

# WOODTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Tuesday 1<sup>st</sup>  
August 2023 at 7.30pm

## **Present:**

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

## **Apologies:**

Cllr Jane Wickstead (JW) and Cllr Richard Denny (RD).

## **Members of the Public:**

None.

### **2023/046 Chairs welcome (to include any apologies for absence for approval)**

Chair welcomed all present to meeting, apologies received and approved from Cllr Wickstead and Cllr Denny.

### **2023/047 To receive declarations of interest**

None.

### **2023/048 To approve a time limit for the meeting**

Chair advised will aim to finish by 9.00pm.

### **2023/049 To agree the minutes of the Parish Council (PC) meeting held 27<sup>th</sup> June 2023**

The minutes of the Parish Council meeting held 27<sup>th</sup> June 2023, were unanimously approved as correct. Minutes signed by Chair.

### **2023/050 Matters arising from the minutes of the PC meeting held 27<sup>th</sup> June 2023** Speed awareness

Parish Clerk still awaiting response with regards to request for Police presence at commuting times on The Street, Hempnall Road and Church Road, this has been hastened.

#### Woodton football club

PC noted that forthcoming charity match is being held in Yelverton.

### **2023/051 Adjournment for public participation**

None.

### **2023/052 County/District Council report(s)**

No report received from County Cllr. District Cllr Bernard provided brief report to meeting key points summarised as follows;

- Move to new building at Broadland Business Park is going well.
- Recently had both a Cabinet and council meeting.
- Local Council has applied for the old premises at Long Stratton to be nominated as a Community Asset, process will take 9 months before any decision is made.

## **2023/053 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 expenses June @ £33.24, includes £3.46 vat
- Parish Clerk expenses July @ £32.59, includes £2.55 vat
- Parish Clerk pension, Nest, August @ 42.37
- Parish Clerk gross pay, August @ £385.15
- Signs Express @ £235.28 + vat, CIL to be used as previously agreed
- Ian Smith @ £190.00
- Clear Display Ltd @ £15.00, includes £2.50 vat, (amount excluding vat covered by kind donation)
- PKF Littlejohn @ £210.00 + vat, external auditor

Cllr Turner requested approval to purchase heavy duty, galvanised steel pegs for cricket and football nets, previous pegs have gone missing. Proposed heavy duty pegs should not be able to be moved, will keep nets taut providing an increased safety aspect. Cost of 40 pegs £46.99, including vat. Unanimously approved purchase of pegs using CIL. Cllr Turner to purchase and provide copy of invoice to Clerk for reimbursement – **JT/YW**. Cllr Butler advised of Community Wood costs as previously agreed, chippings, membrane and wood, estimated total cost £240. Unanimously approved purchases using CIL, Cllr Butler to arrange for invoices to be sent to Clerk for payment – **YW**.

CIL update

Current balance £17,980.73 noted.

S106 off-site open space contribution

Noted as per email from District Council, Community Infrastructure Officer, S106 cannot be used towards cost of SAM2's as S106 limited to open space/play. Cllr Fairhurst advised met District Council's preferred subcontractor 1A Play Solution on site and received quotations for 1. Removal, disposal of old swing and installation of new @ approximately £6,000 2. Zip wire and matting @ approximately £12,000. However, quotations were not clear or broken down as requested. All agreed Cllr Fairhurst to source 2 further quotations – **AF**. District Cllr Bernard suggested PC contacts Ditchingham Parish Council who have recently renovated their playground, to ascertain who carried out their works – **AF**. Cllr Butler advised that he obtained quotes for Woodton United Charities (WUC) to refurbish/repair existing play equipment at Woodton playing fields and for ground cover @ £8,500-£9,000 and for repairs to car park @ £3,000-£19,000. Cllr Butler is meeting with District Council to discuss WUC's proposal(s) and will copy PC into any correspondence – **IB**. Chair advised that Cllr Wickstead had sought clarification from the CIL and S106 Officer at District Council who had confirmed that S106 can only be used for capital expenditure and not maintenance, District Cllr Bernard confirmed that this was also his understanding, as such grass cutting at the playing fields would not qualify.

Deposit/ savings account

Unanimously agreed for Instant Access Savings account to be opened with existing provider, Lloyds – **YW**.

County Broadband

Chair advised had spoken to representative from County Broadband, who advised that they were in process of providing a deal to the village hall for Wi-Fi, Clerk advised that was of the

understanding that nominated meeting venue was provided Broadband free of charge as part of the Parish package.

## **2023/054 Planning**

### Applications received to date for consideration

2023/1260, Wyndicot, Church Road. Amendment to application. As agreed no further comments were made to original submission.

### Decision notices received to date

2022/2036 (full application) and 2022/2037 (listed building application), agricultural barn at Manor Farm, Norwich Road. Proposal: Change of use to convert barn into 2 no. dwellings, with gardens and parking. Approval with Conditions (delegated).

### 2023/0161, Land North of Beechbank, The Street

Noted that PC decided not to attend Development Management Committee meeting, as issues related to shared driveway/boundary.

### Land South of Church Road, 2023/1386

Noted that Principal Planning Officer at District Council carried out walk about and advised would issue report July/August. PC representatives were unable to attend walk about due to prior commitments. Cllr Wickstead had requested a follow up meeting. Cllr Butler advised was meeting developer on site in relation to WUC business and that he would let PC know if any further information with regards to the development was provided – **IB**.

### Open space, The Street

Cllr Denny raised via email concerns with regards to the open space located at The Street and levels of water which could become stagnant after a while, could reeds be planted if need be? Cllr Denny to contact FW Properties advising of concerns and ask what their plans are with regards to maintaining this area – **RD**.

## **2023/055 Environmental matters**

### Footpaths

As per minute reference 2023/045, Cllr Denny to confirm if overgrown footpath near school has been reported online to Norfolk County Council (NCC) – **RD**. Noted that the entrance to the wooded area, close to Bedingham Church, had a sign across the entrance stating “danger – no entry”, however this is not an official designated footpath, no further action.

## **2023/056 Administrative updates**

### Autumn newsletter

Noted.

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

Cllr Denny advised via email awaiting a response from Westcotec. Meeting noted closing date for PPS applications, 8<sup>th</sup> December 2023. Cllr Butler advised existing SAM2's not operational, Cllr Webb to liaise with Cllr Denny with view to getting existing SAM2's operational – **SW/RD**.

## **2023/057 Community Wood/Ravens Den**

### General update

Cllr Butler advised subcontractor had only cut one side of Wood, Clerk to contact subcontractor to ensure outstanding works are to be completed – **YW**. Cllr Butler advised volunteers were needed to look after community growing area, article to be included in

autumn newsletter – JW/YW. Future working party required, for chippings and maintenance works, Cllr Butler to advise PC once materials sourced for date to be agreed – IB. District Cllr Bernard suggested PC considers employing a handyman to carry out maintenance works on an hourly paid basis, item to be deferred to September meeting for consideration – YW.

#### Signage

Signage now in place.

#### Hedge cutting, autumn 2023

Cllr Fairhurst to speak to subcontractor who carried out hedge cutting last financial year re PC's requirements – AF.

#### Coronation plaque

Cllr Webb circulated plaque to PC. Cllr Turner to contact village hall committee to arrange on-site visit at village hall for approval of plaque to be installed inside village hall, main room on brick pillar next to stage – JT. Cllr Turner to liaise with village hall committee with regards to their proposed requirements for upgrade to existing kitchen facilities – JT.

### **2023/058 Correspondence and consultations**

#### Proposed Public Space Protection Order (PSPO) (vehicle related ASB): South Norfolk

PC to respond yes to the following 3 questions;

1. Do you agree with the proposed PSPO being applied across district?
2. Do you agree with the proposed regulatory controls in the draft PSPO?
3. Do you agree with the proposed period of operation of the draft PSPO? - YW.

### **2023/059 Date of next Parish Council meeting, 19<sup>th</sup> September 2023 and items to be considered for agenda**

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

### **2023/060 Chairman's urgent business**

#### Village hall

Cllr Turner to request that village hall committee notifies PC if/when code for door is changed – JT.

#### Kings Head & Roti II

Noted that The Kings Head will be opening Friday 11<sup>th</sup> August. There will be no food until at least September as having a full kitchen and restaurant refurbishment. Roti II will be opening in September.

Meeting closed 8.52pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 02/08/23

Approved:

Date: