

LONGHAM PARISH COUNCIL

Minutes of a meeting of Longham Parish Council held on Monday 17th July 2023 at 7.30pm in the Village Hall.

Present: Cllr Donna McLeod (Chair)
Cllr Paul O'Brien
Cllr Roddy McLeod
Cllr Alan Farrell

District Cllr Roger Atterwill
County Cllr Mark Kiddle-Morris
One Member of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Mitton and Cllr Douglas were approved and apologies were also received from D/Cllr Richard Duffield.

2. To receive any declarations of interest.

Cllrs Donna and Roddy McLeod declared an interest in item 7b – Bittering Quarry.

3. To approve the minutes of the meeting held on 15th May 2023.

Cllr O'Brien proposed that the minutes of the meeting held on 15th May 2023 be accepted as true record of the meeting, this was seconded by Cllr Roddy McLeod and unanimously agreed by Council. The Chairman duly signed the minutes.

4. To consider the co-option of a new member to fill the one Council vacancy.

It is anticipated that an interested person will attend the September meeting and be considered for co-option to fill the vacancy.

5. Meeting open for public participation.

A member of the public notified Council of an issue relating to a fence which had allegedly been erected on the highways verge. The member of the public was in touch with Highways and C/Cllr Kiddle-Morris will conduct a boundary search.

6. To receive County and District Councillors reports.

C/Cllr Kiddle-Morris reported that the devolution deal is due to be decided at the end of the year.

D/Cllr Atterwill reported that Breckland are currently reviewing the housing policy. There are over 1,600 on the waiting list with 118 of those being emergency cases. There are currently approx. 400 housed per year. Breckland needs more affordable housing to deal with the situation.

Breckland will be a registered housing provider and receive £1.6M from Government to provide housing for Ukrainian refugees.

D/Cllr Atterwill also reported that the Vattenfall Community Fund should open for applications in the summer of 2024 and it may be appropriate for funding for the Clay Pits.

Finally, he reported that an ability swing for wheelchair users has been installed at Swanton Morley and both children and adults are welcome to visit and use it.

7. Planning Matters.

a) Applications for consideration.

- 3PL/2023/0620/HOU – Rose Cottage, New Road - two storey rear extension – Council raised no issues and a ‘no comment’ response will be submitted.
- Longham: Bittering Quarry, Reed Lane, Bittering, Dereham, Norfolk, NR19 2QS: Hybrid planning application for full planning permission for the installation of 288 PV Panels and a post and wire fence within the plant site and application for noncompliance with condition 1 (time limits) of planning permission C/3/2018/3009 to allow mineral extraction to cease and all mineral processing plant to be removed on or before 31 December 2041, waste and soil imports and deposits to cease and all related plant and equipment to be removed on or before 31 December 2042 and the site to be restored by 31 December 2043.: McLeod Aggregates Ltd – Cllr Roddy McLeod updated Council on some issues raised by Norfolk County Council and this was noted with no further comments from Council.

b) Decisions to note.

Council noted that no decision had been made on the following application, due to the current ongoing nutrient neutrality issue:

- 3PL/2021/1460/F – Meadow, Hoe Road - change of use of land from Agricultural to residential & the erection of 1No. self-build home and provision of 1 No. Self Build Plot with associated car parking and landscaping.

8. Highway Matters.

a) To receive updates on matters previously reported and to consider any new highway issues.

Council noted the following updates:

- Potholes on New Road – reported to Highways and now repaired.
- Pothole on Chapel Road nr to Village Hall – reported to Highways and programmed for repair.

- Overgrown Junctions at Hoe Road and Wendling Road – reported to Highways and now cut.
- Request for SLOW signs on Litcham Road near two Hoe Road junctions – C/Cllr Kiddle-Morris is taking this forward and they are currently being priced up.
- Proposed 50mph speed limit on Litcham Road – C/Cllr Kiddle-Morris is taking this forward but no update is available.

The Chairman thanked Cllr Farrell for repairing the bus shelter. Cllr Farrell reported that the shelter requires repainting.

At this point C/Cllr Kiddle-Morris left the meeting.

b) To consider any application to the Parish Partnership Scheme.

Council had no suggestions as 50% funding was required from the Parish Council for any projects, however, the application window is open until December if there are any ideas.

9. To receive a report in respect of the Playing Field and Play Area, including the Annual Inspection Report.

Following the recent, annual play area inspection, Cllr O'Brien reported the following, non-urgent, matters had been raised and advised any appropriate action.

- Playground gate and fencing corrosion - get quote for repair/painting.
- Flat basket seat – the minor wear will continue to be monitored during the regular inspections.
- Basketball Ring - safety signage to be considered, Cllr O'Brien will advise Council.
- Benches – Cllr O'Brien will obtain a quote to remove the tree debris and cut back overhanging foliage.
- Multi Play – Cllr O'Brien will secure the loose climbing grips and replace the damaged one. The ladder access rungs will also be tightened. The timber splits will continue to be monitored during the regular inspections.
- Arm and pedal bike – Cllr O'Brien will contact the manufacturer re pedal arm distortion, missing pedal caps, and damaged grass mat and replace as advised.
- Double Air Walker – Cllr O'Brien will contact the manufacturer re surface erosion.

Cllr O'Brien reported that a tree survey should be considered out on the trees overhanging the benches and the litter bin should be replaced and these will both be considered at the September meeting. Breckland will be asked to confirm they empty the bin at the Village Hall.

Cllr Roddy McLeod reported that the stones on the football pitch will be buried and grass sown in September, once all risk of drought has passed. With the existing grass, the pitch should be usable by October.

10. To receive an update regarding the Clay Pits (a county wildlife site).

Cllr O'Brien reported that a volunteers work day was held on 3rd July with the pathways cleared of vegetation and the invasive plants reduced.

Cllr O'Brien will be attending a presentation regarding the Vattenfall Fund with a view to obtaining grants for the Clay Pits.

11. To receive an update regarding the proposed Village Appraisal.

In the absence of two councillors, it was agreed to remit this item to the next agenda.

12. Finance and Governance

a) To receive a financial report for the year ending 31st March 2023.

Council noted the financial report (attached).

b) To review and approve the following policy documents.

Cllr Donna McLeod proposed approval of the following policy documents, this was seconded by Cllr O'Brien and unanimously agreed by Council. Council noted that a risk assessment had been prepared for the Clay Pits.

- Financial Regulations
- Standing Orders
- Risk Assessment & Management Policy
- Asset Register
- Complaints Policy

c) To authorise financial payments as set out below and note any receipts.

Cllr Donna McLeod proposed approval of the following payments, this was seconded by Cllr O'Brien and unanimously agreed by Council.

P10	Clerk – Salary/Allowance (June)	£159.52 (SO)
P10	HMRC – PAYE	£2.40
P12	Clerk – Salary/Allowance (July)	£159.52 (SO)
P12	HMRC PAYE	£2.40
P13	Donation to Village Hall	£1,000.00
P14	Donation to Norfolk Citizens Advice	£25.00
P11	Banking Fee (05/03/2023 – 03/06/2023)	£18.00
P15	Play Area Annual Inspection	£158.40
P16	Grass Cutting (Church – April to July)	£543.50

The following receipts were noted.

R1	HMRC VAT Return	£457.34
	Bank Interest	£40.87
R2	Recycling Payment	£245.61

13. Correspondence for circulation

Breckland – Mobile Deployable Surveillance Cameras/Signage Interest – Council did not feel the need for any additional signage or surveillance cameras.

14. To receive any new items for the next agenda.

There were no new items for the next agenda.

15. To note the next meeting of the Parish Council will be held at 7.30pm on Monday 18th September 2023 in the Village Hall.

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.02pm.

Signed:

Date:

LONGHAM PARISH COUNCIL					
YEAR ENDING 31ST MARCH 2024					
FINANCIAL REPORT - JULY 2023					
BUDGET UPDATE	Budget 2023/24	To date	% Spend		
				Balance at 01.04.2023	8422.31
				Plus Receipts at 30.06.2023	4248.21
				Less Payments at 30.06.2023	1,499.33
				TOTAL	11,171.19
PAYMENTS*					
Admin	2,352	644	27%		
Salary	2,019	606	30%		
Open Spaces	3,528	676	19%		
Donations	1,025	1,025	100%		
Defibrillator	50	51	1.0198		
TOTAL	8,974	2,951	33%		
				Bank Balance at 30.06.2023	
				Unity Trust Current Account	3,089.07
				Unity Trust Instant Access	8,082.12
				TOTAL	11,171.19
				less outstanding payment	0.00
					11,171.19
				including:	
				Clay Pits Reserve	1,648.33
				Village Hall Reserve	1,700.00
				General Reserve	7,822.86
				CLAY PIT PROJECT	
				Income*	11,100.00
				Expenditure to 31.03.2023	9151.67
				Expenditure 2023/24	300.00
				Balance	1,648.33
				<i>*Income includes £1,000 2023/24 budget</i>	
SURPLUS/DEFICIT	(1,374)	1,086			
<i>*includes payments as listed on agenda.</i>					