

GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Great Massingham Parish Council held in the Village Hall on Monday 8th July 2024, at 7.30pm.

Present: Councillors, K Hobart (Chair), R Arbenz, K Frazer, P James, O Locke, S Nash, M Wingell and the Clerk, Sarah Harvey.

Member of Public: 12

County Councillor Stuart Dark and Borough Councillor Alistair Beales

1. The Chair welcomed all those present to the meeting.
2. **Apologies:** it was AGREED to accept apologies from Cllr A Brun.
3. **Declarations of Interest on Agenda Items:** None.
4. **Minutes**
Minutes of the meeting held on the 17th June 2024 which were circulated before the meeting were PROPOSED by Cllr O Locke, SECONDED by Cllr M Wingell and AGREED as a correct record of the proceedings and signed by the Chairman, Cllr K Hobart.
5. **To consider the Clerks Report (Matters arising for information only):** None.
6. **Parishioners Questions and Statements:**
A parishioner enquired as to when the small wooden posts would be removed from the village green. A parishioner noted that the new SAM2 post at Lynn Lane had been installed and requested that he be advised in advance when the SAM2 sign was likely to be placed at the new location. The parishioner also enquired about the installation of the village gateways at Lynn Lane.
7. **To receive reports from the County and Borough Councillors:** Cllr S Dark noted that although during the pre-election period, referred to as 'Purdah' this prohibited the Council from promoting their work, normal business had continued. Cllr S Dark advised that a meeting of the full Council would be held on the 23rd July to advise that a meeting would be sought with the new Government, to ensure support for Norfolk's £600 million-plus devolution deal and that this would still proceed. Cllr S Dark advised that Damien Jeffries (Highways Engineer) had taken promotion and that that Jay Morse would be temporarily taking on the role alongside his existing position. Cllr S Dark agreed to fund both the cost of the SAM2 post and brackets (for Lynn Lane) from his Local Member Fund for 2024/25. Cllr S Dark also asked that any outstanding highway issues be forwarded to him for his intervention.

Borough Councillor A Beales reported he had had a useful tour of the village accompanied by Cllr R Arbenz. It was noted that following the general election on the 4th July, James Wild remained the MP for North West Norfolk. Cllr A Beales advised that 40% of Council Tax was being consumed by the Internal Drainage Boards and this still remained an issue. The Borough Council were keen to ascertain the new Labour Governments stance on Council Tax for second homes. It was noted that people were to be asked to have their say and help to shape how £20 million (secured in early 2024) should be invested in King's Lynn in a major new consultation.
8. **Co-option – To proceed with the co-option process to fill one Parish Councillor vacancy:** It was noted that there was one Parish Councillor vacancy that was to be filled by co-option and that two applications had been received from qualifying candidates who had submitted a written statement to the Council to support their case for co-option. The vacant seat was dealt with, and the Chair called for votes for the nominees. Following a vote by ballot paper, Pete Harries received a majority and was successfully co-opted on to the Council.
It was noted that the Borough Council would be advised that the casual vacancy had been filled and the relevant forms would be made available to the new Councillor to complete before the August meeting, when he would officially join the Council.

9. **To note the report made by the HR/Staffing Subgroup:** it was noted that the draft report following the Clerk's mid-term appraisal had been circulated to Councillors for their consideration and approval.
10. **To note the date of The Mallard Subgroup meeting and confirm membership:** it was noted that the meeting would take place on Monday 22nd July and that Cllrs R Arbenz, A Brun, K Hobart, P James, S Nash, B Randall (former editor of The Mallard) and the Clerk (as current editor) would attend.

11. Finance

- a. **To note accounts for payment under the Late Payments Interest Act (1998):**
Thomas Whipps (Strimming work undertaken outside Daffodil Cottage) 25.00 BACS
- b. **To approve the accounts for payment (list at meeting):**
- | | | |
|---|--------|------|
| Scottish Hydro (Street Lighting, May Account) | 625.52 | BACS |
| Scottish Hydro (Street Lighting (Site Ref 671544, January Account) | 97.51 | BACS |
| Scottish Hydro (Street Lighting (Site Ref 671544, February Account) | 91.24 | BACS |
| Cozens (UK) Ltd, Street Lighting Maintenance (June 2024) | 54.00 | BACS |
| HHA Grounds Maintenance Ltd (Grass Cutting in June) | 756.00 | BACS |
| Norfolk County Council (Installation of SAM2 Post, Lynn Lane) | 240.72 | BACS |
| GM Village Hall (Bar Hire for NDP Meetings for 2023/24) | 400.00 | BACS |
| Clerk's Salary & Expenses (10 th June to 7 th July) | 581.81 | BACS |

It was agreed that the payment to Norfolk County Council should be removed from the payments list, as this was to be settled from Cllr S Dark's Local Member Fund. It was therefore PROPOSED by Cllr P James, SECONDED by Cllr K Hobart and AGREED that all remaining payments be authorised.

- c. **To note the finance received during June 2024:**
- | | |
|---------------------------|-------|
| Season Fishing Permit Fee | 20.00 |
| Fishing Receipts | 39.00 |
- d. **To approve the June 2024 financial statement:** it was PROPOSED by Cllr M Wingell, SECONDED by Cllr K Frazer and AGREED that the financial statement for June 2024, should be approved and signed by the Chairman.

12. Planning Matters

- a. **To consider Planning Applications received:**
NO OBSERVATIONS
24/01010/F - The construction of an annexe to provide the current occupants of 21 Abbey Road single storey accessible disability accommodation at 21 Abbey Road.
- b. **To consider plans since publication of agenda:** None.
- c. **Applications approved/refused by Borough Planning Control:**
24/00090/F Ashwood House Drunken Drove - Erection of 8 floodlights on 4m posts to arena area
Application Permitted 10 June 2024 Delegated Decision

24/00609/F Doric 79 Station Road - PROPOSED EXTENSION TO EXISTING COTTAGE
Application Permitted 19 June 2024 Delegated Decision

24/00746/F 20 Walcups Lane - Proposed extension and alterations comprising new lounge, altered bedroom with new ensuite and dressing area. New porch and kitchen extension and additional pedestrian access. Application Permitted 14 June 2024

24/00598/F Land At E580065 N319968 Castle Acre Road - Installation and operation of 120.4kW of ground-mounted solar to power the irrigation system associated with The Wicken Farm Co.
Application Permitted 24 June 2024 Delegated Decision

- d. **Neighbourhood Development Plan: to receive a progress update:** Cllr P James advised that plans for a NDP Communication Day in the Village Hall were to be finalised imminently and it was hoped this would take place during September/October.

13. General Data Protection Regulations

- a. **To note data protection advice for Councillors:** an advice note was provided to all Councillors outlining their responsibilities to ensure that individual's personal data whether it is stored electronically or as a hard copy is protected.
- b. **To review and adopt a General Data Protection Policy:** it was noted that the draft policy outlined what the Parish Council were required to do in order to comply with the 2018 GDPR Act. It was considered and AGREED that the reviewed policy should be adopted and would be made available on the Parish Council website.
- c. **To review and approve a GDPR Privacy Statement:** it was noted that the statement outlined to members of the public how the Parish Council were able to use their personal data. It was considered and AGREED that the statement should be approved and would be made available on the Parish Council website.
- d. **To review and approve the Information Audit:** it was noted that there was a requirement to undertake an information audit which should detail the personal data held by the Council, where it came from, the purpose for holding the information and whom the Council would share the information with. It was considered and AGREED that the information audit should be approved and would be made available on the Parish Council website.

14. Highways

- a. **To note highway matters requiring attention and to receive any updates.**
Public Right of Ways (PROW's) grass cutting and reporting any issues: the Clerk advised of information provided by Liz Appleton, Area Technician PROW (West) in respect of the maintenance and frequency of cutting of the PROW's in the village following complaints from several parishioners.
Castle Acre Road Footway: Cllr P James advised that the condition of the footway from the bottom of Castle Acre Road to no.49 still required improvement. In places it was noted it was a foot wide making it impassable particularly for those with mobility issues. Cllr P James agreed to provide images of photographs of the particular issues.

Cllr S Dark advised that he would pursue each of these issues with Highways. The Clerk would provide him with the details of both issues and accompanying photographs.

15. Street Lighting

- a. **To receive reports of any lighting problems:** it was noted that streetlight 9001, outside no. 122 Station Road required attention.

16. Correspondence

To note any general correspondence/circulars received (list provided at meeting).

- a. **Emails from Parishioners, Duck Feeding/Vermin Issue, Weasenham Road:** the contents of the email and the Clerk's response to the parishioner were noted.

It was AGREED to bring forward agenda item 19a, Open Spaces.

19. Open Spaces

- a. **To note further concerns regarding the feeding of ducks/vermin issue along Weasenham Road:** Councillors noted the history of advice and actions taken in respect of the continued feeding of ducks and the associated vermin issue. Following a discussion it was PROPOSED by Cllr R Arbenz, SECONDED by Cllr P James and AGREED (with 1 objection) that a new concern should be raised with Community Safety & Neighbourhood Nuisance team and that Borough Councillor A Beales would support and follow up the complaint.

16. Correspondence

- b. **Email from Parishioner, Use and Placement of new Litter Bin, Weasenham Road:** the contents of the email were noted. Cllr P James advised that prior to the new litter bin being purchased/installed he had consulted residents in the area about the proposals. It was noted that 90% had supported the proposal and that the current location of the new litter bin had been the

preferred location suggested by residents. The proposal had also been noted as part of the Parish Council's report in The Mallard.

- c. **Email from Parishioner, Footpaths:** the contents of the email and the Clerk's response to the parishioner were noted.
- d. **Email from Parishioner, The Dabbling Duck PH Planning Application & Parking in the village:** the contents of the email were noted, and Cllr K Hobart thanked the parishioner for a very comprehensive email. Cllr K Hobart noted that the email would form part of the 12 month review process by the Borough Council's Planning department in November, part of the planning application decision notice. It was noted that the Planning department were still awaiting documentation from the applicant's agent.
- e. **Ward Gethin Archer, Licence Agreement, Daffodil Cottage, Weasenham Road:** it was AGREED that the Council would enter a new licence agreement with the property owner, and this would be amended to also refer to parking. The Clerk would liaise with Ward Gethin Archer to ascertain whether they would be happy for the Council to prepare the new licence.
- f. **BCKLWN, Parish Council enquiries:** noted.

17. Play Area

- a. **To receive an update regarding the repair of the Platform Roundabout:** it was noted that due to the lengthy lead time supplied by the initial contractor, the Clerk had approached another welding service to assess the repairs required. An assessment would be undertaken shortly and any necessary parts ordered. In accordance with the Financial Regulations 4.8 it was AGREED to authorise the Clerk to proceed with any repair cost to the roundabout, subject to a limit of £500.
- b. **To review the options/quotations for a replacement Roundabout/safety surfacing for swing unit:** three options were presented to the Council in respect of a replacement roundabout (including safety surfacing) and also a cost to install safety surfacing under the flat seat swings. The Clerk advised that as part of a grant application to Awards for All the Council would need to demonstrate that they had spoken to people about the project and describe how they had been involved in the development and delivery of the project. It was AGREED that the school/Preschool could be contacted for their input into the project and that letters of support for the project could be obtained through village organisations as well as individuals.
- c. **To consider a routine cleaning programme for play area equipment:** it was AGREED that a quotation would be sought to clean equipment on both a monthly/ad hoc basis and an approach would be made to a local tradesperson regarding the construction of seat covers for the swing seating.
- d. **To note any issues arising from the Play Area weekly visual inspections:** none were noted.

18. Ponds/Village Greens

- a. **Post Office and Scotsman's Pits: To discuss and formulate a plan of action to manage vegetation and establish 'fishing pitches' (Scotsman's Pit only):** it was PROPOSED by Cllr R Arbenz, SECONDED by Cllr M Wingell and AGREED that the swims created by local resident were maintained by HHA Grounds Maintenance moving forward. Two additional swims for fisherman would be created the first on the Station Roadside of the pond and the second opening a small swim on the village green side of the pond. This work would be completed by the Friday Volunteer Group. This would improve the swims and remove some of the vegetation around the pond and open up the view. It was agreed to pay for some work to cut down and tidy areas highlighted by Cllrs R Arbenz and P James along with the Friday Volunteer's to help manage the nettles, dock and other unwanted plants, while maintaining the work the volunteers were doing to improve the biodiversity and preventative work on bank erosion. A cost for the aforementioned work would be obtained and considered at the next meeting.
- b. **To receive an update on action points following the site meeting with Houghton Estate:** it was noted that Robert Miller (Estate Director, Houghton Estate) had confirmed that he still had no further update regarding the funding being sought from DEFRA. A response was also noted from Robert Miller (Estate Director, Houghton Estate) to the letter sent to Lord Cholmondely regarding the disappointment in the lack of financial support for the necessary work to underpin and consolidate the eroding banks at Scotsman's Pit. It was AGREED that a response should be sent

to Robert Miller (Estate Director, Houghton Estate) to ascertain what funding had been applied for from DEFRA and the scope of the work planned for Scotsman's Pit.

c. **To consider and approve a quotation for proposed work at Weasenham Road and Post Office Ponds:**

it was noted that a quote had been received from NW Garden Services for £480.00. It was PROPOSED by Cllr K Hobart, SECONDED by Cllr R Arbenz and AGREED that the quotation be accepted, and the work scheduled.

19. Open Spaces

- a. **To consider the placement of a further dog waste bin. Weasenham Road:** it was AGREED that dog waste bin revision would be reviewed in six months.
- b. **To review and approve dog fouling signs for litter bins and other areas:** it was AGREED that signs would be placed on each of the wheelie bin covers to indicate that these could be used to dispose of dog waste. New rigid 'Please clean up after your dog' signs would be purchased to replace those that had faded and further self-adhesive waterproof vinyl 'Clean Up' dog signs would be purchased to be placed where it was considered necessary.
- c. **To receive feedback from the Classic's on the Green event held on 1st June, 2024:** it was noted that Ryan McNamara (Event Organiser) had confirmed that he would make sure litter bins would be supplied and removed from site at the two further events planned for 2024 and he thanked the Parish Council for bringing it to his attention. It was noted that money raised following the event on the 1st June included £1,175 for Wings for Life and £525 for the village.
- d. **To receive recommendations regarding the installation of protective matting to alleviate parking issues on the village greens:** it was PROPOSED by Cllr P James, SECONDED by Cllr K Frazer and AGREED that residents should be given the opportunity to be consulted on the proposal and that this could be combined with the planned NDP consultation event in the autumn. An indication of costings associated with a car parking area would be obtained based on an agreed specification.

18. **To note reports of any village incidents:** None.

19. **To propose items for the Mallard and Parish Council website:** None.

20. To note the date of the next Parish Council Meeting, 12th August 2024 at 7.30pm.

With no other business the Chairman closed the meeting at 9.35 pm.

..... Chairman, 12th August, 2024

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