlights	88.47
Total Energies	Streetlights	283.89
R Tubby	Wages	353.86
Earth Anchors	Repair to Bench	249.60
CTS	Alarm System check	168.00
CGM	Grasscutting	991.46
CGM	Grasscutting	708.60
CGM	Grasscutting	600.82
NorfolkALC	Chairman's Course	42.00
Ben Burgess	Mover Repair	137.93
HMRC	PAYE	88.40
Caroline Coates	Petrol for Lawn Mower	25.00
V & J Knitwear	Hi-Vis Jackets	47.40

ACTION POINTS

Cllr Fox
- Move Filing Cabinet from M.Hall to Pavilion
- Continue to work on laptops with Cllr Lucas
- Sign up the Village to the Fall Pilot Scheme.

Cllr Lucas
- Continue to work on Laptops with Cllr Fox
- Re-locate CCTV in the Pavilion.

Cllr Thornalley
- Get written agreement from the Church re work to the trees.
- Take delivery of the Christmas Tree.

Cllr Beardshaw
- Look into funding for the Carpark Surface

Locum Clerk

- Contact the people who expressed an interest in being co-opted and give them co-option form.
- Check with Curry's re laptops.
- Check out Credit Card for Clerk and Groundsman
- Obtain details re warm hubs.
- Obtain quotes for playground inspection.
- Get the Groundsman on the next playground inspection course.
- Obtain another quote re the Pavilion Electrics
- Chase BC Tree Officer re Oak and Church Trees
- Speak with Ben Burgess re getting tractor on the road.
- Get Hirers agreement and application on the website.
- Officially thank the Borough Council for repairing the litter bin
- Acknowledge correspondence regarding Bus Shelters
- Order 14ft Christmas Tree
- Get in writing permission re Car Park Lines from Highway Engineer.
- Make planning Comments.
- Put on payments for release.
- Order hedging from the Woodland Trust
- Place items on next agenda