

Minutes of Cherry Willingham Parish Council held at 7.30pm On 18th July 2022 held at The Vine, Cherry Willingham

Present: Cllr J Robinson, Cllr J Trahearn, Cllr S Brylewski, Cllr I Fleetwood, Cllr M Palmer, Cllr D Bates, Cllr M Scott, Cllr Andy Burge, Cllr Angela Burge, Cllr B Robinson, Cllr V Houghton, Cllr I Lacy

2 members of the public were in attendance for the first part of the meeting. No District Councillors were in attendance.

The meeting commenced at 7.30pm

2022-92 To agree a minute taker in the absence of the Clerk.

RESOLVED to ask Cllr Lacy, who agreed.

Public Forum

A member of the public expressed concern about speeding vehicles on Hawthorn Rd and suggested an extension of the 40mph zone. Some action has already been taken by Reepham PC These concerns were **NOTED**. (**Action** – to be discussed at the Village Improvement Committee)

2022-93 Apologies, welcomes and attendance, including accepting apologies and the reason for absence where given.

Cllr Bridgwood –**RESOLVED** unanimously to accept reason for non-attendance.

DCllr Welburn - absence noted

DCllr Darcel- no apology received

DCllr Hill – no apology received

Mrs J A Sparks (Clerk/RFO)

2022-94 To receive any declarations of interest in accordance with the Localism Act 2011 and consider any requests for dispensations in relation to Disposable Pecuniary Interests or other interests as outlined in the Council's Code of Conduct.

Cllr J Robinson declared a pecuniary interest in item 202-103 d(iii) and Cllr B Robinson had been granted a dispensation by the Clerk for item 2022-103 d(iii) Finance and General Purposes Committee.

2022-95 To receive reports from outside bodies, including the Police, District and County Councillors (if any) and agree actions as required.

- i) Report from DCllr Welburn had been circulated earlier.

2022-96 To receive a report on actions taken regarding the security and safety of the Bleak Farm site and agree any further actions as required.

- i) The Council considered this and **RESOLVED** unanimously to refer the site to the HSE on safety grounds. (**Action** -the Clerk)

2022-97 To accept and approve the Marking the Death of a Senior National Figure protocol.

The Council RESOLVED unanimously to accept the protocol and implement, as necessary.

- i) **RESOLVED** unanimously that the Book of Condolence to be available during the mourning period at The Vine and the Parish Church, subject to agreement with those in charge.
- ii) **RESOLVED** unanimously for flowers to be laid at the flagpoles on The Parade.
- iii) **RESOLVED** unanimously that the Chair will draw up a statement for display on Council Notice boards and in local media. (**Action** – the Chair)
- iv) **RESOLVED** that Council members will wear black armbands when on Council business -13 for, 1 against
- v) Cllr Bates will take responsibility for appropriate actions regarding flying the Union Flag.

2022-98 To receive a report from the Chair.

The Chair passed on the thanks from the Clerk for the help and support the councillors are giving and also thanked all those who helped at the village Jubilee picnic.

2022-99 The Council received a report from the Clerk/RFO and:

- i) **RESOLVED** unanimously to approve the cancellation of the Full Council Meeting which is due to be held on 15th August 2022.
- ii) **Considered** an update on the number of hours still available for website updates and consider and approve an additional 5 hours at a cost of £75 +VAT. In the Clerk's absence the Chair advised that currently the number of hours left available is just under five. Going forward it is the intention that the office staff will be able to update the website but that at this time paying for the site to be updated enables the office staff have time. To develop this competency
RESOLVED unanimously to approve 5 additional hours of website updating

2022-100 To receive the notes of the Council meeting held on 20th June 2022 and agree for them to be signed as a true record.

The Council **RESOLVED** unanimously to accept the notes as a true record and agreed for them to be signed.

2022-101 The Council:

- i) **Received the** schedule of receipts and payments for June 2022 and **RESOLVED** unanimously to accept it.
- ii) **RESOLVED** unanimously that the new two drawer cabinet and the extensible ladder in the parish office be added to the Asset Register. (**Action** -the Clerk)
- iii) **RESOLVED** unanimously to the purchase of a book of condolence up to the cost of £40 and black armbands/ribbons up to the cost of £25. (**Action** -the Clerk)
- iv) **RESOLVED** unanimously to approve the purchase of a blue A4 photo frame up to the cost of £20.
- v) **NOTED** payment of £58 made for the planning application in accordance with Cherry Willingham Financial Regulations – Budgetary control and authority to spend, item 4.1.

2022-102 To receive a report on progress with the new draft Oasis tenancy and agree and actions as required.

Cllr Lacy reported that the Task and Finish Group had met and agreed the changes needed in the existing tenancy agreement. Once all councillors have approved the draft it will be sent to the prospective tenant for their comments. They may also need to obtain a legal opinion.

2022-103 To receive reports and recommendations (if any) concerning the business of the Council and its Committees, Sub-committees etc, and agree any actions

accordingly: (Note: queries from minutes please see the individual Chairs or members outside of the Full Council meeting to expedite the meeting.)

a) Planning matters – Chair: Cllr Bridgwood

A report from Cllr Bridgwood on recent planning applications was presented.

- i) **Application 144798** for signage for the new dog park on Hawthorn Rd. The Committee considered these are too large
- ii) **Application 145022** to demolish 11, Church Lane, **replace** it and build 3 additional houses on the site. The Committee consider that the development does not meet the Neighbourhood Plan policies and that there should be only 2 new houses and that the replacement house should be behind the building line of the present one to enhance the view of the church

The Council **APPROVED** unanimously the actions of the Planning Committee

b) Leisure & Amenities Committee (L&A) – Chair: Cllr J Robinson

- i) The Council **NOTED** a report from the meeting held on 27th June
- ii) The Council **RECEIVED** a report from the Cricket Club about the safety netting and **AGREED** that a letter should be sent stating that.
 - They approved of the installation of temporary safety netting but that before any changes in use of the wickets the Council need to approve of the netting and receive a letter from the club stating the club took full responsibility
 - Any conversion of the temporary netting into a permanent solution must have professional approval
 - A permanent solution must be in place before the start of the 2023 season, otherwise no play would be permitted. (**ACTION-** Cllrs Fleetwood and Lacy to draft a letter to the cricket club)

Cllr Andrew Burge wished to express his concern about the issue and the risks it posed to the Parish Council and his reservations about the temporary netting.

- iii) The Council **RESOLVED** unanimously to approve purchase of 'No dogs allowed' sign for Laburnum Drive with an upper limit of £100. (**Action** – Clerk/RFO)
- iv) The Council considered issues raised by the Bowls Club relating to the electricity box on Laburnum Drive Playing Field and **RESOLVED** unanimously to repair the present door as a temporary measure and then replace it with a door that will permit the smart meter to operate to a limit of £150. (**Action-** Cllr B Robinson)
- v) A matter had been raised by a resident concerning a tree on Laburnum Drive Playing Field. The Council **RESOLVED** unanimously to seek a report from an arborist to be considered at the next meeting of the L&A committee (**Action** - Cllr Brylewski)

c) Cherry Fields Committee (CFC) – Chair: Cllr J Robinson

The notes of the meeting held on 5th July were received and it was noted that the stag sculpture has been erected at Cherry Fields.

d) Finance & General Purposes Committee (F&GP) – Chair: Cllr J Robinson

- i) The Council received a report from the meeting held on 18th July with a number of recommendations
- ii) The Council **RESOLVED** to accept the recommendation to give a grant of £250 to the Scout Group to establish a new group for 4 to 6 year olds. (**Action** – Clerk/RFO)
- iii) Review and agree change of rate paid for use of tractors to between £10-£15 per hour. Cllr J Robinson, having declared a pecuniary interest relinquished the Chair and left the room.

The Council **RESOLVED** unanimously to appoint Cllr Trahern to the Chair.

Cllr B Robinson, having received a dispensation from the Clerk, gave a report on payment for use of tractors on council land and then left the room.

The Council **RESOLVED** unanimously to accept the recommendation to increase the payment for tractor use from £5/hr to £10/hr, to be reviewed in 2 years.

Cllr J Robinson and Cllr B Robinson returned to the meeting and Cllr J Robinson was **RESOLVED** unanimously to be reappointed as Chair.

- iv) The Council **RESOLVED** unanimously to accept the recommendation that Mrs C Hodgson (former RFO) be retained as a self-employed assistant on financial matters for up to 10 hours a month, to be reviewed in 3 months. **(ACTION-** Clerk to add to October agenda)
- v) The Council **RESOLVED** unanimously to accept the recommendation that the balance of credit remaining with EON Next, £622.95, be refunded. **(ACTION – Clerk/RFO)**

e) Village Improvement Committee (VIC) – Chair: Cllr Andy Burge

- i) The Council **RECEIVED** a report from the meeting held on 5th July and:
- ii) **Noted** that no response has been received from Stagecoach regarding a bus service to the hospital. and **RESOLVED** unanimously to advise residents through Cherry News and Facebook of this.
- iii) **RESOLVED unanimously** to spend up to £200 for the cost of running the Christmas lights event on Saturday 26th November. **(Action – VIC)**
- iv) **RESOLVED unanimously** to set up a working group to organise the Christmas lights switch on and the Christmas quiz. **(Action – VIC)**

f) Human Resources Committee (HR) – Chair Cllr Lacy

The Council received a report on the response job advert for Assistant to the Clerk/RFO.

g) Allotments Implementation Task & Finish Group– Chair: Cllr Barry Robinson

Before the meeting Cllr Bridgwood issued a formal objection to making a decision regarding the following item on the grounds that it had not been finalised with the Allotment Task & Finish Group prior to Full Council.

The Council:

- i) **Received** an update on progress.
- ii) **RESOLVED** unanimously to defer a decision on the consideration of quotations to construct an LCC Highways approved access to the Tanfaine entrance across the highway verge until the Allotments Task and Finish Group has considered them and presented its recommendations to an Extraordinary Meeting of the Council
- iii) **RESOLVED** unanimously to defer a decision on the consideration of quotations for the supply of crushed stone for the construction of the access track and car park within the field until the Allotments Task and Finish Group has considered them and presented its recommendations to an Extraordinary Meeting of the Council
- iv) **RESOLVED** unanimously to defer a decision on the consideration and approval of the breakdown of the budget for the allotments project in order to allow the Allotments T&F Group to purchase the services and materials to allow construction work to commence as soon as planning approval is obtained until the Allotments Task and Finish Group has considered them and presented its recommendations to an Extraordinary Meeting of the Council.

f) Jubilee Celebration Task & Finish Group

The Council reviewed the Jubilee picnic event, which was seen as a great success with several hundred attending and several offers of donations. It was **RESOLVED** unanimously to set up a Fundraising Committee to explore the options for ways of donating.

2022-104 The Council considered allowing the churches in Cherry Willingham (Christians Working Together Group) to use Parish Council land and RESOLVED unanimously

- i) To allow the use of the grass events area on Cherry Fields for the Community Harvest Service on the afternoon of 25th September 2022, should permission be requested.
- ii) To allow use of the main car park at Cherry Fields as a Blue Badge area only, with other vehicles using the grass overflow area, in order to facilitate parking for the Community Harvest Service on 25th September 2022.
- iii) To allow use of the grass area at The Parade for a fun event on 31st October (ALL Hallows Eve), should permission be requested. (Involves setting up a gazebo, running some small games and giving out Pumpkin Fun Activity Bags. Timings: expected to be set up from 3.30pm, event between 4.30pm and 7.30pm).

2022-105 Councillor's matters for report/notice of items to be included in the September 2022 agenda.

No matters were brought to the Council's attention.

2022-106 To confirm the date of next meeting as Monday 19th September 2022 at 7.30pm. Location to be confirmed.

It was **RESOLVED** for the meeting date to be changed to Monday 5th September subject to the Clerk's agreement.

Subsequent to the meeting the date of the next meeting was agreed as **Tuesday 6th September.**

Meeting ended 9.50pm.

Please be aware that these are draft notes until accepted at the September meeting.

Post meeting note. The Extraordinary meeting (2022-103 g i)-iv)) will be held on Monday 28th July at 7.30pm at The Vine.

Signed:.....Cllr J Robinson (Chair)

Date:.....