

Strumpshaw Parish Council

Minutes

Tuesday 16 March 2021 at 7.30 pm by Zoom

Present: Sheila Ashford, Maureen Hammond, Paul Dexter, Tina McAuley, Eric McCormick, Martin (Olly) Page

In attendance: Hilary Hammond, Megan Wilby

Sarah Cartwright, Lynda and Bob Hunt - Community Hall Committee
Alasdair Fraser, Buckenham Woods
Members of the public - two

Andrew Proctor - Norfolk County Council
Sue Prutton - Broadland District Council

1. To elect a Parish Council Chairman

The Clerk said that as David Varley has stood down from the role of chairman it was necessary to elect another chairman and asked for nominations. Maureen Hammond was proposed by Tina McAuley, seconded by Sheila Ashford and elected unanimously as chairman of Strumpshaw Parish Council.

2. Apologies for absence

Apologies were received from David Varley and Grant Nurden.

3. Declarations of interest in items on the agenda

There were no declarations of interest.

4. To confirm the minutes of the meeting held on 24 February 2021

The minutes of the meeting of 24 February 2021 were amended to show that David Varley remained a member of the Marsh Trust, but was no longer Treasurer. In item 7 the last paragraph should read “Norwich” not “Norfolk” and in item 15 the name should be “Alison Peart” not “Alison Peat”.

5. Matters arising

Maureen Hammond reported that the Lingwood air scouts had been given all the money requested in their application for a grant as two of the councillors had put money together.

Maureen Hammond said that it hadn't been possible to contribute to the consultation on the Greater Norwich Plan in the way envisaged at the meeting on 24 February 2021 as the consultation was limited to specific issues.

Planning applications considered in previous meetings were at the following stages:

Glebe Farm, 10 Norwich Road, Strumpshaw 20210051, no decision as yet
Ironwood, Hemblington Road, Strumpshaw 20210127, no decision as yet,

pig rearing buildings, Wood Lane, Hassingham 202210010 and pig rearing building, Wood Lane, Hassingham 20210052, consultation had been extended to 16 April 2021.

The remaining loan payment had been repaid to Acle Parish Council. Maureen Hammond would write to them to thank them for the loan.

The application under the tree preservation order for work to the oak tree by the allotments had been made.

6. To provide an opportunity for the public to ask questions

There were no comments from the public.

7. Norwich Road flooding

It was agreed the Parish Council would write to Lord Dannatt at the Norfolk Strategic Flood Alliance (NSFA) to draw his attention to the issue and the fact that solutions were nearly ready. This approach was proposed by Sheila Ashford, seconded by Eric McCormick and agreed unanimously. The Parish Council would ask for support from the NSFA to have the works undertaken in the 2021/22 financial year.

8. District and County Councillor reports

Andrew Proctor said Norfolk County Council and Anglian Water had met on the 10 March 2021, Anglian Water was still trying to identify where the surcharging was coming from and there had been no further progress since the meeting.

He reported that Norfolk County Council had, since the budget was put through on 22 February, put it in three significant investments including: to get supported living housing in the county, an operations and maintenance campus for the offshore energy industry at Great Yarmouth and also the submission of a business case for an access road at West Winch, Kings Lynn.

Covid 19 cases were much reduced in the county from 377 per 100,000 in January to 39 per 100,000, hospitalisations had also dropped significantly. There had been successful surge testing in Roydon after a couple of cases of the South African variant were found. NHS Waveney had the fourth highest level of vaccinations in the country.

Grant Nurden's full report was to be circulated after the meeting. Sue Prutton reported the main items as follows:

The number of cases of Covid 19 has fallen and contact tracing was going well. It was anticipated however that demand on the team at Broadland would increase with the re-opening of schools and the increased frequency of testing of pupils in secondary education.

Requests for support to the Help Hub, largely from those who were clinically extremely vulnerable had diminished in the last three weeks. Anecdotally, this appeared to be because the Mutual Aid Groups - local volunteers - were, following first contact with a resident, taking subsequent requests directly which was a

desired outcome. The Covid Support Advisors continued their valuable work in the community, patrolling areas across the district to maintain a high level of awareness of COVID restrictions in place.

The Chancellor had announced further support for businesses in his budget speech earlier this month. Broadland had been given some details around the Restart Grants (these would replace the Local Restrictions Support Grants) but would have to wait until the week commencing 22 March 2021 for full Government guidance. There was also a new Hospitality Restart Adaptations Grant being launched which would offer more support to the hospitality sector (and those with a hospitality offering, such as an in-house café).

The Parish Council was reminded that the Regulation 19 consultation on the Greater Norwich Local Plan Strategy and Sites document was currently under way and now closed on the new date of 22 March.

9. To note the Buckenham Woods committee report and memorandum of understanding

Sheila Ashford emphasised the need to be very careful about publicising Buckenham Woods. A big footfall would be damaging to the woods and so while it was hoped people enjoyed the wood it should be in a low profile way. Maureen Hammond agreed and said damage had been caused recently by young people on motorbikes accessing the woods and the work planned would look at ways to protect the woods. She said Alasdair Fraser had carried out a lot of work to improve the woods including redirecting paths so that bluebells were not damaged.

The Parish Council endorsed the Memorandum of Understanding with Broadland District Council. Proposed by Sheila Ashford, seconded by Tina McCauley and agreed unanimously.

10. Notice boards

The Parish Council authorised the purchase of a Procity 1000 Raising Landscape Door 18 x A4 notice board with green frame and 20 additional magnets at a cost of £500 plus VAT. Proposed by Sheila Ashford, seconded by Eric McCormick and agreed unanimously.

11. Allotments review, renewal of licences and rules on greenhouses

The Parish Council adopted the proposed addition to the allotment rules set out at 1.2 of the paper entitled agenda item 11 Mill Road allotments with the addition of a requirement that the greenhouse should be located on flagstones which would be removed when the greenhouse was removed and that the greenhouse be of a standard height. It was agreed one of the allotments was not being properly maintained and the leaseholder should be sent a request to improve it within 28 days. Agreed unanimously.

12. Community hall operational update and letter of agreement with Utility Aid

Sarah Cartwright reported that the maintenance that the Parish Council had authorised of the fire alarm and emergency lighting had been carried out. The electrician would be on site shortly to carry out the authorised work. The

community hall would be used as a polling station by Broadland District Council on 6 May 2021 and would after that next be open on 17 May under step three of the government's stages of reopening. Hilary Hammond reported that he had contacted Anglian Water and Wave Utilities, a commercial organisation that provided water to businesses and asked them if they are responsible for the water to the community hall but as yet had had no response.

The Parish Council approved the proposal to work with Utility Aid and authorise the signing of the letter of engagement.

13. Mobile food outlets at the community hall car park

The Parish Council took the decision not to allow Wild Things mobile food outlet to use the Strumpshaw community hall car park. It was agreed there may be occasions on which mobile food outlets could be allowed to use the car park and Maureen Hammond suggested that members of the Community Hall Committee and Strumpshaw Parish Council need to work out a policy on mobile food outlets at the community hall car park.

14. Responsibilities for overseeing specific issues in the parish

Paul Dexter agreed to take on responsibility for monitoring potholes, drainage grips, footpaths and road signs in the parish and reporting any damage to the local authority. Maureen Hammond said Hassingham and Buckenham would also need to be checked and encouraged councillors to offer to assist Paul. She said that she understood there was strong feeling in the Hassingham area about the pig rearing buildings.

15. A 47 Blofield consultation

It was agreed that if the terms of consultation allowed the Parish Council would support Lingwood Parish Council's concern to have a safe link with North Burlingham. At the appropriate time the Parish Council would wish to reiterate its concerns about safety, that the village should not be a rat run at times that the A47 were closed.

16. Planning applications

No planning applications were received.

17. Ha Ha Farm

Tina McCauley reported that an event was planned at Ha Ha Farm on 3 July 2021 from 6:30 AM to 10:30 PM with a capacity of 180 people. The owners have been told that they needed to apply for retrospective planning but that had not applied for it to date. She said Broadland District Council planning office should be contacted if councillors became aware of events planned at Ha Ha Farm. It was agreed unanimously that the Parish Council should register its concern with Broadland District Council planning department about the contravention of the planning legislation, the unauthorised activity on agricultural land and safety concerns on access to events from the highway.

18. Policy review - financial regulations, duties of Responsible Financial Officer, annual review of effectiveness of internal audit, review of internal controls, risk assessment

The Clerk said the Parish Council last reviewed these policies March 2020. She planned to draw up a schedule of review for the policies so that they were all considered once a year. The following was agreed:

Financial regulations:

5.2 the amendment to say that “If the schedule is in order it shall be authorised by resolution of the Council, signed by two councillors to confirm authorisation for payments and a third to sign to say they have seen confirmation that the payments have been made. The details will be shown in the minutes of the meeting.

6.1 All payments shall be effected by cheque, bank transfer or other order drawn on the Councils bankers.

Duties of the Responsible Financial Officer
Unchanged

Risk assessment
Unchanged

Annual review of the effectiveness of internal audit
Unchanged

Annual review of the effectiveness of internal control
Unchanged

19. Budget review

The Clerk said she did not yet have final figures for the year but a fairly accurate estimate of the possible full year. It was anticipated that the community Hall would have an operational reserve of £10,100. The community hall and grounds development reserve after the cost of the shed and fence would leave it with a reserve of £2971 which together with £97 of allotment reserves gave a figure of £3068. The community hall had been fortunate in receiving a number of Covid business support grants from Broadland District Council.

20. To receive the finance report and agreed payments

Confirmation of authorisation of the following payments made between 20 January 2021 and 16 March 2021 was given.

Payee and purpose	Budget	Amount
Came & Co PC Insurance	PC Insurance	£433.86
Alasdair Fraser work for two people at Buckenham Woods	Buckenham Woods	£200.00
British Gas electricity at CH	CH operational	£209.15

Community Action Network membership	Subscriptions	£20
NPTS end of year	Training	£55
Community Heathbeat defibrillator	Defibrillator	£162
Alasdair Fraser refund of purchases from Blackrow Nurseries	Buckenham Woods	£183.66
Clerk February 2021 salary	Clerk salary, admin and pension	£288.95 salary, £14.15 admin, £16.82 ee pension, £70.33 er pension
Alasdair Fraser refund of purchases from Wilkersons	Buckenham Woods	£5.70
Acle Parish Council	CH loan	£3,000
British Gas 13 Jan to 13 Feb 2021 by DD	CH operational	£108.38
1 st class fire protection	CH operational	£99.12 and £126.00

The following payment was authorised

Payee and purpose	Budget	Amount
Hilary Hammond refund of direct 365 invoice for soap dispenser	CH operational	£57.08

The following income was noted

From	Budget/ring fenced	Amount
Lingwood PC 25.1.21	Allotments	£5,000
Broadland DC Covid 19 business support grant 25.1.21	Community hall	£1,334
Broadland DC Covid 19 business support grant 1.2.21	Community hall	£4,000
HMRC tax rebate	Clerks salary	£26.80
Broadland DC Covid 19 business support grant 8.2.21	Community hall	£2,001.00
Broadland DC Covid 19 business support grant 8.2.21	Community hall	£476.43
Broadland DC Covid 19 business support grant 26.2.21	Community hall	£2096.00
HMRC VAT refund 6.2.21	VAT refund	£310.66

21. Police report

The latest figures, which were for January 2021, were five of incidences of violence and one of theft.

22. To note the date of the next meeting and any items for discussion

The next meeting was due to take place on Tuesday 18 May 2021 at Strumpshaw community hall and would follow on from the parish meeting at 8 pm.