

SEDGEFORD PARISH COUNCIL **MINUTES 16TH DECEMBER 2020**

1. Welcome by the chair.

2. The Public Session:

3. Present: Cllr Crosley, Cllr Crump, Cllr Palmer, Cllr Miller, Cllr Wilce, Cllr Clark, Borough Cllr Parish and Borough Cllr Dark

Apologies: County Councillor Michael Chenery,

Absent: None

Also attending Temporary Clerk Mr J Ward and newly appointed clerk Mr R Quick

4. To receive declarations of interest on agenda items - NONE

5. Confirmation of the minutes – Parish Council Meeting 18th November 2020 Cllr Crosley proposed confirming the minutes, Cllr Clark seconded, all in favour and carried.

6. Matters arising:

6.1 Replacement laptop. Mr Quick informed the council that he had now purchased a new laptop. He was able to get the laptop, software and 3-year warranty just under the budget he was set. He will get the machine set up and data transferred in the near future. Cllr Clark asked if any other software would be needed. The clerk said that the other software he currently uses is downloadable from websites.

6.2 Highways matters. The clerk went through the replies that he had received from Norfolk County Council's Highways Department re speeding matters raised last month.

- Highways agreed that a set of white gates could be installed on the Heacham approach to the village. They supplied the correct dimensions and a link to Glasdon who can supply. There will be a £500 installation cost. The clerk will try and get a quote for the gates by the next meeting.
- Highways would not allow a post for the current SAM sign to be placed closer to the entrance of the village. They made the suggestion that a larger flashing sign is purchased to replace the current one that is in place. The clerk will get a quote for a larger flashing sign from Westcotec.
- Highways do not install the strip on the road to gather information on traffic movements and speed. Cllr Palmer has been in touch with the police and they will add the village to their list. Due to the current situation, there is about a 12 month wait.
- Highways rejected the request for traffic calming measures to be placed in the village. They stressed that it is the main distributor route from Fakenham to Hunstanton and is promoted as such. They said the road is wide with good forward visibility. Accident records have been checked and only found one incident in the last 5 years. So, the road has a good safety record which means it is very low on the list for calming measures and would not be a priority at this time.

6.3 NCC street light Rose Court. No further update from Norfolk County Council.

6.4 Website Update. Still in hand to be done by the temp clerk and new clerk in the new year.

7. Standing Agenda Items:

7.1 Police matters. The clerk is circulating Police newsletters by email when they arrive. It was suggested that the newsletter go on the Parish Noticeboard.

7.2 Village hall rep report. Cllr Clark said that there had been no meetings to report on. The clerk informed the meeting that two grants had been secured to help in the running of the hall during lockdown. One is for new crockery and cooking items and the other for running costs.

7.3 Meetings attended verbal/written. The chair said she continues to participate in the weekly chair's zoom meetings when she is available.

7.4 Clerks training verbal/written. Mr Quick informed the meeting that he had booked NALC courses for the new year. One is four sessions for new clerks and the other on the end of financial year procedures.

7.5 Councillor training verbal/written. None booked at the moment. Cllr Palmer will do the "Being an Effective Councillor" course next year.

7.6 Review of the Neighbourhood Plan. The chair had been in contact with the planning department at the Borough Council. Although the current plan has an end date of 2036 there may be a need to update sections as things change. The information she received was that we would have to go through the whole process again if we needed to make significant changes. She said where there is evidence that supports the need to make changes there are three levels that can be considered;

- Minor non-material changes e.g. correcting reference documents.
- Medium material changes.
- Material changes that would result in further examination and a referendum in the Parish.

In a review the council needs to decide which policies may need changes and by how much, before looking at which category the changes would fall into. Cllr Parish said that he was surprised that a full referendum was expected. He thought a tweak of the details would be the best approach and that a full review was not worth it. He said that neighbourhood plans are looked at by the planning committee and inspectors during appeals. One of the main issues is that they are open to interpretation by different people. The chair said that this was always a risk that other people see the plan differently from the people who had written it. It was agreed that the plan would be added to the next agenda to decide whether to proceed with a review going forward. Councillors were encouraged to look at the plan in preparation for the meeting.

7.7 Discussion on the distribution of face shields. The clerk informed the meeting that he has face shields to distribute and was seeking ideas as to who would like them. Cllr Clark asked for 15 for Fring. It was suggested that they could be offered to the King William. The clerk will get a piece in the next newsletter.

8. Planning matters:

8.1 Application 20/01710/F Yarrum House: agreed to approve via delegated decisions on email.

8.2 To consider plans since publication: 20/01918/PACUL Old Village Hall conversion to dwelling. The clerk has been informed by the planning department that this application is not for the Parish Council to comment on at this stage. Residents around the hall have been asked for their comments. Councillors have concerns about the plans in relation to parking spaces, drainage issues and health and safety matters. The council will comment if the plan goes forward for later approval. Cllr Parish was not able to comment as he was not aware of the plans, the clerk will send him the details. He asked if SHARP were not coming back. Cllr Clark said that they would be back with a full programme next year.

Planning appeal for Washpit Cottage 20/00923/F Cllr Palmer said that he had looked at the website and seen the document published by the resident from a professional company disputing each point raised by the Borough and the Parish. They are trying to dispute the regulations that the planning department work to and interpret these in their favour. He agreed that he would get the documents together and produce a draft response to the appeal. Cllr Clark agreed to assist with this document that they hope to put together pre-Christmas. It was suggested that a meeting is set up to discuss the submission. Both Borough Councillors asked to be included in the meeting as they can also respond to the inspector. The clerk will set up a zoom meeting when the draft document is ready for discussion.

Cllr Parish was asked if he had received any outcome on the investigation into the Cole Green matters. He said he had not heard but would send an email to the officer to find out.

9. County Councillor update: Cllr Chenery had sent the clerk emails in the afternoon which he has forwarded to the chair to read. If they need further circulation, he will forward to all councillors. The clerk will ask him to forward documents earlier in future so that they can be considered at the meeting

10. Borough Councillors' update: Cllr Parish informed the meeting that most business at the Borough was being conducted on Zoom at the moment. There is pressure on officers to get work done with the current pandemic. They are being expected to cover other duties for the council. He told the meeting about the grants that have been secured by the Borough. These will support work around the development of town centres and coastal projects. He said that the government had changed its mind with the white paper on planning reforms. It is not clear what the impact will be on West Norfolk. The change is a new formula for the calculations of housing in the Borough. It looks as if there would be a reduction in the need to develop more than expected. He said there is also a move to more brownfield development in cities and towns. Town centres will change with the loss of offices and shops and these could be used for future development of apartments and housing.

Cllr Dark informed the meeting that he has taken a cabinet position as the Lead Officer for Environmental Services and Public Protection. He said that this includes work on the current Covid Pandemic. He said Paul Cloons was the environmental cabinet officer who is working on documents re the council's carbon footprint and there should be documents out for consultation early next year.

He asked if households had received their Christmas bin notifications. The clerk said they had been in the bin last week. Some councillors had not received them.

He asked whether the weekly Covid email newsletter was coming to the Parish. The clerk confirmed that it was and he was passing it on to councillors. He informed the meeting that the new walk-in testing centre was up and running at Lynn Sport. Residents need to go online and book a walk-in centre to get an appointment there. If they select drive-in they may get sent further away. St James's GP surgery has started to vaccinate people and more will be rolled out in the future. The Borough are pushing the Lily website where residents can get important information and contact for help and support. The website includes details of shops that can provide delivery service for residents, an opportunity to shop local. The Borough Council are issuing grants to support businesses in the second lockdown. He said that these

apply to local groups and village halls, they are available to more organisations than people think. He informed the meeting of the infection rates in West Norfolk. At lockdown we were 150 per 100,000. During lockdown it dropped to 85 but has since risen to 122 per 100,000. He said the lockdown had been effective but there is still a need to take care follow the rules and stay safe.

Cllr Dark said the Borough had been supporting businesses such as the fishing fleet in Kings Lynn as they prepare for Brexit. Vicky Hobbs is the Council point of contact for issues in relation to this matter.

One final thing was that notices from North Norfolk have been delivered to homes in West Norfolk with contact details in. Residents should go to the Borough Website to get our local contacts.

The chair thanked him for his report and asked if any councillor had any questions for the Borough Councillors. Cllr Crosley asked what measures were going to be taken to stop tier three people coming to second homes during the Christmas period. He said that this was a difficult challenge for the Council as they did not want to give the message that people are not welcome to the area. He said that 51 marshals are on duty to deal with Covid matters and breaches of the regulations to ensure there is compliance with the rules. His advice was that if anyone was concerned, they should notify the Borough Council who will deal with the breach.

With no further questions both Borough Councillors left the meeting.

11. To approve accounts and payments this month:

11.1 Approval and payment of invoices: Cllr Clark proposed with Cllr Crosley seconding, all in favour and carried.

Name	Business	Net	VAT	Gross	Recoverable VAT
K and M Lighting (DD)	Street Lighting Maintenance 1st to 30 th November	13.29	2.66	15.95	All
CGM Group (DD)	Grounds Maintenance November	265.15	53.03	318.18	All
E-On (DD)	Electricity – Street Lighting – 1st to 30 th November	27.77	1.39	29.16	All
CGM	COVID sanitising Play area	50.00	10.00	60.00	All
Currys PC World (R Quick)	Laptop and software	499.16	99.83	598.99	All

11.2 Financial Statements for December 2020 – The Clerk issued the bank reconciliation. There were no questions on the statement.

12. Approval of budget for 2021/22

12.1 Approval of the budget prepared by the clerks.

The clerk and the new clerk had prepared the budget for the council for the coming year. Mr Quick had prepared some charts to help councillors understand how the money is being spent in the Parish. The clerk informed the meeting that no increase had been included in the budget in the Precept but said that the council needed to take a decision tonight on the level of precept they think that is needed to run the Parish in the coming year. He said that councillors could see that the budget was showing a small balance between the income and expenditure estimated for next year. It is difficult to estimate some aspects of the budget e.g. cemetery income, but for some lines it was actual from known expenses. Following a short discussion, a half percentage increase in the precept was agreed, see below. With no further question it was proposed by Cllr Crosley and seconded by Cllr Palmer the budget presented to the meeting was accepted, this was carried.

12.2 Approval of the Precept for 2021. Councillors agreed that there should be a small increase in the precept to keep it moving forward. It was proposed by Cllr Clark and seconded Cllr Miller that a half percentage point be added to last years precept for the coming year. This was carried. The clerk will complete the paperwork and return to the Borough Finance Dept.

13. No correspondence

14. Correspondence, to consider any correspondence/communication received after publication of the agenda:

14.1 Letter from action group re Tourist information Centre closure Hunstanton. After discussion it was agreed to support the Civic Society in their bid to re-instate a manned tourist information Centre in Hunstanton.

14.2 Letter re Council Tax base and Precept form for 2021 see item 12.2 above

14.3 Visit of the Highways Rangers in the village in January. The clerk said he had already listed some paths to be cleaned, the white gates at the Docking end of the village, the vegetation by the handrail on the Heacham Road to be cut back and the verge overgrowing on the Heacham Road. The chair asked if the clerk would include the 40mph sign near her property that needs re painting or replacing. He will send the list to Highways by the end of the week.

15. Updated information on the appointment of a new Parish Councillor. The clerk has not yet heard from the Borough Council if an election has been requested by 10 residents. He will email the outcome when he gets it.

16. Any other business (for information only) and any items to carry forward to next month for the decision of the council:

The clerk informed the meeting that the assistant footpath warden passed away this week.

The clerk informed the meeting that the paddock rent will be on the next agenda.

17. Any further public contributions to the meeting. None

18. Proposed date for the next meeting – January 20th 2021 at 7pm

19. Close at 20.45