

## **OUTWELL PARISH COUNCIL**

The Minutes of an Ordinary Meeting (the 365<sup>th</sup>), of the Council, commenced on Tuesday 3<sup>rd</sup> October 2023, at 7pm at The Crown Lodge, Downham Road.

Chairperson, Mr. Fred Keer presided over the meeting.

### **Attending: -**

Councilor's Ms. Donna Semmens, Mrs. Jill Gooch, Mrs. Jane Sutton, Mr. John Watts, Mrs. Gina Greenwood, Mr. David Murfitt, Mrs. Tara Rust, Mr. Dale Boyce and Ms. Sarah Arden

Borough Councilor Mr. Chris Crofts.

County Councilor Mr. Chris Dawson

1 Member of Public.

1 Member of public (7.10pm)

1 member of public (7.20pm)

### **1.1 Apologies accepted for absence: -**

Borough Councilor Mr. Harry Humphrey.

Before the meeting started- Chairman Mr. Fred Keer presented retired Councilor Mr. John Wake with a retirement gift from the Council.

1.2. Councilors' Declaration of Interest in tonight's Agenda items.

**Please indicate whether the interest is a personal one only or one which is also prejudicial. A declaration of an interest should indicate the nature of the interest and the agenda item to which it relates. In the case of personal interest, the member may speak and vote on the matter. If a prejudicial interest is declared the member should withdraw from the room whilst the matter is discussed.**

1.3. **Public Forum:** Village cleaner reported that Isle Bridge Railings were damaged- Highways to be notified.

1.4 The minutes of the meeting held on Tuesday 1<sup>st</sup> August 2023 were distributed before this meeting. They were accepted on a proposal by Cllr Tara Rust and seconded by Cllr Donna Semmens

These were duly signed as a true record by the Chairperson.

1.5 **Council procedures-** Chairman sent a letter to all Councillor's reminding them of agreed Council policy on communications between Councillors and third parties. This issue had previously been minuted back in May 2018.

Chairman noted that the last meeting was cancelled due to lack of members attending. Only 4 were going to make it. OPC's Standing orders in fact state that the quorum can be less than 4. He has suggested that at the next meeting that this is changed with full Council agreement.

### **2.1 To report matters arising from the minutes from the Meeting held 1<sup>st</sup> August 2023**

2.1.1. New Cemetery- Cllr Jane Sutton reported that she had met with Mrs. Boyce (Clerk to Leverington Parish Council) to look at the Goodman's Crossing Allotments to see if the location would be suitable, it was agreed that it was a perfect position by them both. They believe it will be £80,000 cost. The Council will have to start looking at how to raise the money. Chairman to look further in principle. A sub working party to handle this. The council agreed that BC Chris Crofts contact Hannah Wood Handy if planning permission is required.

**County Councilor Mr. Chris Dawson then reported on issues raised on the agenda.**

**School Parking:** - he had a meeting with 2 local Sergeants- who said lack of staff is one issue and the other lack of complaints from the school is the reason that they haven't been to Beaupre School to check on the parking issues. It was suggested that a letter be sent to the Clerk from the school and then sent to CC Chris Dawson.

**Basin Roundabout-** CC Dawson had been campaigning for extra signage and rumble strips on the bypass leading to the Roundabout to help prevent accidents on the roundabout due to speed. NCC highways worked out it was cheaper to just keep replacing signage when these accidents occurred.

**Railings on Rectory Road-** there is to be a contractor to meet with Nordelph PC to quote on replacement railings- Chris is to find out the costs. There are difficulties with who is responsible for them but perhaps help in repair and replacements can be made with Parish Partnership bids or CIL payments? They cannot be removed.

**Verges:** - Chris has said that Parish Council can hire local contractors to cut the verges- this the Parish Council needs to look into for 2024.

Chris Dawson left the meeting at 7.20pm.

2.1.2 It was agreed by the Council that the clerk get in touch with Chris Bartrum for a quote to keep the village center weed free. Cllr Jane Sutton to give the Clerk the contact details.

2.1.5 Recreation Ground- Charity commission not interested in helping due to the fact 'it's not their domain'. Cllr Jane Sutton to send all Councilor's a copy of the links from their handbook. Cllr Dale Boyce and Sara Arden to help Jane decipher the wording.

2.1.6. Clerk and Chairman to fill in appropriate forms for the CIL money for trod project to go ahead.

2.1.7 – The Tramway- Paul Brenchley has cleared the Tramway- a letter of thanks from the Council.

2.1.8.- School Parking- was discussed earlier.

At this time Councilor Gooch asked Chairman if the late members of public could speak at this time. The Chairman agreed for this time only- in future if public miss the forum, then they would have to wait till the following meeting.

A resident is looking for support from the Parish Council and advice as to how he can possibly supply the village with more amenities, that he believes are essential, and the possibility of building a large development. Council listened to all his proposals, and it was agreed that the planning working party discuss this further and see what advice or support can be given by Parish Council.

#### **MATTERS FOR COUNCIL TO ACTION; -**

**2.2.1 NCC –** Delivering local highway improvements in partnership with town and parish council for the financial year 2024/25, no decisions made- this is to remain on the agenda.

**2.2.2. NEIGHBOURHOOD PLAN-** Trying to drum up members of Council and public to form a steering committee to take this forward. The clerk reported she had two members of public interested.

Cllr Jill Gooch informed the Council that she had asked a couple of Upwell members if they would help and they had agreed. Cllr Gooch to send contact details to the Clerk.

**2.2.3. Planning and Compulsory Purchase Act 2004 etc.-** Letter from BCKL&WN- re consultation- Letter sent to Councilor's – no proposal or comment was made by the Parish Council, but individual comments could be made. The issue of Traveler sites was raised.

**2.2.4- Christmas Lights-** the lights are currently with Paul Brenchley. There is £605.00 in Council funds still available for more lights. It was suggested and agreed that Cllr Jane Sutton advertises on social media for more donations. Also, she had taken a picture of the lights last year and wondered if Christmas Cards could be made to help raise more funding? Borough Councilor Mr. Chris Crofts said he had £100.00 in his funding he could donate to the lights.

**2.2.5- Andrea Alexander's resignation-**it was with sadness that due to personal reasons that Andrea had put in her resignation. After much discussion, the Chairman suggested the Council give her a six-month sabbatical. Councilor Mr. Dale Boyce said he would speak to her and let the Council know the outcome.

### 3 FINANCES

#### Payments for October 2023 to be Authorised

Payee	Goods	VAT	Total	Ref	Supplier/ Service
Debbie Newton	595.00	0.00	595.00	DD	Clerk Wages
Mr Ellington	329.80	0.00	329.80	OCT01/23	Village cleaner 31.5hrs @£10.47
Plusnet	40.50	0.00	40.50	OCT02/23	BT Telephone/broadband Sept
K & M Lighting	105.15	21.03	126.18	OCT03/23	September Streetlighting maintenance
CGM	258.08	51.62	309.70	OCT04/23	Infilled Canal15/08
CGM	28.89	5.78	34.67	OCT05/23	Cutting of the Boat Basin 15/08
CGM	242.68	48.54	291.22	OCT05/23	Cutting of Cemetery 8/08 30/08
PKF	210.00	42.00	252.00	OCT06/23	Annual governance Review
Crown Lodge	258.59	51.71	310.30	OCT07/23	Meeting Room May- September
Wave	19.29	0.00	19.29	OCT08/23	Water in cemetery
Mrs Nicholas	1500.00	0.00	1500.00	OCT09/23	Payment for allotment land
Drainage	1691.07	0.00	1691.07	DD	Allotment Drainage
<b>Totals</b>	<b>5279.05</b>	<b>220.68</b>	<b>5499.73</b>		

#### 3.1 Decisions/action

3.1.1 July and August Accounts were formerly agreed.

3.1.2 Payments for September and October where agreed.

3.1.3 Variance report explained by the Chairman

#### 3.2 For information

3.2.1 BulleyDavy are the accountants that ensure the Clerk's salary is accounted for.

3.3.1 Clerk informed the Council that Barclays closed their bank accounts at the beginning of August. She had started to re- open another account with Barclays but had heard that Unity Trust Bank account was a better geared account for Parish Councils. She asked the Council if they would agree to change. This was unanimously agreed.

She informed the Council she was making payments from her own savings and then recoup the money owed when a new account was opened.

She then asked Council if they would agree that payments from Allotment rents be paid into her account so that payments could be continually paid. This was unanimously agreed. A record of the income and outgoings will be presented at the next meeting.

3.3.2 Audit completed. It is on the Website.

At this time- the cost of the Crown meeting room was discussed. Council had got in touch with the proprietor to ask if the price could be lower. Cllr Jane Sutton suggested we try the meeting room in Upwell Hall. Clerk to contact the booking officer to a) find out availability and b) the price. If this is a better location, cost wise- then the Council will move their meetings from November 2023.

#### 4. REPORTS-

**4.1 To receive monthly Police Updates sent via email.** All relevant emails sent to the Councillor's.

**4.2 To receive the report from the School Liaison Officer** – Councillor Mrs Tara Rust reported that parents are applying for Secondary School places now and will get results in March 2024

**4.3 To receive the report from the OLD Cemetery working party-** Looks tidy.

**4.4 To receive the report from the Playing field and Village Hall Committee** – Councilor Mrs. Tara Rust reported that they have secured a Grant. New Floor is to be laid. A successful Jumble sale. Fireworks night is 27<sup>th</sup> October- gates open at 6pm.

**4.5 To receive the report from the Planning working party** – report attached to the agenda- Traveler Site in Cottons Head update? Cllr Donna Semmens to send all Councilor's information. BC Chris Crofts advised Council to oppose this application for the same reasons as Highways. The Planning Department is doing two sessions of updates- Session one is Tuesday 10<sup>th</sup> October 2023 commencing at 6pm. Session two is Wednesday 18<sup>th</sup> October 2023 commencing at 4pm- John Watts is attending this session.

**4.6 To receive the report from the Allotment Working Party-** Copy of David's report has been sent to all Councilor's.

Mrs. Rose has decided to quit her tenancy from October- she has an acre plot in Langhorn's Lane. Allotment Rent invoices have been sent out.

Mr. Seiley was given 6 months' notice to quit the land he rents- he subsequently has had maize grown on the field. He still hasn't paid April's invoice. Council made the decision to re- invoice him for the use of the Land from April to October 2023, then notice to quit at the end of November where the land will be re- advertised.

**4.7 To receive the report from the Village and Highways Working Party-**

4.7.1. Streetlights reported as and when.

4.7.2 Any highway reports to Councilor Mrs. Jane Sutton.

**4.8 To receive the Norfolk County Council's Report** -Mr. Chris Dawson spoke at the beginning of the meeting and has sent all updates via email.

**4.9 Borough Councilor Mr. Chris Crofts** reported that meetings with officers and Chairman are occurring at this time. Planning for local planning is a verbal report. He also mentioned that if the Parish Council cannot get a quorate- then BC members can join.

**4.10 Outwell Parish Council Web Site is updated monthly-**

**4.11 To consider agenda items for the next meeting 1.11.2023.**

Remembrance Sunday.

Bench and Notice Board.

Verge Contractor?

Change Standing orders.

**4.12 Date of next scheduled meeting – Tuesday 7<sup>th</sup> November 2023 at 7pm at Upwell Village Hall, New road, Upwell**

The meeting closed at 9.05pm.

Signed by the Chairman..... Date.....