

Strumpshaw Parish Council Minutes

Parish Council Meeting held at 7:30 pm. on Tuesday 16 July 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), District Councillor Eleanor Laming, Bob Hunt and one member of the public. * District Councillor Jan Davis joined the meeting part way.

1.	Apologies for absence Sarah Cartwright (Chair, Community Hall Committee).
2.	Declarations of interest in any items on the agenda None.
3.	Minutes of the previous meeting held on 21 May 2024 These were agreed as a true record of proceedings and signed by the Chair (MG) at the end of the meeting.
4.	Matters arising None.
5.	Suspend standing orders for receipt of reports from County and District Councillors, followed by the Public Open Forum (15 minutes) District Councillor Eleanor Laming presented highlights from the joint District Councillor report with Councillor Jan Davis. *Post meeting note, apologies received from County Councillor Andrew Proctor, with his county councillor report. Copies of both reports are attached to these minutes. The recent speeding accident and damage to a resident's property was discussed. The Police have been called out and District Cllr Jan Davis is now in correspondence with the resident and County Councillor Andrew Proctor/ Norfolk County Council Highways to address the speeding issues encountered by residents.
6.	SAM2 and speeding update and to consider any necessary action (Bob Hunt) The monthly data reports continue to be published on the parish council website https://www.strumpshawpc.info/trafficdata Concerns remain over the ongoing volume of increased traffic and speed due to road closures and diversions from the A47, which is likely to run for two years. As part of the Neighbourhood Plan Steering Group's work in conjunction with Locality, the consultants at AECOM have suggested options for traffic calming measures for consideration by Norfolk County Council as Highways Authority. The report is currently in draft form. The Clerk will include a plea in the next Parish News for further volunteers to assist with the SAM2, as this needs to be moved every four weeks.

7.	<p>Community Hall Committee operational update A copy of the report is attached to these minutes.</p>
8.	<p>Buckenham Ancient Woodland Trust (BAWT) update (Michael Green) BAWT has already successfully secured a £25,000 grant through Broadland District Council and South Norfolk Council's Pride in Place Community Grant scheme and match funding through S106 towards purchasing the central portion (7.4 acres) of Buckenham Wood.</p> <p>Broadland District Council, in partnership with BAWT and SPC, will be applying to the Greater Norwich Growth Board to fund a Strategy and Management Plan for the woodland. Each of the three owners (BAWT, SPC and a private owner) will be responsible for managing their part of the woodland.</p> <p>The Parish Council resolved to support the bid application to fund, and implement, a Strategy and Management Plan for the woodland and to implement its part in due course.</p>
9.	<p>Neighbourhood Plan Review Steering Group update and to re-discuss non designated heritage assets (NDHAs) (Will Faulkner).</p> <p>A copy of the report is attached to these minutes.</p> <p>It was resolved to accept the third option put forward by the Steering Group: The Parish Council will write to the owners of identified potential NDHAs, asking if they wish to have their property listed in the Neighbourhood Plan. NDHAs will be listed in the Neighbourhood Plan if the owner provides their consent but will not be listed if they do not.</p> <p>Council acknowledged the additional administrative burden on the current reduced membership of the Steering Group in identifying the potential NDHAs, writing to the owners and managing the responses. This is subject to having adequate technical resources available to undertake the task.</p> <p>Council resolved that up to £500.00 from the Broadland District Council Neighbourhood Plan Review Grant will be available to the Steering Group for additional administrative and technical resources if required.</p>
10.	<p>Updating bank signatories</p> <p>10.1. It was resolved to remove Martin Page as an authorised bank signatory to the parish council bank accounts held with Santander following his resignation.</p> <p>10.2. It was resolved to add councillors Ellie Buckton and Will Faulkner as authorised signatories to the parish council bank accounts held with Santander.</p>
11.	<p>Appointment of Internal Auditor for 2024/25 It was resolved to re-appoint Sonya Blythe as the Council's Internal Auditor for the current financial year, 2024/25. No increase in fee (£120.00).</p>
12.	<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</p>

	meeting.
13.	<p>13.1. Policy for responding to planning applications It was resolved to adopt the policy for responding to planning applications. *Chair to provide amended wording.</p> <p>13.2. It was resolved to delegate powers to the Clerk in respect of planning applications, where in the event of there being no suitable scheduled meeting at which to consider a response, either an additional meeting will be called, or Councillors will advise the Clerk of their comments on the application by email and the Clerk will then respond accordingly to the local planning authority.</p>
14.	<p>Annual reviews:</p> <ul style="list-style-type: none"> 14.1. Asset Register 14.2. Financial Regulations 14.3. Duties of Responsible Financial Officer 14.4. Review of effectiveness of internal audit 14.5. Review of internal controls 14.6. Risk assessment <p>These were all reviewed by Council and no amendments were made to the documents.</p> <p>The Clerk advised that Norfolk Parish Training & Support had recently made available Model Financial regulations for its subscribers that are suitable for councils with income or payments between £25,000 to £200,000 and will look to update the Council’s Financial Regulations in the upcoming months.</p> <p>Council resolved to undertake the annual allotment inspection in July, prior to the start of the scheduled July Council meeting.</p>
15.	<p>Clerk update and any correspondence</p> <p>15.1. Norfolk County Council Parish Partnership Scheme 25/26. Each year local councils are invited to submit bids for highway improvement schemes. The deadline for submissions for 2025/26 is 6 December 2024.</p> <p>Acceptable schemes for consideration include village gateways*, flashing signs to tackle speeding (additional SAM2), additional bus shelter, small lengths of formal footway, trods (a simplified and low-cost footway), improved crossing facilities, improvements to public rights of way, electric vehicle charging points.</p> <p>*Village gateways considered by Norfolk County Council, please see below or refer online at https://www.norfolk.gov.uk/39173. A copy is attached to these minutes.</p>



*Road humps and chicanes have previously been discussed by Council as the most effective option for the speeding issues through the village. However, NCC had advised we did not meet the requirements. It has previously suggested that Council should explore whether NCC would permit us to install/fund these speed reduction measures ourselves.

****Post meeting note: 29 July 2024 email from Tom Cox, Highways North 4 - Development Inspector, advising he has requested the safety team to report back to him on the multiple issues that have been raised in Strumpshaw, in particular the informal footway and safety measures throughout the village.***

- 15.2. Parish Partnership Scheme 24/25 footway update.
Norfolk County Council has now acknowledged receipt of the funds and confirmed that the team will be progressing with the design and programming the works with the contractor. They will liaise with the Parish Council in due course with an update.
- 15.3. Following receipt of an email from The Joe Dix Foundation, the Community Hall Committee has agreed to fund the purchase of one bleed kit at a cost of £120.00. This will be kept with the defibrillator at the Community Hall. Council has been advised to expect a formal request to take on the financial and overall responsibility of the defibrillator located at The Shoulder of Mutton.
- 15.4. Recruitment posters advertising the two councillor vacancies are on display in the five parish noticeboards, the vacancies will be mentioned in the Autumn edition of the Parish News magazine.
- 15.5. <https://norwichwesternlink.oc2.uk/document/7> The consultation period will now run until Monday 19th August 2024 Planning Application FUL/2024/0022. It was agreed that Council would not submit a response.
- 15.6. Email from a resident dissatisfied with highways recent grass cutting/maintenance of the hard path running along Long Lane. It was agreed that the Clerk will report the resident's concerns to Norfolk County Council Highways. Councillor Ellie Buckton agreed to walk the route and take photographs to submit to NCC.

****Post meeting note: several road safety signs were not visible due to overgrown***

banches/vegetation. This has been reported to NCC reference ENQ900273597. They have since carried out an inspection and confirmed that work has been programmed for a gang to go along the stretch of road and address all obstructed signage.

15.7. Boghopper Races are advertising a woodland Santa Dash & Fun Run at Strumpshaw on 8 December, with registration between 10am and 11am in the Community Hall. The CHC advised they had received an earlier approach from Boghopper Races to host the event, but this was declined due to concerns of insufficient parking for the anticipated number of runners taking part.

Concerns were also raised that should the race pass through Buckenham Wood, there would be potential damage to the ancient woodland and paths. CHC to request that Boghopper Races take down the advert.

16. **Date of next meeting** - Tuesday 17 September 2024, at 7:30pm

17. District Councillor Jan Davis, Portfolio Holder for Environmental Excellence presented Council members with a certificate of participation for the Norfolk Net Zero Communities project, part of the Innovate UK's national Net Zero Living Programme.



The meeting closed at 8:57 pm

Approved by

Chair:

Date: