

GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Great Massingham Parish Council held virtually via Zoom on Monday 21st September, 2020, at 7.30pm.

Present: Councillors, S Nash (Chair), C Boyden (Vice-Chair), A Brun, J Cole, M Eldridge, K Frazer, P James, D Speake, the Clerk, Sarah Harvey and Borough Councillor J Moriarty.

1. The Chair welcomed all those present to the meeting.
2. Apologies
It was agreed to accept apologies from Councillor M Hipkin – unable to access.
3. Declarations of Interest on Agenda Items
Councillor A Brun declared a non-pecuniary interest in Agenda Item 14a, Planning.
Councillor C Boyden declared a non-pecuniary interest in Agenda Item 14c, Planning.
Councillor M Eldridge declared a pecuniary interest in Agenda Item 11a, Open Spaces.
Councillor K Frazer declared a non-pecuniary interest in Agenda Item 14a, Planning.
4. Minutes
It was proposed by Councillors C Boyden, seconded by J Cole that the minutes of the Parish Council Meeting held on Monday 10th August, 2020, copies of which had been circulated to members, be approved and signed by the Chair.
5. Matters Arising from the Minutes for Information Only
The Clerk advised that a bursary of £200 had been received by the SLCC to put towards the total fee of her CILCA qualification. It was noted that the total fee was £354, including the training and registration fee and that a third of the cost would be met by Great Massingham Parish Council of £118.
It was noted that Barclays had confirmed that the mandate to the Community Account had been updated and that Councillors C Boyden, M Eldridge, M Hipkin and S Nash were the current signatories to the account.
It was noted that the work to clean the War Memorial had been completed on the 27th August by AJ Restoration and that ‘before’ and ‘after’ images had been circulated amongst the Council.
It was noted that Alexandra Copeman (Locality Designer, Highways) had confirmed that the contractor had had a traffic management permit approved for Caste Acre Road week commencing 21st September 2020 for installation of the village gateways.
It was noted that Councillor C Boyden had further advised following the August Parish Council meeting that the last payment to Go daddy for the Parish Council website would cover the next two years, so the site would not need to be moved until 2022.
Councillor J Cole advised on behalf of Councillor M Hipkin, that upon reviewing the Parish Council insurance policy for 2020/21 he had recommended that the insurers be asked to confirm what assets were covered within the street furniture section of the policy.
6. Parishioner’s Participation
There were no parishioners present.
7. Reports from County and Borough Councillors and Police
Borough Councillor J Moriarty noted that he forwarded two emails, one relating to the White Paper ‘Planning for the Future’, this contained a summary of and the main proposals that had been provided for the Local Plan Task Group (BCKLWN). The second email provided information relating to Electoral Services and Lily and its response to Covid-19. Councillor J Moriarty commented that the County Council elections were set to go ahead in May 2021, if a unitary authority was not formed. He also

emphasised that Neighbourhood Plans could potentially be more important than ever following the proposed reform to the planning system.

Councillor J Moriarty reported that the High Sheriff of Norfolk was to show his appreciation to those members of the community that went above and beyond their duty during Covid-19. He asked that details of any individuals should be forwarded to himself.

8. COVID-19 Pandemic

- a. **Council Meetings** – it was noted that the 4th July the NALC (Norfolk Association of Local Councils) continued to strongly advise that local councils should continue to meet remotely. It was noted that Parish Councils had the power to hold public meetings remotely by using video until May 2021.
- b. **Reopening of the Play Area/Outdoor Gym** – the Clerk made available advice received from the Parish Council insurance company regarding reopening of the Play Area and Outdoor Gym. The insurers advised that if the Parish Council were minded to leave the play area and outdoor gym closed that would be their prerogative. Whilst the policy did not stipulate how frequently the equipment/areas should be checked they recommended that this was carried out weekly if possible, with signage kept in place advising that the facilities were not in use until further notice. They advised that many Parish Councils had now reopened their facilities by adopting a pragmatic approach to the Government guidance and had followed advice from organisations such as the RPII and the API.

It was noted that the National Association of Local Councils (NALC) had published advice in regards to opening various facilities including play areas which would help Councils in this situation, in addition to their expectations on users (and/or their parents) of the facilities. This included templates for reopening checklists and risk assessments.

It was noted that the Parish Council's insurance policy required reasonable steps to be taken to prevent or protect against injury, illness, loss or damage arising. Provided such steps were in place, which were evidenced by having written safety checks, a new risk assessment and signage, and subject to all other policy terms and conditions being met, the policy would respond should a claim arise and the Council is found legally liable.

Following consideration of the advice, it was agreed that the Council were unable to fully mitigate the potential risks outlined in the Government guidance. Therefore, it was agreed that the appropriate signage would continue to remain in place so that users were aware that the Play Area remained closed. Councillor S Nash advised that some signs had disappeared, but these had now been replaced.

9. Finance

- a. Accounts for payment under the Late Payments Interest Act 1998: there were none declared.
- b. Accounts for payment: It was resolved that the following accounts should be paid.

• 101920 - Scottish Hydro (Street Lighting, August Statement)	253.10
• 101921 - K & M Lighting Services (Street Lighting Maintenance, Sept)	72.84
• 101922 - CGM Landscapes, Grounds Maintenance Charges;	
29/01/2020 – Invoice 227223	177.32
20/04/2020 – Invoice 229051	191.29
10/06/2020 – Invoice 230563	139.41
31/08/2020 – Invoice 232604	139.41
31/08/2020 – Invoice 233115	<u>253.73</u>
	901.16
• 101923 - Norfolk Parish Training & Support	
14/08/2020 – 2 x The Good Councillor's Guide	8.00
27/08/2020 – Induction for Clerks and Councillors	
9 th & 16 th Sept Alexis Brun	40.00
30 th Sept & 1 st Oct Kim Frazer	<u>40.00</u>
	88.00
• 101924 - A J Restoration (Cleaning of War Memorial)	627.00
• 101925 - Came & Company (Parish Council Insurance)	891.69

- 101926 - North Creake Parish Council (CILCA Training Fee & Registration Fee) 118.00
- 101927 - Clerk's Salary, Travel & Expenses (10th August to 20th Sept) 316.46
- 101928 - HM Revenue & Customs (Income Tax Payment) 5.60

It was proposed by Councillors S Nash, seconded by J Cole and agreed that the accounts be paid.

- c. To note the finance received during July and August.

July

Fishing Receipts 268.50

August

Fishing Receipts 27.00

Glasdon UK Ltd (Refund, Lowther Seat) 693.00

- d. Financial Statement: The financial statements for July and August 2020, was considered, approved and signed by the Chairman.
- e. **Local Government Services Pay Agreement 2020/21** – it was noted that on 24th August, the National Joint Council for Local Government Services (NJC) announced that an agreement was reached between the National Employers and the NJC Trade Union Side on the new pay scales for 2020-21 to be implemented from 1 April 2020. The National Association of Local Councils (NALC) had now published a new employment briefing on the national salary pay scales for clerks and other employees employed under the terms of the model contract. Increases should be backdated to April 2020. It was noted that the Clerk's hourly rate would rise from £12.39 to £12.69 per hour.

10. Parish Council Website

- a. **Compliance and Accessibility Statement** – the Clerk advised that Councillor C Boyden had arranged for the Parish Council's website to be tested. This had been carried out by using <https://www.webaccessibility.com> and any issues that had arisen had now been resolved. It was noted that a draft copy of the accessibility statement had been made available to all Councillors prior to the meeting for their consideration. It was considered and agreed that this should be uploaded to the Parish Council website and that the website would next be reviewed in September 2021.

Councillor M Eldridge left the meeting (8.01pm).

11. Open Spaces

- a. **Mobile Coffee Van, Village Green** - it was noted that a special motion to revisit and review the decision that approved the siting of a mobile coffee van on the village green, had been requested following written notice to the Clerk from Councillors C Boyden, M Eldridge and P James. A lengthy discussion ensued with a number of points being made. It was proposed by Councillor D Speake and seconded by Councillor J Cole that a decision should be deferred until the October meeting, when a discussion should also take place around specific terms for vendors wishing to trade from the village greens.

Councillor M Eldridge returned to the meeting (8.22pm).

- b. **Siting of Fair, Village Greens – 28th September to 5th October** – it was noted that a request had been received from Gray's Fun Fair to attend the village and site the fair on the village green between the 28th September and the 5th October. Councillors were provided with both copies of the Fair's public liability insurance details and risk assessments for both the fair and Covid-19. Councillors were also advised on what rides and attractions would be available along with opening times. Councillor K Frazer expressed concerns about the timing of the fair. She advised that although she did agree with the fair in principle, she didn't in practice at this particular time. Councillor K Frazer noted that a decision made in the meeting, possibly could not stand the next day. She advised that she had studied the Government guidance and had concerns surrounding cleaning controls in public places and mass gatherings. Discussions concluded with a vote being taken and it was proposed by Councillors S Nash and seconded by J Cole to approve the request and to allow the Fair to proceed. The fair was given permission on the basis that the Council had considered and noted both the insurance and risk

assessments provided by the fair and that this was subject to the relevant controls being in place relating to COVID-19 at the current time. A separate risk assessment had been received that identified all the hazards associated with COVID-19 and recorded the steps that had been put in place to mitigate any risks, this included operation of a 'track and trace' system. Permission was also granted on the condition that should the Government implement further restrictions, which would not allow the Fair to proceed, the Parish Council could reserve the right to review their decision. Also, a Parish Council representative would carry out spot checks over the weekend to ensure that safety measures were being adhered to by the fair staff and members of the public.

- c. **Geese/Duck Population, Village Ponds** – Councillor J Cole reported that he had approached Norfolk Wildlife Trust to ask whether they would carry out a water quality assessment of Scotsman's Pit. It was noted that although they were unable to help, they had provided a copy of a management statement for the village ponds that had been carried out by themselves in 2015. It was thought that the high number of waterfowl which had produced a large amount of organic matter, was possibly contributing to and having a detrimental effect on the water quality. Councillor J Cole proposed that a water quality assessment should be carried out and the results of this would hopefully support the license application that was being made to Natural England and prove to them the effect that high waterfowl numbers were potentially having and that control measures were needed. It was considered and agreed that Councillor J Cole should pursue an application through Natural England to assist with controlling the geese.
- d. **Inspection of Scotsman's Pit** – Borough Councillor J Moriarty agreed to liaise with Environmental Health (BCKLWN) to ascertain whether they were able to carry out a water quality assessment. Councillor J Cole would try to obtain a cost from the Environment Agency. It was proposed by Councillors J Cole and seconded by D Speake that fishing should once again be allowed. A further discussion around water quality testing would be added to the next agenda.
- e. **Proposal for land, adjacent to Charles Dewar Close** – it was noted that Councillor J Cole had circulated his views on the proposed management plan to Councillors prior to the meeting. Councillor J Cole suggested that the priority going forward should be a Neighbourhood Plan and that an amenity area could potentially present a barrier into making the whole process more difficult. It was agreed that the information should be passed to Borough Councillor J Moriarty for him to liaise with the Local Plan Task Group and obtain their views. With receipt of accurate information, it was hoped this would better inform the Parish Council's decision going forward.
- f. **Christmas Lighting on Village Green** – with no further information to discuss it was agreed to carry this forward to the October meeting.

12. Correspondence

The following correspondence had been received and the contents noted.

- a. **Emails from Parishioners, Siting of Mobile Coffee Van on Village Green** – it was noted that seven emails had been received from parishioners expressing their concerns about allowing Simply Coffee to trade from the village green. The Clerk had responded to each parishioner in turn.
- b. **Email from Parishioner, Management of the Village Greens** – it was noted that the email had been circulated to all Councillors for their consideration. It was agreed to respond to the parishioner by stating that the Biodiversity Group's report was given consideration over the course of both the October and November meetings in 2019 and was considered in conjunction with the Norfolk Wildlife Trust's Pond Management Statement that was issued to the Council during 2015. It was noted that the majority view of the Council at that time was that a proportion of the recommendations suggested by the NWT were being met by the Council and that by following the management advice detailed in their statement this would develop and improve pond habitats for wildlife. It was agreed a copy of the NWT Management Statement should be forwarded to the parishioner.
- c. **GMAACS** - Community Car Scheme news update and a message from our Treasurer.
- d. **BCKLWN, Statement of Licensing Policy Review - Licensing Act 2003** - it was noted that the Borough Council had a statutory requirement to adopt a Statement of Licensing Policy and review and publish that policy each five-year period. The current Statement of Licensing Policy had been approved by Full Council on the 26th November 2015 and a new policy needed to be in place by

7th January 2021. It was noted that very minor proposed changes had been made to the existing Statement of Licensing Policy, and the changes were available on the BCKLWN. Any comments on the changes should be received by 12th October, 2020.

14. Street Lighting

- a. Councillor J Cole noted that a streetlight column near to Mill Lane was leaning slightly and may need investigation.

15. Planning Matters

- a. It was resolved that the following planning applications be recommended for;
- 20/01134/LB & 20/01133/F - APPROVAL
Renovation of ancillary accommodation to provide residential annex, renovation of outbuildings for storage, demolition of potting shed and construction of new orangery to main dwelling, new gates to access, remedial works to dwelling including replacement ridge tiles, chimney caps, patio doors and repair/repaint render as necessary at The Rectory 27 Weasenham Road.
 - FUL/2020/0030 - APPROVAL
Great Massingham Fire Station, Station Road, Great Massingham, PE32 2JJ: Replacement of existing Hose Drying Tower with the erection of a taller Fire Training Tower Facility: Norfolk County Council.
- b. It was noted that the following applications had been APPROVED/REFUSED by the Borough Council;
- APPROVAL
20/00882/F - Proposed extension and alterations at Jandery Walcups Lane.
It was noted that the following applications had been APPROVED/REFUSED by the Borough
- c. **Ducklings Pre-School Proposal for assistance with a New Building** – it was proposed that the discussion should be deferred until the October meeting as the current meeting was reaching its two-hour time limit (Standing Order, Meetings Generally, 3cc).

16. Highways

- a. There were no matters raised.
- b. **Norfolk County Council, Parish Partnership Scheme, 2021-22** – to be carried forward to the October meeting. The details would be re-circulated ahead of the meeting to all Councillors.
- c. **Speeding Issues** – Councillor P James advised that the Community Speed Watch scheme was currently not operational due to Covid-19.

17. Village Incidents

There were none reported.

18. Items for the Mallard and Website

It was noted that as deadline for The Mallard had passed the Clerk would submit her next monthly report in October.

19. It was noted that the next Parish Council Meeting would be held on Monday 12th October 2020 at 7.30pm.

With no other business the Chairman closed the meeting at 9.25 pm.

..... Chairman
12th October, 2020

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL