

**MINUTES OF NORTH WOOTTON PARISH COUNCIL MEETING
THURSDAY 3RD SEPTEMBER 2020 - held at 7.00pm**

This meeting was held virtually by Zoom, due to the Coronavirus lockdown measures.

Councillors Border, Marshall-Grint, Simpson, Edwards, Harper, Nurse, Cox

Also in attendance - Clerk Rachel Curtis

1. Apologies

Councillors Kilham and Crome – work commitments, John Merrey - holiday. Acceptance of these apologies were unanimously agreed.

The Clerk informed Councillors that Cllr Doak had tendered his resignation prior to the meeting. Clerk to inform the Borough Council of the casual vacancy.

Declarations of Interest - None

- 2. Minutes of last meeting** - It was unanimously agreed that the minutes of the Parish Council meeting held on Thursday 2nd July 2020 be accepted.

3. Matters Arising

None

4. Annual Review of policies and procedures

The following were reviewed and Cllr Border proposed acceptance and these and was seconded by Cllr Marshall-Grint and unanimously agreed. It was noted that the Standing Orders were approved in May 2020 to include the amendment for the Coronavirus Act.

Financial Regulations
The Effectiveness of Internal Control
The Effectiveness of Internal Audit
Financial Risk Assessment and Management Document
Information and Data Protection Policy
Co-Option of Councillors Procedure
Complaints Procedure
Equality and Diversity Policy
Freedom of Information Policy
Retention and Disposal Policy

5. Law and Order

- Nothing to report

6. Open Forum

No members of the public were present.

7. Correspondence

A Resident

August 2020 – Planning permission on The Green

Asking if the owners of Pinfold, The Green had requested permission from the Parish Council to build a slab and shingle driveway with concrete edgings across the corner of The Green. *The PC had not been contacted over this and doesn't think this part of the road way is included in the area of Green owned by the Parish Council. Clerk to send map out to all Councillors and will look into.*

8. Finance

BALANCE b/fwd £80,720.44

Less -- Chq No

August Cheques

001984	Veolia - June 20	87.98
001985	R Curtis - Pay Re-imbursement	350.00
001986	CGM - May & June	800.06
001987	BCKLWN - Newsletter Printing	31.12
001988	Westcotec - July 20	250.48
001989	SWPC - WP Recharge	768.72
001990	Total Gas and Power - June 20	583.38
001991	Jet Reach - bin installation	40.00
001992	R Curtis Salary - August	496.17
001993	Veolia - July 20	106.70
001993	R Curtis - Expenses	15.77
001994	Norfolk ALC - Training	54.00

September Cheques

001995	CGM - Ling Common Rd	30.00
001995	CGM - July 20	533.38
001996	Total Gas and Power - July 20	874.65
001997	Jet Reach - Hall Cleaning	120.00
001997	Jet Reach - Bins	40.00
001998	R Curtis Salary - Sept	498.17
001999	Westcotec - August	250.48
002000	Marion White - Mole Control	290.00
002001	NCC - 50% P Partnership Bid for Village Hall	1,866.00

£8,087.06

Income

£72,633.38

Made Up As Follows;

Saffron Building Society	£14,198.61
Lloyds Gold Deposit A/C (Easy Saver)	£51,105.83
Lloyds Current A/C	£ 7,328.94
	£72,633.38

The above expenditure was approved for payment.

It was noted that the payment to Norfolk County Council will be reimbursed from the Village Hall committee. This is for the work to be done to the boundary edging with the pathway along the left hand side of the perimeter and the bid had to be submitted by the PC.

9. Highways

Jobs for the Rangers – potholes near the North Wootton sign on Ling Common Road and on the corner of Ling Common Road near York House – Clerk to report.

10. Wootton Park

- The community payback team are coming weekly on a Tuesday.
- The hatch in the pavilion has been vandalised, cost of £270 to complete repairs.
- Quotes are being obtained to repair one of the bridges which is rotten and broken.
- Work on the bug hotel is progressing, hope is to still involve the school in this project if Covid restrictions allow.
- Rubber matting in the infant play area has been repaired, there were rips which required attention.
- The next WPA meeting is 29th September, the state of repair of the cycle restrictors will be discussed and the suggestion of getting the cycling groups involved in alternative design and replacements.

11. Street Lighting - no issues to report.

12. Planning

Applications considered

20/00961/F - Extensions and alterations to cottage at 26 Little Carr Road, North Wootton, PE30 3RQ - Support

20/00900/F - Proposed timber and glass summer house in rear garden at Birchwood House, 33A The Howards North Wootton, PE30 3RS – Support

20/01152/F – Proposed single storey front extension and garage conversion at 35 Hayfields Road, North Wootton, PE30 3RR - Support

20/01154/F - Extension and Alterations to dwelling at 33 Buckingham Close, North Wootton, PE30 3QR - Support

- Decisions received from BCKLWN

20/00548/F - North Wootton 10 Priory Road, North Wootton, PE30 3PY - Two storey rear extension following demolition of existing single storey element - Application Permitted

20/00900/F - North Wootton Birchwood House, 33A The Howards, North Wootton, PE30 3RS - Proposed timber and glass summer house in rear garden - Application Permitted

Cllr Simpson questioned the procedure for building works being carried out within the village and if there is then a time frame in which they should be completed and who signs them off. Cllr Nurse said this is done by Building Control. Cllr Simpson raised concern about the state of the front garden of a property on Ling Common Road, everyone agreed that it looked untidy, however it was unclear as to whether this was due to incomplete building works or neglect. Clerk to contact the Borough Council and make them aware.

13. Village Hall

The AGM took place on 20th August and all members were re-elected. There is £17,524 in the bank, the village hall benefitted from the business disruption due to Covid-19 grant from the Borough Council of £10,000. The risk assessment has been implemented, with 2metre squares marked out for use. The village market was a success with a one way system in operation with details taken of visitors and stall holders for track and trace purposes.

14. The Village

- Proposed resurfacing work to road alongside the Green and resident contributions

The Clerk reported that only 2 residents out of 5 had contacted her from the letter sent asking for a contribution of £200. Due to the fact that there is incomplete paperwork regarding the easements for some of the properties it was decided unfair to expect 2 residents to pay and not the others. Therefore Cllr Cox proposed that minimal work is done to fill in the holes and make the surface safe instead of considering resurfacing the entire road, this was seconded by Cllr Edwards and unanimously agreed. Cllr Border to get comparative prices for pothole filling only and discuss at the next meeting.

- Grass cutting contract – change to specification for the 2021 season

The Clerk had been contacted by a resident to ask if the Parish Council would consider a more natural

look to the North and South Wootton strips next year. He is concerned about damage done to the trees by the mowers and strimmers and asks that consideration could be given to leaving a circle of unmown grass around each tree to encourage wildflowers to grow and in turn create a habitat for insects. The Parish Council is open to the idea and Cllr Border asked if everyone could consider this and bring any ideas to the next meeting.

- ***Consider how to proceed with proposal of a bus shelter at Manor Road***

The Clerk reported that Norfolk County Council have asked for another consultation to take place in order to revisit this. Councillors agreed to put this in the next newsletter so that it reaches the whole village and to consider feedback received and proceed from there. It was noted that this is a contentious issue and while it may be frustrating in the time it has taken to consider this, there have been factors outside of the PC's control which have delayed the process, ie the status of the bus stop had to be changed to enable ticketing information to be collected and the impact of Covid-19. The Clerk will request up to date ticketing information from the bus company to ascertain how many use the service at that stop.

15. Open Forum – nothing raised.

16. To confirm any items for the future agenda

- To consider the specification for the grass cutting contract for 2021.

The meeting finished at 8.15pm.

..... Chairman

Date 1st October 2020