

Strumpshaw Parish Council

Minutes

Parish Council Meeting held at 8:00 pm. on Monday 9 September 2024 at Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS.

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

In attendance: Tanya Rowlandson (Clerk), District Councillors Jan Davis and Eleanor Laming, Sarah Cartwright (CHC Chairman). No members of the public were present.

1.	<p>Apologies for absence Tina McAulay, Bob Hunt, County Councillor Andrew Proctor.</p>
2.	<p>Declarations of interest in any items on the agenda None.</p>
3.	<p>Minutes of the previous meeting of the Council held on 16 July 2024 These were agreed as a true record of proceedings and signed by the Chair (MG) at the end of the meeting.</p>
4.	<p>Matters arising The Chair advised Council that he had recently received an informal approach from the Treasurer of the First Responders for the parish council to consider taking on the responsibility of the defibrillator situated at The Shoulder of Mutton. However, there is the view that as the parish council already has a defibrillator at the Community Hall, one defibrillator for the size of the parish would be sufficient. The First Responders have been advised to submit a formal request to Council for proper consideration, should they wish to pursue this matter. It was noted there is a defibrillator at Strumpshaw Recycling Centre.</p> <p>The Community Hall Committee (CHC) will look to raise awareness of the Community Hall defibrillator, with possible CPR training for interested residents.</p> <p>The Clerk advised that Broadland District Council have a Keep it Going Community Grant Scheme (£300.00 limit) which may be accessed to help fund future replacement defibrillator pads.</p>
5.	<p>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.</p> <p>County Councillor Andrew Proctor submitted his report with his apologies. Copies of both reports are attached to these minutes.</p>
6.	<p>6.1. SAM2 and speeding update Apologies were received from BH that there had been insufficient time to analyse and report on the latest data for the meeting, and this will follow later. MG advised a volunteer has offered to help with the SAM2. Arrangements to be made for training shortly.</p> <p>6.2. Outstanding highway issues for Councillor Proctor's upcoming meeting with new North Area Manager</p>

	<p>Council to continue to press Norfolk County Council as Highways Authority, for pedestrian safety along Long Lane and more permanent speed reductions measures in the village, such as speed bumps/tables and chicanes or Village Gateways that narrow the road and force a reduction in speed.</p> <p>Council to ask Highways for guidance on what is permitted and the estimated costs of any scheme, for future consideration of Council to consider options to raise any financial contribution or full costs of permitted schemes.</p> <p>The Clerk advised that Tom Cox, Acting Highways Engineer has offered to attend the November Council meeting. He has informed that the parish does not meet highways criteria for a 20-mph speed limit and that a pedestrian crossing would cost in the region of £250,000.</p> <p>Council noted the recommendation by the Police to Highways for a continuous 40-mph speed limit from Strumpshaw into Brundall and the following scheduled works by NCC in the Autumn for Long Lane:</p> <ul style="list-style-type: none"> • additional pedestrian and footway warning signs to be installed along Long Lane. • additional lining (SLOW and 30mph roundels). • Siding out of the existing constructed footway and cleaning of the signs are due in the next month. • informal path has had some significant work to clear it, this will be checked as further major works are likely to be necessary.
7.	<p>Community Hall Committee operational update SC presented the CHC update.</p> <p>A copy of the report is attached to these minutes.</p>
8.	<p>Buckenham Ancient Woodland Trust (BAWT) update for Buckenham Wood MG advised the meeting that the toxic waste had now been covered with 12 inches of gravel extracted on site, enabling solicitors to proceed with the purchase. The purchase completion date is expected on or around the 20 September, which is also the date of the first Annual General Meeting of the Buckenham Ancient Woodland Trust.</p>
9.	<p>Neighbourhood Plan Review Steering Group update WF advised the meeting that members of the Steering Group hand delivered letters to those properties identified as potential Non-Designated Heritage Asset status, requesting their consent for their property to be included in a list of NDHA's. Responses will be reviewed by the Steering Group at their next meeting (23 September).</p> <p>Locality have approved the Design Code, the Steering Group to continue to explore options for a new central community green space and the review work on policies with Rachel Leggett is on track for a further public consultation and then a referendum to be held in the early part of 2025.</p>
10.	<p>Policies</p> <p>10.1. Council resolved to adopt the Policy Regarding Consultation on Planning Applications.</p>

	<p>Draft policies for the below were presented to Council for comment. Final versions will be considered for adoption at the November meeting. EB kindly volunteered to assist Clerk.</p> <ul style="list-style-type: none"> • reporting Highway and Public Rights of Way Matters to Norfolk County Council • complaints policy • a grant award policy
11.	<p>Gov.uk domain for council email addresses and website</p> <p>Cabinet Office recent guidance recommended that all local councils should have their own domain name and email services, preferably on a gov.uk domain name.</p> <p>To help with the process the government’s Central Digital & Data Office created the Parish Council Domains Helper Service and published a list of approved registrars. This financial year, CDDO have offered a £100 grant for the first 1,000 councils, to help offset the switching costs on the proviso that an approved gov.uk registrar is used.</p> <p>Parish Online are currently offering 30% reduction in their fees for subscribers to Norfolk Parish Training & Support or Norfolk Association of Local Councils. A basic package from another approved registrar (Parish Council Websites) costs £569.00.</p> <p>Council resolved to accept the quotation by Parish Online to provide a new gov.uk domain and up to 20 mailboxes, with switching of the website:</p> <ul style="list-style-type: none"> • Year 1 email and website domain costs £215.00 excluding VAT (after deduction of £100 grant) • Year 2 and future, £315 excluding VAT pa <p>Council resolved to have the domain name of strumpshaw-pc.gov.uk which means that the email address format will be clerk@strumpshaw-pc.gov.uk and cllr.firstname.lastname@strumpshaw-pc.gov.uk</p>
12.	<p>Conclusion of external audit by PKF Littlejohn</p> <p>Council noted that the annual audit had been concluded by the external auditors, with no issues raised. The notice of conclusion of audit was published on the council website and displayed on the parish noticeboards on 2 August 2024.</p>
13.	<p>Water provision for the allotments</p> <p>An allotment holder had advised that the underground water was empty and had requested for the tank to be filled up, rather than carrying filled water containers across the car park. BH had estimated the cost to fill the tank by running a hosepipe from the Community Hall water supply would be £7.00. As Council remains short of councillors to undertake the task of refilling the tank, it was resolved for the Clerk to approach an allotment holder (ST) and see if they would be willing to undertake this task. SC advised Council the refilling would need to be undertaken when the Community Hall was not in use, as a hosepipe across the car park would be a trip hazard to hall users. Readings of the water meter before and after the refilling should be taken in order that true costs can be identified and factored into the annual allotment rental fees.</p>
14.	<p>Finance reports and to agree payments</p> <p>The finance reports listing payments awaiting authorisation and income received, bank reconciliations and reserves balances were circulated to all councillors in advance of the meeting.</p>

	<p>Copies of these reports are attached to these minutes.</p> <p>It was resolved to accept the finance reports and approve the payments and income received, the reports and bank reconciliations were signed at the end of the meeting.</p>
<p>15.</p>	<p>Clerk update and correspondence received</p> <p>15.1. Parish Partnership Scheme 25/26. Potential bid application for Long Lane trod (costs unknown) or Village Gateway signs (approximately £6,400 including installation). Council resolved to await response from NCC Highways Engineer and to consider at the November meeting. Council noted the 6 December deadline for submission of bid applications.</p> <p>15.2. Parish Partnership Scheme 24/25 Norwich Road footway now completed.</p> <p>15.3. Councillor vacancies. A brief discussion of ideas to encourage people to come forward and fill the two vacancies. Meet your parish councillor bio article in parish news. Councillors to continue to reach out and encourage residents to put themselves forward for co-option.</p> <p>15.4. Whole Council planning training with Andrea Long, Friday 18 October, 6:15pm at the Community Hall.</p> <p>15.5. BADCOG update: 31 August work party cleared whole of the official path network around Buckenham Wood, they will return on 26 September.</p> <p>15.6. Annual Parish Meeting (15 April 2025) early invitations to be sent out to Acle Safer Neighbourhood Team, County and District Councillors, and local community groups such as BAWT, PCC, Strumpshaw Trust, Coffee Break, BADCOG, Brownies/Guides/Scouts to see if they would like to attend and be available to chat to residents before the formal meeting opens, light refreshments (tea, coffee, biscuits to be provided)</p> <p>15.7. Broadland District Council offering accredited Carbon Literacy training to Parish and Town Councils and community groups on the following dates 24th September: Full day at the Horizon Centre, Saturday 19th October: Full day - Horsford Village Hall, Monday 4th November and Monday 11th November: Two evening sessions attendees must attend both - Sprowston Diamond Centre.</p>
<p>16.</p>	<p>Date of next meeting - Tuesday 19 November 2024, at 7:30pm</p>
<p>Approved by</p> <p>Chair: _____ Date: _____</p>	