

WINFARTHING PARISH COUNCIL
Minutes of the Parish Council meeting held on
Monday 2 September 2024 at 7.30 pm at
Winfarthing Village Hall, Hall Road, Winfarthing IP22 2EJ

Councillors Present: Cllr Eric Cole (Chair), Cllr Lynne Rogers, Cllr Peter Frost, Cllr David Rix, Cllr Jono Smith, Cllr Jim Collins, Cllr Richard Steel

In attendance: Karen Rix (Clerk), County Councillor Catherine Rowett and District Cllr James Easter (from item 10.3)

Members of the Public: 3

1. **To receive and consider apologies for absence**
None received.
2. **To receive or update any declarations of pecuniary interest**
Cllr Rix declared an interest in item 19.
3. **To approve minutes of previous meeting held on 5 August 2024**
Minutes unanimously approved.
4. **To consider any matters arising from minutes (not covered by an agenda item)**
No matters arising.
5. **To receive an update on actions from previous minutes August 2024**
 - Item 13 - **Cllr's** to put forward ideas for using the Parish Partnership Scheme rolled forward to October meeting.
 - Item 13 - **Clerk** to investigate how projects are financed under the above scheme and circulate to Cllr's rolled forward to October meeting.
 - All other actions were completed.
6. **To receive questions or comments from members of the public.**

A member of the public (MOP) commented on the reinstatement of the bridge on footpath 11 advising that this now led walkers onto his land and to a dead end as the footpath was blocked. The MOP also noted from previous minutes that a letter had been sent to the property/landowners who were blocking the footpath. The MOP stated that they had not received a letter since 2017. Cllr Steel explained that Francis Selway, NCC Highways had advised that letters had been sent recorded delivery, but some parishioners had not collected them from the post office. Cllr Steel advised the MOP to contact NCC Highways to discuss further. Cllr Cole advised that a footpath could be redirected but this would be very expensive.
7. **To receive a report from County and District Councillors**
 - A report from County Cllr Rowett was circulated prior to the meeting and can be found with these minutes.
Cllr Cole asked County Cllr Rowett to pursue the following issues:
 - Overgrown verges reducing the width of the roads.
 - Lack of action from NCC Highways to unblock footpaths.

Signed Chair

- A report from District Cllr Easter was circulated prior to the meeting and can be found with these minutes.

A discussion took place regarding the ongoing issues with sewage and surface water drainage in Chapel Close. District Cllr Easter stated he would continue to pursue the matter.

Cllr Cole advised that he had submitted a Freedom of Information request to Saffron Housing to establish their drainage assets in Chapel Close. Despite an obligation to respond within 20 days a response had not been received. Cllr Cole asked Cllr Easter to take this up with Saffron Housing.

The owner of the disputed ditch advised that they had received a letter from Saffron Housing's solicitors regarding the clearing of the ditch at the back of properties in Chapel Close. The owner advised that it was factually incorrect and would respond accordingly.

8. To receive the Clerk's report and update on correspondence

- The Clerk advised that the Parish Council had won £200 from South Norfolk Council having been entered into a prize draw related to the Big Litter Pick.
- The Clerk advised that a response had been received from the Norfolk Neighbourhood Watch Team explaining they were only able to attend a council meeting during the day, but they had offered the attendance of their Chair/Deputy instead. The Clerk was asked to respond requesting their attendance.
- The Clerk advised that a response had been received from the Headteacher at All Saints School declining the invitation to attend meetings but offering to provide a half termly update. Clerk to respond requesting an update and reiterating the Parish Council's commitment and support for the school.
- The Clerk advised that she was now in receipt of all the Parish Council historical documentation. This had now been sorted, some would be retained by the Clerk and the remainder would be deposited with the Norfolk Records Office. The Clerk would advise Cllr's once this had taken place.

Cllr Cole expressed his thanks to the Clerk on behalf of all Cllr's for all the work undertaken in completing this task. This had revealed documentation relating to the land in Chapel Close, previous drainage surveys carried out in the village and governance of the village hall. Cllr Cole advised that documents relating to these areas would be circulated to all Cllr's for them to read.

Action: Clerk to email Neighbourhood Watch Team asking for the Chair/Deputy to attend a Parish Council Meeting.

Action: Clerk to email Headteacher at All Saint's School requesting a half-termly update and reiterating the parish Council's commitment and support for the school.

Signed Chair

Date

9. To review and approve the Records Management Policy

A draft policy had been circulated prior to the meeting. The clerk explained that having now received all the historical documentation for the Parish Council it was important that proper retention and disposal regulations were complied with. This policy would provide that guidance framework. Cllr Frost proposed and Cllr Smith seconded adopting the policy, this was unanimously agreed.

10. FINANCE

10.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100271	K Rix	Reimbursement of printing expenses	28.00	
100272	K Rix	August Salary	376.08	
100273	HMRC	August PAYE	94.00	
100274	SNC	2024/25 dog bin subscription	324.00	54.00
		Total	822.08	54.00

Following the publication of the agenda and financial report a further invoice was received from South Norfolk District Council, this was added to the list of payments for approval. Payments were unanimously approved.

10.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
			0.00

10.3. To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	4860.33		
Receipts this month (listed above): B	0.00		
Payments this month (listed above): C		822.08	
Cash book balance carried forward (A+B-C)			4038.25
Community Account Balance			

11. To comment on any planning applications

11.1. Application Number: 2024/2163 and 2024/2164 - Mill House, Mill Road, Winfarthing.

Cllr's raised concerns at the number of amendments submitted following recent permission having been granted to the original plans. Clerk to draft comments for Cllr's approval.

11.2. Application Number: 2024/2476 – Land west of Hall Road, Winfarthing

A further planning application was submitted for Cllr's comments following the publication of the agenda.

A lengthy discussion took place with Cllr's noting the removal of the post office/shop and the inclusion of a central sewage treatment plant. Cllr's still held grave concerns

Signed Chair

regarding the management of surface and dirty water on the site and the impact this would have on the existing flooding issues in the village. Concerns were also raised about the development's entry and exit onto a 60 MPH section of the highway and the responsibility of maintaining the Public Open Space. Clerk to draft comments for Cllr's approval.

Action: Clerk to draft comments for Cllr's approval on all planning applications before submission to South Norfolk Council planning department.

12. To receive and discuss updates concerning parish infrastructure

12.1. Review summary of SNC's EVCP grant

A summary of the scheme had been circulated prior to the meeting. The scheme provides Parish Councils with funding to install an Electric Vehicle Charging Point in a location within the village. The village hall would provide a suitable location for the installation. Cllr Frost reiterated the benefit of this facility to the village and reported his preference for the Norfolk County Council (NCC) 'Plug-in Norfolk' option. The charging point would be managed and maintained by NCC, however, any profits from the use of the charging point would go to NCC. Cllr's Steel and Rix agreed that this option was also their preference. Cllr Rogers raised reservations as to the benefits of the project and that it would increase the insurance cost for the village hall. Cllr Rogers also stated that permission for any installation would need to be approved by the village hall committee as trustees of the charity and agreed to add to the next meeting agenda. Cllr Rix and Steel agreed to attend the village hall meeting to present the scheme.

Action: Cllr Rogers to add the EVCP project to the agenda for the village hall committee meeting on 3 September 2024.

Action: Cllr's Rix and Steel to attend the village hall meeting on 3 September 2024.

13. To consider projects for South Norfolk Council's Parish Partnership Scheme 2024

It was agreed to defer this item to the October meeting

14. To receive an update on the Norwich to Tilbury Pylon Scheme

No further updates

15. To receive an update on All Saints Primary School

No further updates. It was agreed that moving forward this agenda item would only be included when an update had been received from the Headteacher.

16. To receive an update on Community Speed Watch

Cllr Frost advised that no further events had been planned and agreed to contact Colin Sutton to arrange the next event.

Action: Cllr Frost to contact Colin Sutton regarding the next event.

17. To receive an update on parish footpaths

Cllr Steel reported a parishioner had notified the council of a broken stile and fallen tree on FP 22. Cllr's Steel and Smith agreed to review this and repair as necessary.

Signed Chair

Cllr Steel also reported that he and Cllr Cole reinstated the bridge and cut back the hedge on FP 10. It was noted that this FP remained blocked further along the route.

Action: Cllr's Steel and Smith to review, repair and remove tree.

18. To receive items for the next Agenda and confirm date of next meeting

Policy Reviews as necessary

Date for next litter pick

Parish Partnership Scheme ideas

Village Infrastructure – EVCP scheme and village hall governance

Next Meeting 7 October 2024

Meeting was closed to the public at 10:36 pm under S1 (2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted.

19. To receive a report following the clerk's appraisal

The Clerk left the meeting for Cllr's to discuss appraisal and record in a confidential minute

Meeting closed 22:13

Action List

September 2024

- Item 8 - **Clerk** to email Neighbourhood Watch Team asking for the Chair/Deputy to attend a Parish Council Meeting
- Item 8 - **Clerk** to email Headteacher at All Saint's School requesting a half-termly update and reiterating the parish Council's commitment and support for the school
- Item 11 - **Clerk** to draft comments for Cllr's approval on all planning applications before submission to South Norfolk Council planning department
- Item 12 - **Cllr Rogers** to add the EVCP project to the agenda for the village hall committee meeting on 3 September 2024.
- Item 12 - **Cllr's Rix and Steel** to attend the village hall meeting on 3 September 2024
- Item 16 - **Cllr Frost** to contact Colin Sutton to regarding the next event.
- Item 17 - **Cllr's Steel and Smith** to review, repair stile and remove tree.

August 2024

- Item 13 - **Cllr's** to put forward ideas for using the Parish Partnership Scheme at the September meeting.
- Item 13 - **Clerk** to investigate how projects are financed under the scheme and circulate to Cllr's

Signed Chair

Date

Work in Progress

I am currently chasing a number of problems with Highways: the village gates which have never arrived for Fornsett, the misplaced lorry signs on Tabernacle Lane, the request for a vehicle activated sign in Burston. I'm meeting Adam Mayo in early September to look at the Tabernacle Lane problem and the place on the Turnpike where there was an accident in Carleton Road.

I'm checking in with the officer who is in charge of the Norfolk County Council energy plan, to see what we can do about the future plans for onshoring power from new wind-farms off the Norfolk coast. I am trying to set up a meeting for two of us from the Green Group to get a sense of whether they have a good idea how to deliver the grid up-grades needed in a future proof way without destroying everything in the process, and to ensure that demand-reduction is on the agenda and not just increasing supply.

I'm working with residents on a number of issues where feelings are running high due to concerns about planning permission and licensing in particular places. These are mainly district council issues, but where they impinge on County Council responsibilities I have been able to raise queries with the officers concerned. I am also trying to find out who can explain the absence of wild flowers on the A140 roundabout at Tivetshall to see if we can have flowers there too.

County Council:

Infrastructure & Development committee meets on 11th September. Full Council meets on 24th September.

Info from Norfolk County Council

Get out and about on foot or by bike:

Our Norfolk Trails, along with their associated networks of short circular walks and itineraries, is a great way of exploring our beautiful county.

Take a look at our [Norfolk Trails](#) web pages which are sure to provide inspiration - whether you're looking for [cycling routes](#), the opportunity to discover [coastal treasures in the north west of the county](#), or the [beauty of Breckland](#) with a collection of short and longer routes.

And if you're looking for sustainable ways of travelling when you're out and about, don't forget to check out our [Travel Norfolk](#) website with its fantastic journey planner which is designed to help you choose how you want to get from A to B in the county.

Contact me on

Catherine.rowett.cllr@norfolk.gov.uk for Council-related business. See also my Facebook page [here](#).

Catherine Rowett

23rd August 202

Signed Chair

District Councillor Report

July and August are always a quiet time at SNC as so many are away on their annual holidays but the services of the council continue regardless. There is no let up in the assistance given to those in need.

Budget

I was party to the discussion over next years budget, no startling surprises but we are waiting for the Government to allocate grants for the next years towards the running of SNC before a firm budget can be made.

We anticipate that extra reserves will have to be put aside to cover housing issues due to new legislation coming from the new Government.

New houses

The new Government has indicated that they want a huge number of new houses built. No indications have been given to where the new houses will built or how many we will be expected to build. We are concerned about the 5 year land supply and the Great Norwich plan, we want to avoid builders jumping in and building anywhere without any infrastructure in place. We wait for further information from Government.

Chapel Close

At the last meeting I indicated that SNC would issue a notice of intended prosecution against Saffron Housing if they did not clear the ditch to allow the water from the treatment plant to flow. Apparently, they immediately contacted their solicitors to stop the process. The word was that the landowner should hand dig the remainder of the ditch. I stated that this would not happen and I am informed that they would be writing to the landowner.

I'm not letting this rest as it needs to be sorted. There is a lot more mileage in this before it is dealt with properly.

However, I have been told that someone has dug a trench in the ditch to allow the water to flow. It's a start.

I understand that the hedge at rear of the properties in Chapel Close has been removed and the ditch dug out.

Signed Chair