

Strumpshaw Parish Council

Minutes

Extraordinary Meeting held Wednesday 20 April 2022 at 7.30 p.m.
at Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS.

Present: Sheila Ashford (Chairman), Martin (Olly) Page (Vice-Chairman), Martin Kentish and Tina McAulay.

In attendance: Tanya Rowlandson (Clerk), Hilary Hammond (Chairman Buckenham Wood Project Committee) and 1 member of the public.

1. Apologies for absence

Apologies were received from Paul Dexter, Michael Green and Richard Palmer.

Sheila Ashford advised the meeting that Richard Palmer had resigned and that she had responded via email thanking Richard for his contribution to the Parish Council. The Clerk will notify Broadland District Council of the casual vacancy and commence the 14-day public notice period.

2. Declarations of interest in matters on the agenda

None.

3. Minutes of the meeting held 15 March 2022

The minutes of the meeting were approved and signed by the Chairman.

4. Buckenham Wood Green Infrastructure Project

The Chairman of the Buckenham Wood Project Committee, Hilary Hammond, presented a report on the quotations for the phase 2 work at Buckenham Wood (a copy is filed with these minutes) with the recommendation that the Parish Council accepts the quotations from Norwich Fringe Project and Eastern Landscape Services:

4.1. Norwich Fringe Project quotation £2,590.73 ex VAT for three green oak benches, clearing one of the buddleia groves and removing three ash trees on the route of the eastern path. The work on the buddleia grove and ash trees would be carried out between September 2022 and March 2023 to avoid the bird nesting season.

4.2. Eastern Landscape Services quotation £3675 ex VAT for steps on the central path, causeway from Wood Lane to be scraped and levelled, with a wheelchair friendly path from the end of the scraped causeway towards the new benches.

Martin Page proposed, and Martin Kentish seconded that these two quotes be accepted, all members were in favour.

5. Suspend Standing Orders for public participation.

The member of public enquired about Buckenham Wood and whether there was a car park

area, Sheila Ashford advised that there was a small pull in bay that could accommodate a maximum of 6 cars.

6. Buckenham Woods central area

The Clerk had emailed 3 land agents (Durrants, Brown & Co and Arnold Keys) seeking quotations for an informal valuation of 3 parcels of land at Buckenham Woods. Durrants quoted £200 + VAT, Brown & Co quoted £650 + VAT and no reply from Arnold Keys.

All present agreed that the Clerk instructs Durrants to proceed with an informal valuation, requesting their valuation report is submitted to the Council before the next meeting (17 May 2022).

7. Allotments

7.1. Following a recent inspection of the allotments, it was agreed by all the members present that the licence for allotment plot number 4 be terminated as the plot had not been cultivated by 75% despite last year's written notice.

The Clerk was instructed to write and inform the tenant of allotment plot number 4 of the Council's decision, requesting removal of their property from the allotment shed within fourteen days.

** Following the meeting and the flurry of emails from the allotment holder of plot 4, the Council agreed to issue a final written notice (dated 27 April 2022) informing the tenant that he has 28 days to cultivate at least 75% of the plot and remove any pernicious weeds from the whole plot. Failure to do so will result in the immediate termination of their allotment licence. There is no right of appeal to this final decision.*

7.2. The Council discussed the difficulties of cultivating plot 6 due to the oak tree roots and noted that the current tenant of plot 6 is on the top of the waiting list should another plot become available.

It was resolved that plot 6 should have a 50% rent reduction as only half of the plot was viable for cultivation, and long term it may either be a rent-free plot or become a redundant plot.

The Clerk was instructed to issue the invoices for the annual rent.

8. Finance, review of payments and income against budget, approval of payments, noting income received and check bank reconciliations.

The below Scribe reports had been previously circulated to all members for checking.

These were approved and signed by Martin Page and Tina McAulay.

	Bank Reconciliation at 31/03/2022		
	Cash in Hand 01/04/2021		26,494.47
	ADD Receipts 01/04/2021 - 31/03/2022		45,584.31
			72,078.78
	SUBTRACT Payments 01/04/2021 - 31/03/2022		34,258.70
	Cash in Hand 31/03/2022 (per Cash Book)		37,820.08
A			
	Cash in hand per Bank Statements		
	Petty Cash	0.00	
	2		
	31/03/202		
	Santander Savings Account	36,345.28	
	2		
	31/03/202		
	Santander Business Account	1,474.80	
	2		
	31/03/202		
			37,820.08
	Less unrepresented payments		
			37,820.08
	Plus unrepresented receipts		
B	Adjusted Bank Balance		37,820.08
	A = B Checks out OK		

Strumpshaw Parish Council
RECONCILIATION - Santander Business Account

From Accounts	£1,317.59
Payments not cashed Add	£54.27
Receipts not entered Subtract	
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Statement should be	£1,371.86

Strumpshaw Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	CHD Hall Storage Shed	04/04/2022		Santander Business A		Hall Storage Shed	Bob Hunt	S	20.82	4.17	24.99
2	CHD New Equipment	04/04/2022		Santander Business A		Misc	Bob Hunt	S	9.20	1.84	11.04
3	CH Cleaner	05/04/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
7	CH Electricity	07/04/2022		Santander Business A		Electric Bill	EDF	L	84.49	4.22	88.71
4	PCA Subscriptions	08/04/2022		Santander Business A		Subscription Admin	Norfolk Association of Local C	E	195.20		195.20
6	CH Cleaner	09/04/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
5	CH Broadband	12/04/2022		Santander Business A		Broadband	Plusnet	S	24.39	4.88	29.27
Total									384.10	15.11	399.21

Strumpshaw Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
182	CH Cleaner	18/03/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
183	CH Hire Charges - Ad Hoc Us	21/03/2022		Santander Business A		Hall Hire fees	Lian Cholerton	X	46.39		46.39
184	CH Misc Equipment Replacer	23/03/2022		Santander Business A		Expenses	Bob Hunt	S	8.12	1.63	9.75
185	CHD Hall Storage Shed	23/03/2022		Santander Business A		Expenses	Bob Hunt	S	31.97	6.39	38.36
186	CH Cleaner	25/03/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
192	CH Hire Charges - Regular U	25/03/2022		Santander Business A		Hall Hire fees	Zenobia Dsouza	X	2.00		2.00
193	CH Cleaning Consumables	28/03/2022		Santander Business A		Expenses	Tina McAulay	S	11.37	2.28	13.65
187	PCA Clerk Salary	31/03/2022		Santander Business A		Salary	Megan Wilby	X	20.80		20.80
188	PCA Clerk Pension	31/03/2022		Santander Business A		Pension	Norfolk Pension Fund	X	119.71		119.71
189	PCA Clerk Salary	31/03/2022		Santander Business A		PAYE	HMRC	X	77.80		77.80
190	PCA Clerk Salary	31/03/2022		Santander Business A		Salary	Tanya Rowlandson	X	291.49		291.49
191	PCA Mileage	31/03/2022		Santander Business A		Expenses	Tanya Rowlandson	X	18.90		18.90
Total									678.55	10.30	688.85

Strumpshaw Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 CH Hire Charges - Regular U:	01/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	75.00		75.00
2 CH Hire Charges - Regular U:	01/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	37.50		37.50
3 CH Hire Charges - Regular U:	01/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	75.00		75.00
4 CH Hire Charges - Regular U:	01/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	25.00		25.00
5 PC Bank Interest Income	02/04/2022		Santander Savings A		Interest	Santander	X	2.86		2.86
6 CH Partner Services	07/04/2022		Santander Business A		Misc	Wensum Arts	X	29.50		29.50
Total								244.86		244.86

Strumpshaw Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
162 CH Deposit - Ad hoc Users	16/03/2022		Santander Business A		Hall Hire fees	Francesca Bullen	E	-50.00		-50.00
166 CH Deposit - Ad hoc Users	20/03/2022		Santander Business A		Hall Hire fees	Andrea Leggett	E	50.00		50.00
167 CH Hire Charges - Regular U:	20/03/2022		Santander Business A		Hall Hire fees	Zenobia Dsouza	E	25.00		25.00
168 CH Hire Charges - Regular U:	20/03/2022		Santander Business A		Hall Hire fees	Zenobia Dsouza	E	37.50		37.50
169 CH Hire Charges - Regular U:	20/03/2022		Santander Business A		Hall Hire fees	Pam Horrex	E	48.00		48.00
165 CH Deposit - Ad hoc Users	21/03/2022		Santander Business A		Hall Hire fees	Lian Cholerton	E	-46.39		-46.39
170 CH Hire Charges - Regular U:	30/03/2022		Santander Business A		Hall Hire fees	Yare Folk	E	100.00		100.00
Total								164.11		164.11

8. To consider planning application 20220551, Run Cottage, Hassingham, NR13 4HJ. Part demolition of existing extension, erection of two storey extension and new porch.

Sheila Ashford read out Michael Green's comments regarding the application.

All Councillors present commented that they liked the design and were happy to recommend approval, but that we query the design access statement ticked box on the application form (as identified by Michael Green) in the Parish Council's consultees response.

9. Date of next meeting 17 May 2022, Annual Parish Meeting and Annual Parish Council Meeting at 7.30 p.m.

The meeting closed at 8:18 p.m.

Sheila Ashford
Chairman

Strumpshaw Parish Council

20th April 2022

Agenda item 4. Buckenham Wood Green Infrastructure Project Quotations for phase 2 work

1. Introduction

The Buckenham Wood Green Infrastructure Project is being funded through a payment of £26,466.67 from the developer of Mill Meadow to Broadland District Council for use on green infrastructure within Strumpshaw. Broadland District Council and the Parish Council signed a Memorandum of Understanding in February 2021 outlining how the project was to be developed. The project timetable (within the Memorandum of Understanding) requires the funds to be used by 25th November 2024.

Broadland District Council release the funds to the Parish Council for specific pieces of work on receipt of approved quotations.

The phase 1 works are for signboards, cycle stands, improvements to the western path, hazard awareness signs on Wood Lane, improvements to the Wood Lane entrance, fencing on the eastern path and clearing the ground for the Queens Green Canopy copse. These have already been approved and either implemented or timetabled for implementation to avoid damaging the bluebells.

The Buckenham Wood Project Committee met on 6th April 2022 and considered a report about the second phase of the project. They had already decided to commission the following work:

- 1.1. Remove one old bench at the top of the central glade and install three new benches in that area;
- 1.2. Clear one section of buddleias near the old bench;
- 1.3. Remove three small ash trees on the route of the eastern path;
- 1.4. Provide steps on the central path slope;
- 1.5. Improve the causeway from the Wood Lane gate for a distance of about 44 metres;
- 1.6. Provide a new wheel chair friendly path from the end of the improved causeway for 50 metres towards the site of the new benches.

Eastern Landscape Services and the Norwich Fringe Project had been asked to quote. These are the companies to which orders were placed for phase 1 of the work. Eastern Landscape Services quoted for items 1.1, 1.2, 1.5 and 1.6. The Norwich Fringe Project quoted for items 1.1, 1.2, 1.3 and 1.4.

2. Recommendations from the Buckenham Wood Project Committee

The Committee recommended that the Parish Council should accept the following quotations.

Three benches at the top of the glade near the buddleia groves. Norwich Fringe Project to provide three green oak benches, with squared ends, and to remove the existing single bench in the same location. £2,165.73 ex VAT.



Green oak bench proposed by the Norwich Fringe Project

Clearing one of the buddleia groves. Norwich Fringe Project to cut the plants back and leave the cuttings as habitat piles by the western boundary of the Parish Council's land. £375 ex VAT.

Removing three ash trees on the route of the eastern path. Norwich Fringe Project to fell these three trees and leave the wood in habitat piles. £375 ex VAT.



Ash trees on the eastern path

The Committee asked that the Norwich Fringe Project should reconsider its overall price for carrying out the work on the buddleias, the ash trees and the green oak benches. A revised quote for the three items totalling £2,590.73 ex VAT has been received. This is £325 less than the previous separate quotes.

The work on the buddleias and the ash trees would take place between September 2022 and mid March 2023 to avoid the bird nesting season.

Steps on the central path: Eastern Landscape Services to provide 800 mm wide steps using treated softwood sleepers as the risers laid in concrete and fixed to timber posts. The treads to be levelled and filled with compacted 500 mm down to dust crushed concrete. The quoted cost using softwood sleepers was £895 ex VAT.

Causeway from Wood Lane. Eastern Landscape Services to scrape the surface debris from the existing causeway for about 44 metres into the Parish Council's wood from the Wood Lane gate. The scraped material to be levelled and left on the sides of the path. £525 ex VAT.

Wheelchair friendly path, about 50 metres long from the end of the scraped causeway towards the new benches. Eastern Landscape Services to remove about 165 mm depth of soil and build a new path with a 100 mm sub base of crushed concrete and a 500 mm topping of Breedon gravel aggregate. £2,255 ex VAT.

HH was asked to ascertain if Eastern Landscape Services could use redundant railway sleepers for the steps and to assess the impact on the quoted price. An oral report will be given.

3. Financial implications

£13,625.87 remains uncommitted in the Green Infrastructure Project fund.

Accepting the quotations recommended by the Buckenham Wood Project Committee, including the revised quote from the Norwich Fringe Project, would result in orders being placed for work costed at £6,265.73. (This is subject to any variations given orally).

£7,360.14 would not yet be committed, again subject to any variations given orally.

4. Recommendation

The Parish Council is **recommended** to approve the quotations from the Norwich Fringe Project and Eastern Landscape Services and to authorise the placing of orders.

Hilary Hammond,
Chairman, Buckenham Wood Project Committee

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3	CH Hire Charges - Regular U:	01/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	75.00		75.00
4	CH Hire Charges - Regular U:	01/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	25.00		25.00
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