

SMALLBURGH PARISH COUNCIL

Minutes of the meeting of the Parish Council held on the 10th September 2019 in the village hall, commencing at 7:45p.m.

Present: Councillors Mr. A D Urwin (Chairman), Mr. C Dean (Vice Chairman), Mr. R Debbage, Mr. K Wilby, Mr T. Hardingham & Mrs. A Cousins.

In attendance: J Butler, Parish Clerk, six members of the public & Councillor Dixon (NCC & NNDC) for part of the meeting.

1. APOLOGIES FOR ABSENCE

Cllr T. Colman.

2. MINUTES OF THE LAST MEETING

The minutes of the last meeting were approved and signed as being a true record of the business of the meeting.

3. MATTERS ARISING

4. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA

None.

5. PUBLIC PARTICIPATION, COUNTY & DISTRICT COUNCILLOR REPORTS/POLICE REPORT

Public – It is still proving to be very difficult and dangerous to turn right onto the A1151 from Yarmouth Road, Low Street and the petrol station. A request was made to look into signage i.e. SLOW to be painted on the road or an accident blackspot sign to give people a warning. There have been three collisions because of this in the last month. **Action: Clerk to find out how many accidents have occurred here and to enquire with Highways regarding signage.**

There are some overgrown trees on both sides of Union Road. **Action: Clerk to write to land owners and request they trim the branches back.**

Traffic from the digestive reservoir has been noticed. An accident occurred towards Tunstead and one at Wayford Bridge where a trailer came off the tractor that was towing it. Concerns were raised as the drivers are being paid a bonus payment for making more deliveries which is an incentive to drive fast.

An oak tree is dying on the corner of Union Road. **Cllr Dean to look into this.**

Highways haven't cleared debris on the A1151 from the Methodist Church in a southerly direction on the west side of the carriageway. **Action: Clerk to report to Ranger.**

Cllr Dixon reported from NCC:

The maize harvest is approaching therefore there may be traffic associated with the digestive reservoir at Scottow. We are yet to see how the farming partnership will deal with this issue; time will tell. The possibility of a route via the A149 to North Walsham was raised. Cllr Dixon was not aware of this option. Concerns were raised by the public regarding passing places on Anchor Street not being large enough for tractors and trailers. Cllr Dixon advised that it must be monitored and if it causes a serious problem it will have to be dealt with promptly by Highways it is in relation to suitability of the roads or by the Police if it is in relation to dangerous driving. Cllr Dixon has had conversations with the Police and Highways so they are very aware of the potential situation. He advised on the importance of capturing evidence to be made available to the Police or Highways if necessary.

Cllr Dixon reported from NNDC:

A new corporate plan is being established with six workstreams which are to be determined. The Local Plan is progressing which details where housing and employment land will be allocated plus infrastructure improvements. It will be finalised in 2020. A large housing development is proposed in North Walsham which will require a relief road joining Norwich Road to Cromer Road to allow two bridges to be relieved of traffic. Small sites can be put forward for development in the future e.g. for affordable housing and/or market housing

6. CORRESPONDANCE

a. Norman Lamb visit – this took place in August.

- b. RAF awareness raising of benevolent fund – posters to be displayed on noticeboards.
- c. NARS thank you letter for donation – noted.
- d. NCC farming and highway webpages – **Action: Clerk to link on website.**

7. DRAFT VILLAGE PLAN

a. Developing a basis for external funding bids – Cllr Cousens presented a draft village plan which had been emailed to Cllrs previously. She has met with members of the village hall committee to prioritise various projects and to assist them in bidding for funding. The village currently provides various recreational and leisure activities for local people and attracts people from a catchment area; this adds weight to funding bids. The draft plan is a starting point and needs to be added to with things such as plans to get WiFi access in the village hall to make it more attractive as a meeting venue for hire by local businesses. The village plan will assist with the funding process and will be reviewed each year at the AGM. The village plan will be presented at the Village Hall committee meetings with the hope to generate more interest from local people to volunteer and be part of the committee. The plan will also provide the Parish Council clarity on the priorities any grant money awarded will be spent on. Members are asked to provide any information they can to ensure the list of local businesses is up to date.

It was suggested that we aim to have a final version for the next Parish Council meeting and to think about a village meeting to get everyone in the village to contribute to the plan prior to final sign off, the website could also be launched formally at the meeting also.

- a. Village Hall website – a section has been added to the new Parish Council website for the Village Hall committee to communicate their newsletters and to provide a place for advertising village events and activities. This will encourage more use of the website and a one stop shop for information about the village. This will help residents, visitors or potential house buyers in the area. The Parish Council website doesn't come up at the top of the list yet when the word " Smallburgh " is typed in on a Google search and this needs to happen if it is to be easy to find. **Action: Clerk to investigate and contact Steve Jackman who provides web support via NPTS.**

8. SMALLBURGH FENS

- a. Update on ownership of the fens – it has been clarified that the fens are owned by the Poors Allotment Charity who lease it to the Norfolk Wildlife Trust. **Action: Clerk to write to Norfolk Wildlife Trust to clarify the right of Smallburgh parishioners to access the fens.**

9. HIGHWAYS

- a. Missing footpath sign on Low Street – Cllr Debbage provided a map to send to Highways.

10. BURIAL GROUND

- a. Tree work to lift crowns has been carried out – signing of the cheque to R Bell was approved.

11. FINANCIAL AND ADMINISTRATIVE MATTERS

- a. Budget report to date and bank balance noted. Cllr Debbage will find out why the Church has not banked their cheque.
- b. To approve salary increase for Clerk to SCP 23 on successful completion of the CiLCA qualification – all agreed as per employment contract.

12. INVOICES TO APPROVE FOR PAYMENT

a)	Parish Clerk's salary – mileage and office expenses	£ 337.90
b)	HMR&C – income tax deducted	77.80
c)	CGM Playing field (June invoice)	167.00
d)	Norse grounds maintenance (June invoice)	106.52
e)	Town & Country insert	44.10

Total £733.32

Resolved: to make all payments as listed above. Noted that the Clerk was not sent a replacement cheque book and had to request one. Cllr Urwin proposed that payments be made online at the end of each meeting from now on. All agreed.

Income:
Slipway fees and donations £TBC

13. DEFIBRILATOR
 - a. Update from Cllr. Hardingham – waiting for new batteries.
14. CLERK'S REPORT
 - a. Archive list for approval – the Clerk presented a list of documents to archive. It was requested that the cricket team photograph be scanned for the website and to keep a copy of the survey of rights of way 1950.
15. PLANNING MATTERS.
 - a. Applications for consideration: None
 - b. Notifications: PF/19/0846 | Single storey side and rear extensions | Woodside, Union Road, Smallburgh, Norwich, NR12 9NJ - approved
 - c. Outstanding: NP/19/1374 | Prior notification of agricultural development - alteration of an agricultural building for storage of machinery, consumables and an office (in connection with a solar cleaning venture) | Barn at, Church Farm, Church Road, Smallburgh, NR12 9NB. **Cllr Dixon agreed to look into why this application did not allow for the standard consultation period.**
16. ITEMS FOR REPORTING FOR FUTURE AGENDA
Final draft of village plan.
14. DATE AND TIME OF THE NEXT MEETING
15th October 2019 7.45pm Smallburgh Village Hall.

There being no further business, the meeting closed at 8:55 p.m.

Signed:

Chairman

Date: