

WOODTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Tuesday 31st
October 2023 at 7.30pm

Present:

Cllr Jane Wickstead – presiding (JW), Cllr Ian Butler (IB), Cllr Richard Denny (RD), Cllr Adam Fairhurst (AF), Cllr Fiona McCrostie (FM), Cllr John Turner (JT), Cllr Steven Webb (SW), District Cllr Brendon Bernard (BB) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

None.

Members of the Public:

None.

2023/077 Chairs welcome (to include any apologies for absence for approval)

Chair welcomed all present to meeting.

2023/078 To receive declarations of interest

None.

2023/079 To approve a time limit for the meeting

Chair advised will aim to finish promptly.

2023/080 To agree the minutes of the Parish Council (PC) meeting held 19th September 2023

Cllr Turner proposed minutes of the PC meeting held 19th September 2023 as previously circulated to be agreed as correct, seconded by Cllr Butler, and unanimously agreed. Minutes signed by Chair.

2023/081 Matters arising from the minutes of the PC meeting held 19th September 2023

Open space, The Street

Cllr Denny contacted FW Properties. Area has been cleared and drainage appears to have improved.

Coronation plaque

Cllr Turner to install as previously agreed – **JT**.

Footpath clearance

Chair thanked all participants of recent working party to clear footpath.

2023/082 Adjournment for public participation

None.

2023/083 County/District Council report(s)

No report received from County Cllr. District Cllr Bernard advised that an Extraordinary Meeting would be held on 6th November at District Council to discuss the options in relation to the sale of the former offices at Long Stratton.

2023/084 Finance matters

Finance and admin report with financial summaries for approval

Finance and admin report with financial summaries unanimously approved.

Expenditure for approval/to be noted, as per Finance and admin report

- Parish Clerk pension, Nest, November @ £42.37
- Parish Clerk gross pay November @ £385.15
- Ian Smith Services, invoice no. 2843 @ £95.00
- Bungay Printers @ £75.00 (newsletters)
- Homestead Nurseries @ £160.85 + vat (CIL to be used), as agreed at September meeting
- Parish Clerk expenses September @ £29.18, includes £1.58 vat
- Parish Clerk expenses October @ £26.23, includes £1.20 vat
- HMRC quarter 2 (Parish Clerk) @ £14.20
- NGF Play Ltd @ £3,564.43 + vat, 30% deposit payment (monies reimbursed via S106), as agreed at September meeting
- D T Dye @ £120.00 + vat (CIL to be used), woodchip
- David Bracey @ £90.00 + vat, annual play inspection as previously agreed

Lloyds proposal to move account from post to paper-free

Unanimously agreed to move from post to paper free with the agreement that post could be re-instated at a later date if required. Chair advised that last 2 months, £16.71 and £18.43 gross interest had been received on Instant Access Savings account.

Donation requests 2024/25 for consideration

Meeting noted that Parish Clerk had emailed village groups who had been in receipt of a donation this financial year, requesting for any donation request for next financial year (2024/25) to be submitted formally by close of play 27th October 2023 for the PC's consideration. To-date no requests received. Parish Clerk to hasten for consideration at December meeting – YW.

Donation request from Bungay Community First Responders

Chair referred to email as previously circulated. All agreed in light of a First Responder already located within the parish with access to defibrillator, any budget to be allocated to existing defibrillator costs. Parish Clerk to respond to Bungay Community First Responders advising of PC's decision – YW.

Draft budget 2024/25

Unanimously agreed to Parish Clerk hours being increased from 5.5 hours per week to 6 hours per week effective from 1st April 2024. All agreed in principle to £13,194.73 precept, representing a 11.72% increase on 2023/24. PC noted percentage increase appears high due to low value of parish precept. Parish Clerk to circulate amended budget – YW.

Grounds maintenance contract (2024 season)

Unanimously approved draft tender as previously circulated with one amendment, "each item number to be priced individually" to be added to wording. Parish Clerk to amend and add to website and issue – YW.

CIL update

Current balance £17,424.13. Noted that proposed acquisition of 2 x SAM2's via Parish Partnership Scheme 2024/25, CIL to be used for PC's 50% contribution if application successful.

S106 off-site open space contribution

PC to write to CIL & S106 Officer at District Council to request PC has direct involvement with regards to any future written S106 agreement. In particular the wording of these agreements should propose the inclusion of maintenance work within the agreement. In addition to request copy of current written guidelines re S106 for future reference and update as to current balance taking into consideration agreed projects currently in progress – **JW/YW**.

2023/085 Planning

Applications submitted

2023/2771, Land East of Chapel Hill. Proposal: Residential development of up to 9 dwellings and associated infrastructure. Noted PC submitted response strongly objecting to application.

Applications received to date for consideration

None.

Decision notices received to date

None.

Land South of Church Road, 2023/1386

Meeting noted extension date of 27th October 2023 had passed with no further communication. Agreed to keep item on future agendas – **YW**.

Land East of Chapel Hill, 2023/2771

Meeting noted responses from CPRE and Norfolk County Council (NCC) Highways, both strongly objecting to application. Agreed to keep item on future agendas – **YW**.

2023/086 Environmental matters

Footpaths

Cllr Denny had chased up missing signage with NCC Highways.

2023/087 Administrative updates

Speed calming equipment/ Parish Partnership Scheme (PPS) 2024/25

Quotation received from Westcotec, however related to incorrect design. Cllr Denny has requested quotation by close of play this week, Cllr Denny to chase – **RD**. All agreed if quotation is not received by second week of November (i.e. 6th November 2023) PC to submit application based on incorrect quotation with note to advise that there will be a variation to price once correct quotation received - **YW**

Website review

Chair/Parish Clerk undertook website review, updating accordingly. Cllr Turner/Cllr Butler to look at Community Wood page with view to providing an updated article – **JT/IB**.

2023/088 Community Wood/Ravens Den

Annual inspection report

Report received 31st October 2023. All members of PC to familiarise themselves with report – **ALL**. Cllr Turner and Cllr Fairhurst to liaise with regards to any identified medium risk works and to undertake appropriate remedial action – **JT/AF**.

Lease

PC noted lease in place dated 6th July 2020, title number NK268410. Lease between the Holden's (Landlord) and PC (the Tenant), comprising approximately 110 square metres on a 21 year term from 2020, paying yearly rent of one peppercorn (if demanded). Noted that

Landlord's written consent is required before erecting any building or other structure. Meeting noted Chair and Cllr Fairhurst had contacted Landlord with regards to installation of replacement swings and zip wire on Ravens Den site. PC agreed to request received for replacement trees/hedging to be planted at north-west corner of Community Wood, CIL to be used. Cllr Butler to order approximately 50 trees – **IB**. PC to write to Landlord updating him and advising of decision – **JW/AF**.

Formal documentation – transfer of extra piece of land

Parish Clerk and Chair hastened District Council with regards to outstanding formal documentation for the transfer of extra piece of land. A Gardening Licence was arranged in February 2023. Chair advised PC had been promised that paperwork would follow shortly.

Vandalism

Resident advised Chair of noises in wood, Chair suggested resident keeps diary of any incidents which can then be passed onto police if necessary.

General update

As agreed at September meeting, minute reference 2023/072, 3 trees were purchased, meeting noted Liquid Ambers were purchased, not Field Maples, as more interesting. Security light for installation on shed and 2 x security cameras as previously agreed to be purchased using CIL funding – **JT**. Halloween event was well attended and received. PC noted future maintenance requirement of hard path, existing path has been laid now for 6 years. NGF Play Ltd have quoted £8,925.00 + vat to resurface path. Proposed S106/CIL could be used for initial maintenance and item to be considered in future budgets. Hedge cutting completed. PC to consider ideas for Christmas celebration, to liaise with Forest School, to include Father Christmas visit and letters to Father Christmas box - **ALL**.

2023/089 Village hall

Noted new cooker installed. PC to request update re free Wi-Fi offered by broadband provider – **JT**.

2023/090 Correspondence and consultations

NCC/Bussey £2,500 grants available for community tree projects

Noted.

Review of Polling Districts and Polling Places 2023-2024

Noted, PC in agreement with designated polling place of Woodton village hall.

Greater Norwich Local Plan – consultation on modifications

Noted.

Biodiversity duty

PC noted duty and information previously circulated. Parish Clerk to provide draft policy for consideration at December meeting – **YW**.

2023/091 Date of next Parish Council meeting, 5th December 2023 and items to be considered for agenda

Councillors to advise Clerk of any items for agenda – **ALL**.

2023/092 Chairman's urgent business

None.

Meeting closed 9.02pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 01/11/23

Approved:

Date: