

**SAHAM TONEY PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON THE 9th MAY 2023**

The Annual Meeting of the Parish Council was held at the Wells-Cole Community Centre, Bell Lane on the 9th May 2023 at 7.30 p.m.

Present: Messrs. N. Creek, J. Baldwin, D. Freeman, R. Harrold. Mr. I. Rees-Murphy, Mr. S. Rees-Murphy, Ms. M. Baldwin and Ms. K. Avery

1. To Elect a Chairman: Mr. N. Creek and Mr. J. Baldwin both proposed themselves for the position of Chair. A secret ballot was taken and Mr. J. Baldwin was elected Chairman on a majority vote.

2. To Accept the Chairman's Acceptance of Office: The Chairman agreed to sign the Acceptance of Office Form and took the Chair for the meeting.

3. To Consider Apologies for Absence: Apologies received from Ms. H. Crane (District Councillor) and Mr. E. Connolly (County Councillor).

4. Minutes of the Meeting: The Minutes of the Meeting held on the 3rd April were taken as read, proposed by Ms K. Avery and seconded by Mr. D. Freeman and unanimously agreed.

5. Declaration of Interest: - Councillors L. and S. Rees-Murphy expressed an interest in the item regarding the Wells-Cole Community Centre under Correspondence.

6. Reports from District/County Councillor: Ms. H. Crane had sent a message expressing her grateful thanks to members of the Parish Council who have supported her over the last 4 years and looking forward to being of service to the Parish Council and residents of Saham Toney over the next 4 years.

7. Time allocated for members of the public to speak (maximum 20 minutes): A parishioner said that he had been disappointed to hear at the Annual Parish Meeting that capital from the Wells-Cole Trust Fund had been spent on the Community Centre Car Park when the Will says that only the income can be spent. The parishioner said that as the Trust Fund benefitted the inhabitants of Saham Toney, they should be kept informed about the Charity and any changes to the Trust Deed. In the two and a half years since the transfer of the legacy, no accounts have been issued for the Trust which should be done every 12 months. It was agreed that the Trustees will meet and put a report in the Saga.

8. To consider the co-option of Mr. G. Morton to fill one of the Vacancies on the Council: Mr. G. Morton was duly co-opted back onto the Council.

9. To Elect a Vice Chairman: - It was unanimously agreed that Ms. K. Avery be re-elected as Vice-Chair.

10. To Elect a Trustee to the M. Buttle Charity: Mrs. B. Harrold is the current trustee of this Charity and has indicated that she is willing to continue. It was unanimously agreed that Mrs. Harrold continue

9th May 2023

as the Trustee representing the Council. The Charity uses interest from the investment to provide flowers for the war memorial in the church.

11 To Elect a Wayland Partnership Representative: It was unanimously agreed that Mr. R. Harrold continue as the Council's representative.

12. To Appoint a Play Park Inspector: Mr. C. Millan is the current Play Park Inspector and is re-appointed.

13. To Appoint a Tree Warden: It was unanimously agreed that Mr. J. Baldwin continue in this post.

14. Matters Arising from the Minutes and Action List:

- Concrete dumped in ditch by the layby in Ploughboy Lane – Clerk has contacted the owners of the ditch – this is still in the ditch
- Repairs to the Council's shed – nothing heard.
- Speed of Traffic on Long Road – email under Correspondence
- Quotes for Windows/doors at the Community Centre – on Agenda
- Dog Bin for Hills Road – Clerk has submitted the application form to NCC but nothing heard as yet.
- Sanctuary Meadows road sign damaged – reported to Highways again
- Notice Boards – Clerk has queried the progress of the new notice boards and the installation date should be the beginning of June.
- Ovington Road damage by Fleur Homes – nothing further heard.
- Unsafe garages at the Playing Field – Clerk had checked the Risk Assessment which had only said that the condition of these buildings needs to be monitored. Playing Field is an Agenda item.
- Tour of village with Steve Halls – the LLFA were happy with the leaky dams. The Cley pit work should be done later this year but the work on the land off the Ashill Road will not be done as the landowner has not agreed to this..
- Road sign missing on Richmond Road – clerk will report again.
- Overhanging dangerous tree on Su-Bridge bend on Richmond Road – Clerk had reported and Highways had been unable to find the tree.
- Branch sticking out into the road by the new property near Broom Hall – no update on this.
- Fencing for the extension of the central bed at the WCCC Car Park. Groundscape had been asked to quote but quote not yet received.

15. Correspondence:

- Email from a parishioner expressing concern about trees being cut down in Coburg Lane – The Clerk had also received a phone call from a parishioner concerned that birds were nesting in the trees which were being cut down. Trees should not be cut down between March and August as this is the nesting season. As this is private land and the trees did not have a TPO, there is nothing that

the Council do. It is understood that the Police attended in response to a parishioner's concerns about the nesting birds.

- Email from the Wells-Cole Community Centre Booking Secretary expressing concern about the way the Wells-Cole Committee were treated at the Annual Parish Meeting. It was suggested by Ms M. Baldwin that a pre-meeting be held between the Wells-Cole and the Parish Council to make sure everything is in place for the Annual Parish Meeting and this was agreed. Regarding the accounts, Mr. L. Rees-Murphy said that the Accounts had been presented in this form since 2018 without any queries. It was agreed that the presentation of the accounts was not correct and needed to be changed. The Clerk will draft a reply to this email for approval before sending.
- Email from Highways about Long Road – The road doesn't meet the criteria for a reduction in speed, but they could look at installing greater signage or "Slow" white lines on the carriageway, however any of these options would have to be applied for through a parish partnership grant. It was agreed that the Council could not spend the sum of money required for this work – all roads in the parish have a problem with speeding traffic.
- Email from GoCompare, Creators re guide to flood and protecting property – This company would like a link to the Council's website. It was agreed that as a private company, the Council did not wish to advertise their business on its website.
- Email from a parishioner about an incident with a dog at the Play Park – A dog which was off the lead had approached children playing at the playpark and had jumped on an 8-year-old knocking him to the ground and scratching him resulting in the boy being very upset and shaken. Despite calls from the children's parents for the man to put the dog on a lead he refused, and the dog mounted another boy. The man left the area through the Ladybird Lane entrance and returned 30 minutes later without the dog to apologise. Clerk has replied and explained that without a bye law the Council can't monitor dogs being off leads and all that can be done is that signs requesting that dogs be kept on leads be put up. Clerk will put this in the Saga asking again for dogs to be kept on leads. Mr. D. Freeman said he had seen this dog and it is a boisterous young Labrador and is always off the lead. It was agreed more signage could be put up to try to make people keep their dogs on leads.
- The Clerk said that a "Community Champions Tribute" was to take place at the Royal Norfolk Show on the 28th June and the Council were invited to nominate individual volunteers to take part. Ms. K. Avery suggested that Raechal be nominated for her work with the Community Centre and this was agreed.

16. To Approve Accounts for Payment:

The following account was paid between meetings –

- Simon Oliver Services Limited - £554.22 – heating services to the Community Centre – to be repaid by the Community Centre as soon as the bank account is open.

The following accounts are due for payment: -

- Semibold - £140 – contribution towards the Drainage Group website. The previous cheque was returned as the Drainage Group does not have a bank account and by paying the company direct, the Council can reclaim the VAT
- Mr. D. Barber - £50 – Internal Audit

- BHIB Insurance - £3461.56 - insurance premium. The cost has risen significantly as the Community Centre building has been added to the Policy. This is the final year of a 3-year agreement.
- Mrs. J. S. Glenn -. £544.93 - salary

The payment of these accounts was proposed by Mr. L. Rees-Murphy, seconded by Ms. M. Baldwin and unanimously agreed.

17. To Approve the Accounts for year ended 31st March 2023 – The accounts had been circulated to all councillors. Ms. K. Avery queried the figure of £1.3m for assets when the Community Centre value was £1.7m. The Clerk explained that the £1.7m is the insurance value. The Clerk said the Accounts for the year ended 31st March 2023 had been internally audited by the Council’s Internal Auditor. The adoption of the Accounts was proposed by Mr. D. Freeman, seconded by Mr. N. Creek and unanimously agreed.

18. To Approve the Annual Governance and Accountability Return 2022/23 Section 1: The Clerk read out the questions in the Annual Governance Statement – Section 1. It was proposed by the Chairman and unanimously agreed that this be signed and submitted to the External Auditors

19. To Approve the Annual Governance and Accountability Return 2022/23 - Section 2: The Accounting Statement was proposed by the Chairman and unanimously approved. The AGAR will now be sent to PKF Littlejohn, the External Auditors.

20. To discuss any Planning Matters: Planning Refusal to Plan 3PL/2023/0195/HOU – proposed front and side single storey extension with two storey side extension and internal alterations at 90 Richmond Road. Planning Permission to Plan 3PL/2023.0294/HOU – rendering of existing dwelling and proposed rear extension with Juliet balcony at 85 Hills Road.

Mr. T. Bunce had prepared comments on the land put forward as possible sites for development in the Local Plan Review. These had been circulated to all and it was agreed that they be submitted as the Council’s comments.

21. To Agree Standing Orders and Financial Standing Orders: The Clerk said there were no statutory amendments to the Standing Orders or Financial Standing Orders and these were agreed without change for the next year.

22. To Confirm Renewal of the Insurance: The cost of the insurance with BHIB has risen to £ 3461.56 as a result of adding the Community Centre building to the insurance. Clerk to check on the Contents part of the Policy in both the Council’s and Community Centre’s insurance before paying the insurance premium.

23. To Confirm the Purchase of the “Stonehenge Seat” to celebrate the Coronation: It was unanimously agreed that Mr. N. Creek go ahead and purchase this seat.

24. To Agree the Final Quote for Replacement Windows/Doors at the Community Centre: It was agreed on a majority vote that Mr. N. Creek confirm with Wymondham Windows that we will offer them the contract for the work at the Community Centre

25. To Discuss Playing Field Matters: Mr. N. Creek and Ms K. Avery had walked the Playing Field to check for any problems and a report had been circulated. Two of the seals on the new windows have failed and need replacing and two of the window sills have not been fixed down and need attention. Chairman to make enquiries as to who fitted the windows as it may not have been Mark Bilverstone. The Clerk said she had not written to the PF about the removal of the garages as in the Risk Assessment it had said that it needs to be established as to who owns and maintains these buildings. Mr. D. Freeman said we need to check if the accident claim has been settled or is still ongoing and the Clerk will contact AXA. Once this has been settled, the Council can give notice that they will remove the garages. It was agreed a meeting is needed between the Council and the Playing Field Committee and Mr. L. Rees-Murphy will contact the PF Committee. Ms. M. Baldwin said it would be a good idea to have a Schedule of Joint Meetings and this was agreed.

26. To consider reports from outside representatives: The Clerk said there was a few items mentioned in the last Play Park Report that need attention before the RoSPA check in June. Mr. R. Harrold will look at these.

Mr. R. Harrold reported on the Wayland Partnership. The large Union Jack flag that was placed on the wall of the building has been stolen. The money from NCC (£150,000) that was awarded to review the site is still awaited. The bank account with NatWest Bank is finally open after 3 months.

Mrs. S. Rees-Murphy reported on the Wells-Cole Community Centre. The user groups are doing well and there is the second Farmers' Market this Saturday when it is hoped that more stalls will attend. The Coronation Event was well supported and positive feedback has been received. Ms. K. Avery asked if any funding was received from Breckland for this event. Mr. L. Rees-Murphy said that no funding had been received but grants from previous events had been used to fund the event.

27. Items for the next agenda (not for discussion): The following items to be on the June Agenda: - Purchase of a Defibrillator for Hills Road and possibly Co-option of councillors.

28. To confirm the date and time of the next meeting of the Parish Council – Monday the 5th June 2023 at 7.30 p.m.at the Wells-Cole Community Centre.

The Chairman closed the meeting at 9.05 p.m.

Parish Matters

The Clerk had received a phone call from a parishioner who has asked that the seat in Hills Road remains and it is used. The parishioner has in the past maintained this seat and will continue to do so.

The corner of Hills Road needs some work as the person who removed the soil has taken too much away. Mr. N. Creek and the Chair will try to speak the person concerned with a view to rectifying the work.

9th May 2023

-- 1244 --



9th May 2023

-- 1245 --

9th May 2023