

**The Minutes of Clenchwarton Parish Council Meeting held on 7 December 2023  
at 7.00pm at Memorial Hall, Clenchwarton**

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

**Also in Attendance:** Sarah Bristow (Locum Clerk) County Cllr A Kemp, and 8 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.)**

**Letter from Bowls Club**

Cllr Coates advised that the context of her conversation in the Parish Magazine had been misunderstood and she was sorry that it had been taken this way. Cllr Coates went on to explain the facts behind her comment and in no way were the Bowls Club to blame but the previous Council in letting one group have up to 2,500 in grant money when the budget was £2,000 for the whole of the village. The previous Parish Council had awarded grant money of up to £5039 in the 2022/2023 financial year.

**Oak Tree**

A Parishioner asked regarding the article in the Lynn News regarding the Oak Tree at the Pavilion. The tree does not have a TPO and is causing damage to the foundations of the Pavilion and the council have instructed a Tree Surgeon to remove.

**Memorial Hall**

A Parishioner asked if there was to be a meeting regarding the running of the Memorial Hall. Cllr Coates advised that there would be a meeting with the Committee in the new year.

**Memorial Hall – Electric Charger**

A Parishioner asked what the arrangements are regarding using the electric car charger at the hall. Cllr Lucas advised that if you are a hirer of the hall then you are allowed to use the charger and also if you provide resources to the community eg District Nurse, Doctor etc then you can also use.

**Cllr David Whitby**

Cllr Thornally reminded everyone that there was going to be an unveiling of the plaque on the memorial bench by the pond on Saturday 9 December 2023 at 10.00am, David's family would be in attendance.

#### **4. To Receive Councillor Reports**

##### **4.1 County Councillor – Cllr Kemp.**

###### Clapper Lane

Cllr Kemp advised that the vegetation along the Clapper Lane ditches has been attended to.

###### Warm Hub Funding

Cllr Kemp advised that the funding for the Church had unfortunately been turned down initially because the church was not going to be manned. After some discussion with Cllr Bearshaw, the church and I we have been able to put on some events and the funding was granted. There is also funding available to help them with the Kitchenette and Toilet project.

###### Speedwatch

The residents have asked to start a Speedwatch Team especially down Main Road. Cllr Kemp advised that the Police undertake all the training and provide the equipment and they need six people to start so if anyone is interested please get in contact. The Clerk advised that it can be two/ three from neighbouring villages that can cover the villages if six cannot be found from one village.

###### Pullover Roundabout

Cllr Kemp advised that this was part of the 2039 plan for the Town but this aspect has been rejected as it will cause more congestion than help.

###### QEH Hospital

Cllr Kemp advised that she had now become a Trustee of the hospital and please can people share their concerns and compliments with her to help her see the overall picture.

###### County Council

Cllr Kemp advised that the County Council part of the Council Tax will be increasing by 4.99% as they have a deficit of 46 million and have only found 26 million in savings.

Cllr Coates thanked Cllr Kemp for her report.

##### **4.2 Borough Councillor – Cllr Bearshaw**

###### Warm Hub - Church

Cllr Bearshaw advised that he had worked with Cllr Kemp to get events up and running with the church to allow for the warm hub funding and would be running Borough Councillor Drop-in Surgeries on a weekly basis and Cllr Kemp will join when available. There would also be an artist undertaking lessons etc. Unfortunately, they are unable to go for the £50,000 that Cllr Kemp advised about as the money has to be spent by the end of January and they are not in a position to but there will be other funding available, and he would keep abreast of any he heard about.

#### Pullover Roundabout Fly Over

As Cllr Kemp advised this has been dropped. Cllr Bearshaw advised that he had met with the National Highways and they do not put gantries over slip roads even though there have been around six accidents recently. They have agreed to put up big signposts.

#### Gritting

Cllr Bearshaw advised that he had contacted recently regarding the lack of gritting at the bottom of Station Road going out on to the A17 and how there had been a few near misses in the icy weather. He had spoken with Highways and they advised that they cannot add a route halfway through a campaign but would look to add for next year. Cllr Bearshaw advised that according to the map there should be a litter bin at that end but he has not been able to find.

#### Members Allowance

Cllr Bearshaw advised that he had been asked by the Bowls Club for £500 from his members allowance. This money has to be spent by the end of March and appealed to other groups to come forward if they needed funds. If no other group comes forward then he would award the Bowls Club the money.

#### Borough Council Housing Stock

Cllr Bearshaw advised that there is no profit for developers currently so no affordable housing is being built. Due to this the Borough Council are going to take out a PWLB loan for £50 million to build 270 affordable houses. The Borough Council are currently paying around £700 a week to put someone in a B & B so these houses will soon pay for themselves.

#### Hospital

Cllr Bearshaw advised that the new hospital should be completed by 2030 but are already 7 months behind schedule.

Cllr Coates thanked Cllr Bearshaw for his report.

### **5. Minutes of Parish Council Meeting held on 2 November 2023**

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

**7.1 the Warm Hub asked for £1624.00, £1000 for the electricity and £624 for the hire of the toilet.**

**8.1 It was Cllr Lucas not Cllr Coates**

**10.3 It was 12 Councillors**

**12 It was Cllr Lucas.**

5.2 Matters arising from the minutes.

#### Village Trees.

The Clerk advised that she had sent round an email regarding by Brian Odgen regarding the trees eg Oak trees by the Pavilion and trees on Church Road. The Tree Surgeon has advised that he will give us a quote for the tree that now needs work by the Churchyard and will undertake the

oak tree on the 5 January. **It was resolved for the Clerk to write to the Neighbour and advise of the plan and gain access if necessary.**

#### Pavilion

Cllr Lucas advised that the electrics need sorted as soon as possible. The Clerk advised that she had given the order for the internal works but thought that the Emergency Electrician was undertaking the outside works. **It was resolved for the Clerk to get an electrician on sight urgently under Health and Safety.**

### **6. Co-Option of Councillors**

The Clerk advised that she had only received one co-option form. **It was resolved for Diane Walpole to become a Parish Councillor and for the Clerk to send out the necessary paperwork for the January meeting.**

### **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 had sent these rounds before the meeting. All found to be in order.

7.4 Budget Setting

The Clerk advised that she had not been able to undertake all the cost code changes that had become apparent after the budget working group meeting. She advised that she would undertake as soon as possible and get the draft budget/precept out. **It was resolved for the Clerk to undertake.**

### **8. Village Matters**

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

The Clerk advised that a working meeting had taken place and Cllr Coates had sent round a draft plan. The short term and some medium term items had been taken into consideration when setting the draft budget. There would be a meeting set up with groups that use the Pavilion in the new year.

8.2 Oak Trees by the Pavilion.

This item has been addressed in public time and 5.2.

8.3 Update on making the Tractor roadworthy.

The Clerk advised that she had not been able to undertake but had addressed what she believes needs undertaking and will send off and hopefully gain the licence. **It was resolved for the Clerk to undertake.**

8.4 To agree hire of playing field for Football Tournament.

Cllr Coates advised that the hirer agreement has been received. Cllr Lucas advised that he had asked them to fill in the form and include the Friday was they would need that for setting up. The Clerk asked if the field was needed for D-Day and would it be this weekend as the actual day is a Thursday. **It was resolved for the Football Club to have the field from 4:30pm on 31 May to 6.00pm on the 2 June. That any D-Day Event would be held that following week and a working party was needed for**

**the D-Day event and to decide if they would like a flyover which Cllr Bearshaw would have to have the request in by the end of January.**

- 8.5 To agree to place a gate and purchase gate post for the back field  
Cllr Thornally is willing to donate the gate but would the council provide two posts at around £50. Cllr Thornally also asked if some of the Oat Tree Trunk should be placed in the dyke to stop children from falling in. **It was resolved for Cllr Thornally to purchase the posts and post mix and Cllr Wilson will help regarding the trunk which would also need to be set in concrete.**

## **9. Planning Applications and Determinations:**

Applications:

- 23/01740/F Application proposed oak framed single garage at Crested Wood, 286 Main Road Clenchwarton. **It was resolved to recommend approval but to mention the concerns regarding maintaining the boundary.**

## **10. Governance:**

### **10.1 Full Council Training**

**The Clerk advised that Full Council face to face training would take place on the 27<sup>th</sup> January 2024. The Clerk to check if the Memorial Hall is available.**

### **10.2 To set up working party to look into archives.**

Cllr Coates advised that Cllr Fox and her had undertaken a quick check and there was so much that it would take a long while to check through all the paperwork. **It was resolved for Cllr Fox, Cllr Coates and the Clerk to undertake. Cllr Fox to organise date and time.**

### **10.3 To consider undertaking live streaming of meetings**

The majority of the Councillors were in favour. **It was resolved for the Cllr Fox and Cllr Lucas to work out the equipment etc.**

## **11. Highways**

### **11.1 To note latest developments from NCC Highways.**

Cllr Bearshaw advised that he had reported any potholes that he had been informed about some had been achieved some apparently are not bad enough.

Cllr Bearshaw wondered if the Groundsman would be able to grit the end in Station Road. **It was resolved that the Council felt it was too dangerous for the Groundsman to undertake.**

Cllr Fox advised that there was a lot of leaf litter on Jubilee Bank making it very difficult to walk safely. Cllr Bearshaw advised also that LED Lighting should have been achieved on the Pullover by February which was not long away. **It was resolved for Cllr Bearshaw to take up these issues.**

### **11.2 Parish Partnership Scheme**

The Clerk advised that she had contact the Highway Engineer but nothing had been received about the trod but permission for the bus shelters had been agreed as long as they were standard bus shelters. Cllr Bearshaw said that he wondered if the new 120 million coastal path would cover the area of the trod. **It was resolved for the Clerk to chase the Highway**

**Engineer re the Parish Partnership Scheme and to send some picture of designs for bus shelters.**

**12. CPAR Update**

Cllr Coates advised that it just needs the Council to order the items needed. **It was resolved for Cllr Lucas to resend the list to the Clerk and for the Clerk to order.**

**13. David Whitby Memorial**

This item covered in public time.

**14. To work on a Biodiversity Policy and Action Sheet.**

The Clerk advised that this had been circulated prior to the meeting. **It was resolved to adopt the Policy and for the Action Sheet to be looked at the next meeting.**

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

The Clerk advised that everything had been circulated but wanted to make sure that everyone had seen the correspondence from the Borough Council regarding the cycling racks. **It was resolved for cycling racks to go on the next agenda.**

Cllr Lucas advised that he had been asked by the Memorial Hall if the Parish Council as Landlords would write to the neighbours and advise of the nails sticking out the fence on the path down the side of the building. **It was resolved for the Clerk to write.**

**16. Items For Next Agenda**

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

**It was resolved for the following to be added to the next agenda.**

**Cycle Racks**

**Biodiversity Action Plan**

**Parking Area Quotes it was resolved for Cllr Bearshaw to undertake as it would involved site visits.**

**CCTV Data Cabinet**

**Village of the Year Award.**

**Memorial Hall**

**17. Date and Place of next meeting Parish Council Meeting Thursday 4 January 2024 at 7.00pm at Memorial Hall**

**EXCLUSION OF THE PRESS AND PUBLIC**

The following resolution was resolved: "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. Memorial Hall**

The Clerk advised that she had not received a reply from the Solicitor, and she would chase.

Cllr Lucas advised of the recent meeting and advised that he no longer wanted to be the Parish Council Memorial Hall Rep the next meeting was the 23 March at 7.00pm.

The meeting closed at 20:40pm

## Clenchwarton Parish Council

### PAYMENTS LIST

| Voucher      | Code                 | Date       | Minute | Bank                | Cheque No | Description           | Supplier                | VAT Type | Net             | VAT           | Total           |
|--------------|----------------------|------------|--------|---------------------|-----------|-----------------------|-------------------------|----------|-----------------|---------------|-----------------|
| 93           | General Village      | 07/12/2023 |        | Unity Trust Current |           | Gateway               | Patrick and Thompsons   | S        | 16.50           | 3.30          | 19.80           |
| 94           | S137 Payments        | 07/12/2023 |        | Unity Trust Current |           | Poppy Wreaths         | Royal British Legion    | X        | 50.00           |               | 50.00           |
| 95           | S137 Payments        | 07/12/2023 |        | Unity Trust Current |           | Poppy Wreaths         | Royal British Legion    | X        | 20.00           |               | 20.00           |
| 96           | S137 Payments        | 07/12/2023 |        | Unity Trust Current |           | Poppy Wreaths         | Royal British Legion    | X        | 50.00           |               | 50.00           |
| 97           | S137 Payments        | 07/12/2023 |        | Unity Trust Current |           | Memorial Plaque       | Breckland Crematorium   | X        | 96.13           |               | 96.13           |
| 98           | Pavilion Maintenance | 07/12/2023 |        | Unity Trust Current |           | Intruder Alarm System | CTS Security            | S        | 107.00          | 21.40         | 128.40          |
| 99           | Salaries & Wages     | 04/12/2023 |        | Unity Trust Current |           | Groundsman's Salary   | Mr                      | X        | 290.60          |               | 290.60          |
| 100          | PAYE & NI            | 04/12/2023 |        | Unity Trust Current |           | HMRC PAYE             | HMRC                    | X        | 72.60           |               | 72.60           |
| 101          | Village              | 04/12/2023 |        | Unity Trust Current |           | Grasscutting          | CGM                     | S        | 27.36           | 5.48          | 32.84           |
| 101          | Churchyard           | 04/12/2023 |        | Unity Trust Current |           | Grasscutting          | CGM                     | S        |                 |               |                 |
| 101          | Fields               | 04/12/2023 |        | Unity Trust Current |           | Grasscutting          | CGM                     | S        | 473.32          | 94.66         | 567.98          |
| 101          | Children's Play Area | 04/12/2023 |        | Unity Trust Current |           | Grasscutting          | CGM                     | S        |                 |               |                 |
| 102          | Room Hire - Meetings | 04/12/2023 |        | Unity Trust Current |           | Room Hire             | Clenchwarton Memorial   | X        | 112.50          |               | 112.50          |
| 103          | PAYE & NI            | 04/12/2023 |        | Unity Trust Current |           | HMRC PAYE             | HMRC                    | X        | 126.60          |               | 126.60          |
| 104          | Village              | 04/12/2023 |        | Unity Trust Current |           | Grasscutting          | CGM                     | S        | 105.77          | 21.15         | 126.92          |
| 104          | Churchyard           | 04/12/2023 |        | Unity Trust Current |           | Grasscutting          | CGM                     | S        | 81.54           | 16.31         | 97.85           |
| 104          | Fields               | 04/12/2023 |        | Unity Trust Current |           | Grasscutting          | CGM                     | S        | 283.99          | 56.79         | 340.78          |
| 104          | Children's Play Area | 04/12/2023 |        | Unity Trust Current |           | Grasscutting          | CGM                     | S        |                 |               |                 |
| 105          | Salaries & Wages     | 04/12/2023 |        | Unity Trust Current |           | Clerks Salary         | Jennifer Rowe           | X        | 506.70          |               | 506.70          |
| 106          | Events               | 04/12/2023 |        | Unity Trust Current |           | Christmas Tree        | Elveden Estate and Farm | S        | 172.50          | 34.50         | 207.00          |
| 107          | Contract             | 04/12/2023 |        | Unity Trust Current |           | .gov domain           | NALC                    | S        | 112.00          | 22.40         | 134.40          |
| 107          | Website              | 04/12/2023 |        | Unity Trust Current |           | .gov domain           | NALC                    | Z        | 58.33           |               | 58.33           |
| 108          | Salaries & Wages     | 04/12/2023 |        | Unity Trust Current |           | Clerks Salary         | Salaries                | X        | 230.00          |               | 230.00          |
| 108          | Staff Expenses       | 04/12/2023 |        | Unity Trust Current |           | Clerks Salary         | Salaries                | X        | 55.80           |               | 55.80           |
| <b>Total</b> |                      |            |        |                     |           |                       |                         |          | <b>3,049.24</b> | <b>275.99</b> | <b>3,325.23</b> |

## **ACTION POINTS**

### Cllr Coates

- Go through Filing Cabinet and archive/scan.

### Cllr Fox

- Go through Filing Cabinet and archive/scan.

### Cllr Lucas

- Take laptops back to factory settings and give to school/charity.

### Cllr Thornalley

- Obtain cost of memorial plaque for David Whitby

### Locum Clerk

- Obtain details from Cllr Thornally regarding the person who expressed an interest in being co-opted and give them co-option form.
- Quote for three surfaces and obtain quotes for new surface at gateway to playground.
- Ask Highway Engineer regarding Bus Shelter, and quote for Trod for PPS.
- Draft recruitment Poster round to all Councillors
- Unmetered Supply Certificate
- Obtain quotes for electricity for Streetlights.
- Set up Direct Debit re Streetlight Maintenance and pay backpay.
- Cancel contract with ECS.
- Send round Grant Form to Magpas
- Change Scheme of Delegation and check agree with Standing Orders.
- Organise face to face training for January.
- Get paperwork signed Credit Card for Clerk and Groundsman
- Chase BC Tree Officer re Oak and Church Trees
- Speak with Ben Burgess re getting tractor on the road.
- Make planning Comments.
- Put on payments for release.
- Place items on next agenda