

Strumpshaw Parish Council Minutes

Parish Council Meeting held at 8:00 pm. on Tuesday 21 May 2024 at Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS.

Present: Michael Green (Chair), Ellie Buckton, Will Faulkner, Paul Kitley and Tina McAulay

In attendance: Tanya Rowlandson (Clerk), County Councillor Andrew Proctor, District Councillor Eleanor Laming, Sarah Cartwright (CHC Chairman), Alasdair Fraser (Buckenham Wood Tree Warden) and six members of the public.

1.	Election of Chairman Michael Green was elected unopposed. Michael signed his declaration of acceptance of office.
2.	Election of Vice Chairman No nominations were received for the vice-chair position. Chair to continue to delegate.
3.	Apologies District Councillor Jan Davis - noted. MG informed the meeting that Martin (Olly) Page had resigned from the Parish Council due to increased work commitments, a letter of grateful thanks would be sent to Martin from the Parish Council thanking him for his community contribution and time served as a Parish Councillor. Clerk to notify Broadland District Council and await the Notice of Casual Vacancy for public display.
4.	Appointment of Parish Council representative to the Community Hall Committee It was agreed that Tina McAulay would continue as the PC representative.
5.	Minutes of the Meeting Held on 19 March 2024 These were agreed as a true record of proceedings and signed by the Chair (MG) at the end of the meeting.
6.	Declarations of interest in any items on the agenda None.
7.	Matters arising None.
8.	Suspend standing orders for receipt of reports from County and District Councillors, followed by the Public Open Forum (15 minutes) County Councillor Andrew Proctor presented highlights from his County Councillor report. District Councillor Eleanor Laming presented highlights from the joint District Councillor report with Councillor Jan Davis. Copies of both reports are attached with these minutes.

	<p>Questions from members of the public: An update was requested on the sewer collapse and road depressions on Norwich Road, near Mill Road junction. Clerk advised latest update from NCC Highways was 12 February 2024, advising they have made the problem safe and will now arrange a permanent repair. The Highways Officer advised that a Temporary Traffic Regulation Order (TTRO) will be required for both roads to be closed due to width required for repair and safety zone, along with being in junction to patch the depression”</p> <p>A member of the public raised concerns about overgrown verges, footpaths and a residents overgrown holly hedge impacting on the use of the footway on Norwich Road. <i>*Post meeting note - verges have been cut by Norfolk County Council.</i></p> <p>It is confirmed that the Norfolk County Council Highways are responsible for the maintenance of the road, overgrowth on verges and footpaths. Members of the public are encouraged to report their concerns online at https://www.norfolk.gov.uk/39652</p> <p>Multi-media reports on trail of broken glass in Buckenham Wood, police had been alerted.</p>
9.	<p>Co-option It was unanimously agreed to co-opt Ellie Buckton. Ellie signed her declaration of acceptance of office and joined the council immediately. The Chair welcomed Ellie to the council.</p>
10.	<p>10.1. The SAM2 data for April had been shared with councillors and posted on the website. The Chair thanked Bob Hunt for kindly volunteering to oversee the SAM2.</p> <p>10.2. It was resolved to adopt the SAM2 policy and risk assessment for the SAM2 and that two Hi-Viz vests be purchased for use by volunteers when relocating the SAM2.</p>
11.	<p>Community Hall Committee (CHC) operational update Sarah Cartwright presented the CHC update, a copy of the report is attached to these minutes.</p> <p>Council agreed to the committee’s request to increase membership of the CHC to nine (from seven). The SAM2 battery charging will be carried out at the Community Hall.</p> <p>The Community Hall electricity fixed rate deal is coming to an end. It was resolved that the CHC proceed with obtaining quotes to secure the best deal and are authorised to finalise the contract.</p>
12.	<p>Buckenham Ancient Woodland Trust (BAWT) Michael Green advised that the BAWT’s Just Giving page has successfully raised over £9,000 to date. The barn dance held on 16 March raised over £1,000 and the Bluebell Day on 6 May 2024 saw trustees and volunteers set up an information stand and engage with about 100 people, many of whom used the opportunity to become members of the Trust. A bid will be submitted to the Greater Norwich Growth Fund for management planning and implementation costs that meet GNGF criteria.</p>

	<p>Buckenham Wood (Parish Council owned part) BADCOG have a schedule of tasks, prioritising keeping the paths open and conserving the site. Alasdair Fraser advised that the Yare Valley Rotary Club will be returning to their planting site in June.</p>
13.	<p>Neighbourhood Plan Review Steering Group Will Faulkner advised that the Steering Group had not reached a consensus on the inclusion of Non-Designated Heritage Assets (NDHA) in the new Neighbourhood Plan, and therefore were requesting to obtain a decision or recommendation from Council on how best to proceed with the treatment of NDHAs within the updated Neighbourhood Plan.</p> <p>Council was asked to consider two options: OPTION 1: Publish a full and exhaustive list of NDHA's in the Strumpshaw Neighbourhood Plan (SNP)</p> <p>OPTION 2: Do not include a list of NDHAs within the SNP, instead review the impact of development proposals on potential NDHAs on a case-by-case basis.</p> <p>A full copy of the report is attached to these minutes.</p> <p>Council resolved to defer this decision to the next meeting, on Tuesday 16 July 2024, to provide more time to consider the issues at stake.</p> <p>A call for sites letter (copy attached to these minutes) will be hand delivered to households, submission deadline 21 June.</p>
14.	<p>Parish Partnership Scheme Norwich Road footway funding The Clerk advised that the £3,700 grant application to Broadland District Council's Green Infrastructure Fund had been successful. It is anticipated that the grant payment will be received by the end of this month and then Council will be able to proceed with booking in the site visit for the County Highways Engineer to draw up the design and scheduling of works in greater detail.</p>
15.	<p>15.1. Internal Auditor's report and the accounts for the year ending 31 March 2024 were received and reviewed, it was noted there were no matters to bring to the attention of the Council.</p> <p>15.2. Section 1 Annual Governance Statement Year 2023/24, the Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf</p> <p>15.3. Section 2 Accounting Statements Year 2023/24, The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.</p>
16.	<p>Finance reports and agree payments The finance reports listing payments awaiting authorisation and income received, bank reconciliations and reserves balances were circulated to all councillors - copies are at the end of these minutes.</p> <p>It was resolved to accept the finance reports and approve the payments and income received, with the reports and bank reconciliations being signed at the end of the meeting.</p>

17.	<p>Co-option policy</p> <p>It was resolved to adopt the Co-option policy. A copy is attached to these minutes.</p>
18.	<p>Allotment inspection</p> <p>Following feedback from the three allotment holders who had been served notices of cultivation in March, it was resolved that the annual inspection to take place later in the year (June).</p>
19.	<p>Correspondence</p> <p>Beauchamp Arms email regarding events. It was agreed that a response would be sent to Ray Hollocks of the Beauchamp Arms thanking him for his email and advising that the Parish Council has not been made of or received any complaints in respect of events held at The Beauchamp Arms to date.</p>
20.	<p>Annual Parish Meeting 2025</p> <p>It was agreed that next year's Annual Parish Meeting would be held on a separate evening from the Annual Council Meeting. This would give the opportunity for residents to meet informally with parish, district and county level councillors, as well as the Acle Safer Neighbourhood Police Team, over light refreshments and allow more discussion time for residents on local issues during the meeting.</p> <p>Suggested date: Tuesday 15 April 2025, meeting to commence 7:30 pm with light refreshments from 6.30pm?</p>
21.	<p>Planning Application 2024/1370 - removal of conservatory and erection of single storey side extension. Erection of single storey studio/office in garden Location: Keepers Cottage, Carrs Road, Buckenham, NR13 4HL</p> <p>It was agreed to recommend approval.</p>
22.	<p>Clerk appraisal</p> <p>22.1. It was agreed to exclude the public and press for item 24 because their presence would be prejudicial to the public interest due to confidential nature, in accordance with the Public Bodies (admissions to meetings) Act 1960 s1(2).</p>
23.	<p>Date of next meeting - Tuesday 16 July 2024, at 7:30pm</p> <p>The meeting closed at 21:35 pm</p>
24.	<p>Clerk appraisal</p> <p>Council noted the Clerk's appraisal and agreed an increment to SCP18.</p>