

WINFARTHING PARISH COUNCIL
Minutes of the Parish Council meeting held on
Monday 5th August 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), District Cllr James Easter (from item 7)

Members of the Public: 2

1. **To receive and consider apologies for absence**
None received.
2. **To receive or update any declarations of pecuniary interest**
None received.
3. **To approve minutes of previous meetings held on 17th June and 15th July 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**
17th June 2024
 - Item 13 – June – **Clerk** to invite new Headteacher from All Saint's Primary School to the September meeting remains ongoing.
 - Item 12.1 – May - **Clerk** to provide Cllr Smith with Barclays signatory form remains ongoing.All other actions were completed.
6. **To receive questions or comments from parishioners**
None received.
7. **To receive a report from County and District Councillors**
 - County Cllr Rowett was not present, and a report had not been received in advance.
 - District Cllr Easter advised that he had requested a meeting with the CEO of Saffron Housing regarding the drainage and sewage issues in Chapel Close. He also reported that South Norfolk Council would be prosecuting Saffron Housing for not maintaining the ditch unless it was cleared by 09/08/2024.

Cllr Cole reported that he had identified the Anglian Water assets in Chapel Close and provided all Cllr's with a plan of their location. Cllr Cole also advised that he had made a Freedom of Information request to Saffron Housing to establish their infrastructure. It was hoped this would help resolve the issues.

Signed Chair

District Cllr Easter reported that he had been working on the appeal inquiry for Deal Farm Biogas plant. The outcome is expected in September 2024.

Cllr Rogers asked about the validity of an article in the Link Magazine offering a free sewage treatment plant to residents of Norfolk. Cllr Rogers advised that an application had been made but she had been told she lived in the wrong area. Cllr Easter agreed this was misleading and confirmed he would make enquiries into the matter.

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

The Clerk advised Cllr's that Saffron Housing had finally confirmed they do not own the area of grass/public open space in Chapel Close and would therefore not be carrying out any maintenance. The Clerk advised that following this confirmation an email was sent to Mr LeGrys asking him to take on the maintenance of the land as it would appear he was still the owner. Mr LeGrys responded asking if the parish council would be willing to take on ownership and maintenance of the land. Following a discussion Cllr's agreed that they would consider this from 1 April 2025 allowing time to secure quotations for maintenance and include the costs within the precept figure for 2025-26 budget. This transfer of ownership would also include the condition that the land was transferred in good order i.e. grass cut, and ground rolled and levelled.

Action: Clerk to respond to Mr Legrys advising the parish council would consider taking on ownership and maintenance of the land in Chapel Close on the condition it was transferred in good order i.e. grass cut, ground rolled and levelled

The Clerk updated Cllr's on emails received:

- Request to support a Bill to ensure safe disposal of Lithium batteries – Cllrs agreed this was more appropriate for Town or District Councils to pursue.
- Invitation to take part in the Broadland and South Norfolk Design Code Survey – Cllr Steel attended the webinar on the same subject and agreed to complete survey.

Action: Cllr Steel to complete Broadland and South Norfolk Design Code Survey

9. To review insurance policy for 2024/25

The insurance policy documents had been circulated prior to the meeting. The Clerk reported that although the insurance policy was due for renewal in April/May, it could not be reviewed until this meeting as Zurich had to make corrections to the policy wording which had taken some time to get right. The Clerk confirmed that insurance cover had been maintained during this time. The Clerk advised that the premium had increased to £241 due to the increase in the parish council precept. The Clerk advised the level of cover had not changed. Cllrs agreed the policy still provided adequate cover and the renewal was unanimously agreed.

Signed Chair

Date

10. FINANCE

10.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100262	Community Action Norfolk	Subscription	50.00	
100263	HMRC	May PAYE	41.50	
100264	Karen Rix	June Salary	156.36	
100265	HMRC	June PAYE	39.00	
100266	Norfolk PTS	Whole Council Training	295.00	
100270	Karen Rix	July Salary	195.20	
100268	HMRC	July PAYE	49.00	
100269	Zurich Municipal	Insurance 2024-25	241.00	
		Total	1067.06	

Payments were unanimously approved.

The Clerk asked if a claim could be submitted for printing costs, Cllrs unanimously agreed.

10.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
31/05/24	HMRC	VAT Refund	165.10

10.3. To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	5762.29		
Receipts this month (listed above): B	165.10		
Payments this month (listed above): C		1067.06	
Cash book balance carried forward (A+B-C) Community Account Balance			4860.33

10.4. To receive an update on spend against Budget 01/04/24 – 31/03/25

BUDGET 01/04/24 TO 31/03/25				
INCOME DETAILS	BUDGET Ex VAT	CR TO DATE EX VAT	BALANCE	COMMENTS
Litter Pick	20.00	0	-20.00	
HMRC Refund	0	165.10	165.10	Additional income not budgeted
Total Income	20.00	165.10	145.10	
EXPENDITURE DETAILS	BUDGET Ex VAT	DR TO DATE Ex VAT		
Clerk Salary	3300.00	833.02	2466.98	
Clerk Expenses	50.00	50.09	-0.09	
Training	200.00	295.00	-95.00	
Insurance	225.00	241.00	-16.00	

Signed Chair

Membership/Subscriptions	350.00	50.00	300.00	
Dog Bin Maintenance	310.00	0	310.00	
Defibrillator Maintenance	150.00	0	150.00	
Donations (S137)	50.00	0	50.00	
Rent (Glebe Land)	10.00	0	10.00	
Village Hall Hire	150.00	0	150.00	
Internal Audit	200.00	60.00	140.00	
Microsoft Office 365	124.00	0	124.00	
Information Commissioners Office	35.00	0	35.00	
Total Expenditure	5154.00	1529.11	3624.89	

11. To comment on any planning applications

None Received.

12. To receive and discuss updates concerning parish infrastructure

Cllr Frost asked for further consideration to be given to the installation of an Electric Vehicle Charging Point at the village hall using the grant scheme offered by South Norfolk Council. Cllr Frost felt this would be an asset to the village and a benefit to hirers of the village hall. Cllr Rogers was concerned about the increase to insurance cover and associated maintenance costs. Cllr Rogers also felt it would be open to vandalism. Cllr Rogers said she would put the suggestion to the village hall committee at their next meeting on 3rd September 2024. The Clerk agreed to provide Cllr's with a summary of all the information provided by South Norfolk Council which could be discussed at the next meeting.

Action: Clerk to produce a document summarising the details of grant scheme and circulate to Cllr's

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

Cllr Rogers suggested upgrading the flashing speed signs for SAMS. Cllr's agreed to attend the next meeting with ideas for using the scheme. The Clerk agreed to investigate how the scheme financed projects.

Action: Cllr's to put forward ideas for using the Parish Partnership Scheme at the September meeting.

Action: The Clerk to investigate how projects are financed under the scheme and circulate to Cllr's

14. To review Parish Council's status as Trustee of village hall charity

The Clerk had circulated information from Community Action Norfolk (CAN) to Cllr's prior to the meeting. The Clerk explained that the parish council were custodian trustees only (of village hall deeds) and the village hall committee were the managing trustees of the village hall charity. As such it was strongly suggested the committee undertake trustee training to fully understand their responsibilities and that the committee should also be listed on the Charity Commission's website not the parish council.

Signed Chair

Cllr Cole asked the Clerk to attend the next meeting of the village hall on 3rd September 2024 to help explain the detail to the village hall committee. As Cllr Cole's solicitors handled the original transaction Cllr Cole would ask if they held the village hall deeds.

Action: Clerk to attend village hall meeting on 3rd September 2024

Action: Cllr Cole to ask solicitors if they held village hall deeds

15. To receive an update on the Norwich to Tilbury Pylon Scheme and discuss response to consultation

No further updates

16. To receive an update on All Saints Primary School

No further updates

17. To receive an update on Community Speed Watch

Cllr Frost advised that there no further events would be planned until after August 2024

18. To receive an update on parish footpaths

Cllr Steel reported that he had a phone conversation with NCC's Francis Selway regarding FP1 and NCC were still pursuing the matter. A quote was also being sought to repair the bridge at FP3/FP17. Cllr Steel thanked Cllr Cole for spraying off FP11 across his field. Cllr Steel explained that NCC advised that the blocked route at the end of FP11 was not acceptable, adding that one footpath route could not be diverted onto another footpath. Letters had been written to the residents blocking FP11.

19. To consider the implementation of a Neighbourhood Watch Scheme

Cllr Cole reported that Norfolk Police are reintroducing the village Neighbourhood Watch scheme across the county. Cllr's agreed that a representative should be invited to a parish council meeting to provide further information.

Action: Clerk to invite a Neighbourhood Watch representative to a meeting.

20. To agree a date for Clerk annual appraisal

Cllr Frost and Cllr Steel agreed to carry out the Clerk appraisal and asked Cllr's to submit any comments or questions to them by 27th August 2024 at the latest. It was also agreed to carry out a finance scrutiny at the same meeting.

It was agreed after the meeting that the appraisal would take place on Tuesday 27th August.

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

Outcomes of Clerk Appraisal

Ideas for Parish Partnership Scheme

Next Meeting 2nd September 2024

Meeting was closed at 10:10 pm

Signed Chair

Action List

August 2024

- Item 8 - **Clerk** to respond to Mr Legrys advising the parish council would consider taking on ownership and maintenance of the land in Chapel Close on the condition it was transferred in good order i.e. grass cut, ground rolled and levelled.
- Item 8 - **Cllr Steel** to complete Broadland and South Norfolk Design Code Survey
- Item 12 - **Clerk** to produce a document summarising the details of grant scheme and circulate to Cllr's
- 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
- Item 14 - **Clerk** to attend village hall meeting on 3rd September 2024
- Item 14 - **Cllr Cole** to ask solicitors if they held village hall deeds

June 2024

- Item 13 - **Clerk** to invite new headteacher of All Saints Primary School to the September parish council meeting.

May 2024

- Item 12.1 – **Clerk** to provide Cllr Smith with Barclays signatory form.