

SMALLBURGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on the 13th February 2024 in Smallburgh Village Hall, commencing at 7:45pm

Present: Cllrs Mr. T Urwin (Chair), Mr C Dean, Mr K Wilby, Mr T Hardingham, Mrs A Cousins and Mrs J Cavanagh

Apologies: None

In attendance: C Drew, Parish Clerk, Cllr N Dixon (NCC & NNDC) (Left after Item 5) and three members of the public.

1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE
None
2. TO APPROVE THE MINUTES OF THE LAST MEETING
The minutes of the last meeting were approved and signed
3. MATTERS ARISING
 - a) It was noted that the Broads Authority have confirmed that they are looking into the whereabouts of the sails at Wayford Mill.
4. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA
None.
5. PUBLIC PARTICIPATION, COUNTY & DISTRICT COUNCILLOR & POLICE REPORTS
 - a) Two members of the public expressed concern about a possible planning application for a single-story building in the garden of their neighbouring property. They have concerns about drainage and light pollution. They also stated that they had objected to planning permission at the Chapel on the grounds of drainage concerns and despite objections this was accepted and there have subsequently been drainage issues from the property. Finally, they raised the point about the posts by the highways on Union Road – The members of public were advised that a Planning Application has not yet been received for a new property but that it would be advertised on the agenda and there would be opportunities to raise concerns when the application is discussed. It was stated that the drainage concerns at the Chapel could be investigated and put on the next agenda. Finally, it was explained that a report had been made to highways about the posts. **Action Clerk to put drainage at the Chapel on the next agenda. Action Clerk to chase highways and copy Cllr Nigel Dixon into this email.**
 - b) Cllr N Dixon stated that he had attended the meeting with Highways to discuss the staithe and wanted to know the outcome. Cllr T Urwin said that the Tree Surgeon had returned following the meeting and completed some works at the staithe. The levelling of the car park was due to be done in the next few months and Cllr T Urwin thanked Cllr N Dixon for agreeing to use some of his budget to fund this work. Cllr N Dixon said that there was a need for this work to be completed this side of the budget year.
Cllr N Dixon said that following the meeting with Sutton PC, Stalham PC and Smallburgh PC to discuss the A1151/A149 speed report, the Sutton clerk who took the notes has not been able to complete a formal response as there is not enough evidence to back up all the points. It was agreed that comments would be sent to Highways following a further meeting on 7th March 2024.
Finally, Cllr N Dixon said that the budget setting process has been completed by Norfolk County Council and unfortunately Council Tax is due to go up by 4.9% due to the budgetary challenges for the county.

- c) A question was put to Cllr N Dixon about any updates on the bridge between Honing and East Ruston. Cllr N Dixon said he did not have any updates on the bridge.
6. TO DISCUSS TEMPORARY CAMPSITE
It was agreed to move this item earlier in the agenda. Bruce Patterson attended the meeting to update on this item. He stated that a pop-up Campsite is being considered at the brewery. It would be tents only and a maximum of 50 tents at a time. All relevant facilities would be available for the campsite. He asked if there were any projects that the Parish Council would like to work with them to provide – eg a parish shop. Bruce said that they would be open for ideas as they are considering options at the moment and wanted to ensure that they provided amenities that the parish wanted. **Action Councillors to consider this and Clerk to add to the next agenda for discussion.**
7. TO CONSIDER ANY COUNCILLORS FOR CO-OPTION
NONE
8. CORRESPONDENCE
- a) Email re NHS Dentistry in Norfolk, Consultation – **Noted, Some Councillors have already commented on the consultation and the Clerk Confirmed that she had put up leaflets on the notice boards.**
 - b) Email re Norfolk Minerals and Waste Local Plan - **Noted**
 - c) Email re Offshore Transmission Network (OTN) January 2024 Update - **Noted**
 - d) Email re Mobile Post Office Van, Non Attendance – **Action Clerk to write to the Post Office asking about the attendance of the van as parishioners rely on this service.**
9. FINANCIAL AND ADMINISTRATION MATTERS
- a) To receive and Approve Budget Report – **Received and approved**
 - b) To receive and Approve Bank Reconciliation – **Received, approved and signed**
 - c) To consider grant requests for approval – One grant request was received. **Action Clerk to move this to the next meeting to obtain more information.**
 - d) To agree 2024/25 Mooring fees– The fees were discussed in detail and it was agreed that the fees should be increased annually to ensure that there is enough money for improvements of the staithe when needed. It was decided to increase the Parishioner fees to £19 per foot and the Non Parishioners to £27.50 per foot. Cllr A Cousins proposed this change Cllr J Cavanagh seconded and all agreed. **Action clerk to notify birth holders of this increase.**
 - e) To discuss and approve online banking arrangements – Cllr T Urwin said that he had spoken to Barclays and he would need to do a new application for a card and chip and pin in order to access online banking. **Action Clerk to keep this item on the agenda.**
10. INVOICES TO APPROVE FOR PAYMENT

	£
a) Parish Clerk Salary (Feb) & expenses	247.06
b) Target Trees	1200.00
Total payments	£1447.06

Resolved: to make all payments listed above

Income Received

None

11. SMALLBURGH STAITHE
Updated above
12. BT PHONEBOX

Action Clerk to keep this item on the agenda

13. SMALLBURGH POORS ALLOTMENT CHARITY REPORT
Cllr A Cousins circulated a report prior to the meeting and updated the councillors on a recent meeting of the Smallburgh Pools Allotment Charity. There are going to be a number of meetings of the charity trustees to catch up with work following covid. Cllr A Cousins will update the council again as necessary.
14. PLANNING MATTERS
 - a. Applications for consideration: None
 - b. Notifications: None
 - c. Outstanding: None
15. ITEMS FOR REPORTING FOR FUTURE AGENDA
Speeding in Smallburgh
16. DATE AND TIME OF NEXT MEETING The next meeting will be held on Tuesday 9th April 2024 in Smallburgh Village Hall commencing at 19:45pm.
The Meeting finished at 21.01

Signed:**Chairman****Date:**