

**SAHAM TONEY PARISH COUNCIL  
MINUTES OF A MEETING HELD ON 9<sup>th</sup> OCTOBER 2023**

A meeting of the Parish Council was held on the 9<sup>th</sup> October 2023 at 7.30 p.m. at the Wells-Cole Community Centre, Saham Toney.

**Present** – Mr. J. Baldwin in the Chair supported by Messrs N. Creek, D. Freeman, R. Harrold, A. Wilson, Ms. K Avery and Ms. M. Baldwin. Mr. P. Bate (District Councillor) was also present.

Ten parishioners were present.

**1. Apologies for Absence:** Apologies received and accepted from Councillors L. Rees-Murphy, S. Rees-Murphy and G. Morton, Ms. H. Crane (District Councillor) Mr. E. Connolly (County Councillor)

**2. To Receive declarations of Interest from Members on Items on the Agenda:** Mr. A. Wilson declared an interest in the amended Plan 3PL/2023/0846/HOU and the Chairman declared an interest in Plan 3PL/2023/0966/HOU.

**3. To Confirm the Minutes of the Meeting held on the 4<sup>th</sup> September 2023:** The Minutes of the Meeting held on the 4<sup>th</sup> September 2023 were proposed by Ms. K. Avery, seconded by Mr. A. Wilson and unanimously agreed.

**4. To report matters arising from the minutes** - for information only. Refer to Action Sheet.

- Repairs to Council's Shed at the Community Centre. Mr. G. Morton will repair this shortly.
- Dog Signs for Community Centre and Playing Field – Clerk has ordered 4 signs. Clerk will query when these might be available.
- Community Centre replacement doors and windows - Wymondham Windows have now adjusted the thresholds to meet their quotation and the final payment has been sent.
- Dog Bin for Hills Road – Breckland have approved the location. Mr. N. Creek has the dog bin – Ms. K. Avery will supply a post.
- Repairs to Playpark – Clerk has ordered the recycled plastic planks from Filcris Ltd and repairs are ongoing. A new bench for the play area and a new seat to replace the one that was removed are due for delivery this week.
- Playing Field matters – on Agenda under Reports
- Dead pine tree at the back of the Community Centre grounds – Mr. D. Freeman has looked at this and it is not on the Council's land.
- Defibrillator – Clerk has now submitted a bid to the Government scheme and confirmation of whether the Council has been awarded a grant is awaited. There may be another possibility of a grant through Breckland Council.
- Road sign missing on Richmond Road – Clerk has reported this again.
- Quote for work for the central reservation – this will be on the next Agenda. Lamppost guards have been fitted – thanks to Mr. A. Wilson.
- Potholes on Ploughboy Lane – not known if these have been repaired

- Capping stones on Cley Lane bridge – Highways have scheduled repairs. Mr. R. Harrold said the stones need to be secured otherwise they will constantly need repairing. Clerk will ask Highways to secure the stones when they repair them.
- Overgrown hedges – Clerk has reported. Overhanging tree on the Su-Bridge bend does not meet Highways' criteria for intervention.

**5. Reports from District/County Councillors:** Ms H. Crane had submitted the following report: -

New advice from Natural England regarding the SPA (special protection area) and buffer areas of Brecks has been noted at cabinet and will be used when determining planning applications.

The Queen Mothers Garden in Dereham has won a national landscaping award in the regeneration category for projects under £500k. The scheme has transformed the garden which was originally opened by the Queen mother in 1983.

On 21<sup>st</sup> September it was recommended that council accepts the inspectors report and her recommendations to make the local plan partial update sound. The inspector considered the partial review to be sound without any modification. The outcome of the partial update is an excellent outcome for the council and once adopted the local plan will be a strong and robust framework against which planning applications will be considered whilst the full update of the plan continues.

Community engagement is still taking place on the local plan. Swaffham Market 14<sup>th</sup> October and Dereham Market 17<sup>th</sup> October. If residents cannot attend, they can register for a virtual meeting on the Breckland local Plan Common place website.

Mr. P. Bate had submitted the following report: -

On the 5<sup>th</sup> September I attended a local plan workshop at Elizabeth House. The local plan and the consultation were discussed. The local plan will come into effect in 2026. There have been several local consultations which I have seen publicised in various places. The discussion was interesting and common sense appeared to be the prevailing mood of the conversation.

At the Council meeting on 21<sup>st</sup> September, I asked the leader if the prime minister's announcement on green issues would affect any plans the council had to provide 7 bins per household. Apparently, we have never had such plans.

**6. Time allocated for members of the public to speak (maximum 20 minutes):**

A parishioner said that due to health issues, he is unable to complete the Emergency Plan but has spoken with Ms. K. Avery who is prepared to complete the plan. It is 95% complete.

The parishioner showed some photos of Mr. Neville Wells-Cole and said he had always supported sport in the parish and he hoped that some of the money from the Wells-Cole Trust would be spent on the playing field and pavilion. The playing field is a valuable asset to the parish.

The parishioner also spoke about the Neighbourhood Plan and said he hopes the Parish Council take it more seriously after all the work the NP Team had done. There is an allocation of 70 houses in the NP and the Council needs to watch the Local Plan to see the allocation and to also make sure the green belt between Saham and Watton is maintained.

A member of the Heritage Group asked that the Council consider transferring the responsibility for the management of the NP electronic and paper-based documentation from the original NP Work Group to Saham Heritage in order to preserve a copy of the original “made” plan and supporting documentation and to ensure that it is readily available to the village generally and Saham Heritage specifically. It is not to maintain an up-to-date copy as the plan evolves – that responsibility remains with the Parish Council. The Clerk said this matter would be discussed under Correspondence.

A parishioner asked what is a “Trodd”. The Chairman explained that a trodd is a narrow gravel footpath but as the cost of this on Cley lane would be £60,000 to £100,000, the Council cannot afford to do this. The parishioner was concerned about the speed of traffic on Chequers/Cley Lane and asked if there is anything that can be done to lower the speed of vehicles travelling through the village. Ms. M. Baldwin said villages in Suffolk appear to have more calming measures than Norfolk and the Council needs to look at what we can do. The Clerk will research traffic calming measures with Highways and this item will be on the November Agenda. The Clerk will also ask the Police if the speed flashing light sign can be moved to an area in Chequers Lane – possibly at the junction with Ploughboy Lane.

A parishioner spoke about the work that is being done in the Bird Sanctuary and was concerned about his security and privacy as a result of the work. Parishioners in the area were concerned that they were not told about the work and would like to know future plans for the Sanctuary. Mr. R. Harrold said the site is being tidied up (as advised by the Norfolk Wildlife Trust) and all the wood is being left on site. The gate to the site has been there for over 40 years and the hedge was replaced with the help of the Woodland Trust some ten years ago and it now thicker than it ever was. The Bird Sanctuary will be put on the November Agenda.

## **7. Correspondence –**

- Emails from Watton Rugby Club in connection with applying for Planning Permission to replace and upgrade the existing training floodlights – the Wells-Cole Trust has asked for more information with regard to the floodlights before considering a grant.
- Email from a parishioner about trees blocking light to a property in Ladybird Lane – there are two trees overhanging the fence of the property which are overgrown and the parishioner asks if maintenance work is planned.
- Email re Breckland Local Plan Partial Update – no comments.
- Email from AXA Insurance about accident at the Playing Field – AXA considers that the Parish Council did not owe the claimant a duty of care in respect of the state of the building at the Playing Field nor would the Council be liable to the claimant under the Occupiers Liability Act. Their barrister is reasonably confident that any claim against the Parish Council would fail. AXA will inform the Claimant’s solicitors.
- Email from George Freeman about the Odour Issues at Cranswick, Watton – Cranswick are implementing an Action Plan with EA support and improvements should be seen over the next 4-6 months.
- Email from parishioners supporting village gateways.
- Email from the Orchard Group – the Wild Cherry, donated by a parishioner as part of the Queen’s Green Canopy, has been planted at the Playing Field.
- Email from a parishioner raising concerns about the work being done at the Bird Sanctuary. This has already been discussed under Public Participation.
- Email from Saham Heritage Group and Saham NP Work Group requesting that the Council agrees a proposal to transfer responsibility for the management of the Neighbourhood Plan, electronic and paper-based documentation, from the original Neighbourhood Plan Work Group to Saham

Heritage. A copy of the original “made” plan and supporting documentation would then be preserved and readily available to the village generally and Saham Heritage specifically. This proposal was proposed by Mr. D. Freeman, seconded by Ms. M. Baldwin and unanimously agreed.

**8. To Approve Accounts for Payment:** The following account was paid between meetings: -

- Barriers Direct - £221.81 – Lampposts guards

The following accounts are due for payment:

- NBB Recycled Furniture – £719.76 - Seat for Playing Field (From Wells-Cole Trust Fund)
- NBB Recycled Furniture – 951.36 – seat and bench for Wells-Cole land (From Wells-Cole Trust Fund)
- Mrs. J. S. Glenn - £544.93 – salary
- Filcris Limited - £79.44 – recycled plastic planks for repairs to play park
- Mr. J. Baldwin - £100 – maintenance work in the parish

The payment of these accounts was proposed by Ms. K. Avery, seconded by Mr. D. Freeman and unanimously agreed.

The balances on the accounts as at the 29<sup>th</sup> September were -

Current Account- £45,956.28

Savings Account - £22,997.41

**9. To consider planning matters:** - Planning Decision to Plan 3PL/2023/0021/PNE – single storey rear living room extension (Prior Approval) at 90 Richmond Road– No prior approval required.

- Plan 3PL/2023/0846/HOU: – erection of conservatory on front elevation, balcony added on top of garage and dormer window extended on rear elevation to accommodate solar panels at The Cairn, 56 Hills Road (discussed between meetings). Amended plan now submitted – no objection.
- Plan 3PL/2023/0953/F – proposed flat roof rear extension to existing dwelling and proposal of an annexe ancillary to the main dwelling for a family member at 1 Hunts Farm Close, Saham Hills. It was agreed to comment that the plan is incorrect as there is already an existing building in the garden which is not shown on the plan for this application.
- Plan 3PL/2023/0966/HOU – single storey garage with carport at Laurel House, Ploughboy Lane – no objection.

**10. To discuss repairs to some damaged brickwork at the Community Centre:** The Chairman said he had received a report that some bricks had been removed from near the main entrance and near the fire exit at the Community Centre. He has replaced these but they may need repointing. Ms. K. Avery said the bricks had been put at the back of the land at the Community Centre. The brickwork near the fire exit is damp due to the drain in the cleaning cupboard being blocked causing water to collect in the area. The Chairman said the outside tap is leaking so we will probably need a plumber. Mr. A. Wilson and Ms K. Avery to have a look at these problems on Saturday.

**11. To discuss work to the ditch and trees at the back of the Community Centre land:** Mr. D. Freeman will have a look at the work needed to the ditch and trees at the back of the Community Centre land. The Chairman suggested that it might be better to clear the trees from the ditch leaving

an open area between the Community Centre land at the properties on Ladybird Lane. This will be on the November Agenda.

**12. To discuss if the Council is going to apply for a grant from the Parish Partnership grant for 2024/25:**

It was agreed that the Council will apply for a grant for the installation of village gateways. The Clerk will liaise with Matt Lines as to the necessary Highway permission for 10 signs. The final application will be agreed at the next meeting.

**13. To discuss the Emergency Plan:** Ms. K. Avery will be taking over the completion of the Plan.

**14. To discuss any comments on Breckland Council's Local Valuation List –** No comments from councillors. A member of the NP Work Group has reported an error as a photo had incorrectly been labelled as being in Saham and this has been corrected.

**15. To receive Reports from: -**

**15.1 Wayland Partnership –** The Minutes of the last meeting had been circulated to all.

**15.2 Wells-Cole Community Centre -**The committee met a few days before the Drag quiz to confirm details for the event. With online ticket sales already going over 50% of total sales, it was clear having online tickets sales worked. On top of sales from the bar and a few sales on the night the event almost hit capacity at 89% total ticket sales. The event was hard work for everyone involved, but the high success resulted in positive feedback for value, enjoyment and entrainment. All expenses were covered including a surplus to continue to support the hall. From the feedback provide the top event selected was a murder mystery type event, which will be looked into for 2024. Otherwise, the standard user groups continue and bookings for 2024/25 are already happening. It was agreed that a meeting is needed with the Otherwise, Management Committee – Clerk will contact Mr. L. Rees-Murphy and Ms. R. Simpson.

**15.3 Playing Field -**

From the walk around:

1. Don't understand why after so many years the containers now need painting, why wasn't this requested at time of install? The Council believes these were installed prior to gaining permission from the Council and this was why the colour of the paintwork was not pointed out.
2. Fragile sign moved 16 September.
3. Concrete shed - was informed by PC chairman at Rugby every to leave while current claim is ongoing. The Council has been informed they are not responsible for the current claim and therefore the removal of the shed will be discussed at the AGM.
4. Roller was moved out the way and upside down, is this fine? The Council would need to see this before confirming that it is safe.

Other items:

1. Rugby asking if it would be ok to extend the advertising boards? - Yes
2. Floodlights, checking if more quotes provided will update on this. However, they will remain within current area but 4 as shown in picture. WC Trust Fund has asked for more details.
3. Still waiting on bank account, if no reply soon Simon will explore different options (LRM suggested Lloyds Bank Treasurers Account)
4. Could money go to Social Club until the PF account is setup and would it be possible for payment to be done at set dates e.g., 1 April and 1 October? – will discuss this at AGM

5. AGM 16 October 7:30 – several councillors and the Clerk will be attending.
6. Could a sign to remind people all bins can be used for dog waste go up? The Council does not consider this is necessary.
7. Is the next 6 month walk around due soon? Yes – date to be arranged at AGM.

**15.4 Wells-Cole Trust Fund** – The balance on the account is £27969.94 with another £2500 due in mid-October.

**15.5 Play Park Inspector** – A member of the public had reported to the Play Park Inspector that one of the swings is loose and needs tightening the chains to the wooden structure – the worse one is on the right. Mr. R. Harrold says this happens when the wood dries out and makes the swing seem to be loose.

**15.6 Bird Sanctuary** - The group at present consists of 4 councillors and 3 volunteers.

We met at the sanctuary on 14 September and agreed the first plan of action was to cut a pathway around the site which was extremely overgrown; this should allow a relatively safe access to different areas within.

The Clerk confirmed insurance details to cover us whilst on site and Alistair kindly offered to take care of Health and Safety.

We have set up a WhatsApp group which enables us to contact each other easily for arranging work parties.

With 2 weekends on site the pathway is complete; thank you to all involved what an achievement!

The next stage will be planning areas to clear.

**15.7 – Heritage Group** – Mr. R. Harrold reported that it has been agreed with the Management Committee of the WCCC that the Group occupy the cupboards in the meeting room but there are still a lot of items being left in the room by the WCCC making it difficult for the Group to work there. No response has been received to their request to remove these items. The Clerk asked about the Council's black box and said she will open the box for Heritage to look through to see if there is anything of interest to them. Other storage arrangements will be needed for the box.

**16. Items for the next agenda (not for discussion):** Traffic Calming; Application for a Parish Partnership Grant; The Bird Sanctuary; Central Reservation at the Community Centre car park; Work to the ditch and trees at the back of the Community Centre land and Repairs to brickwork and plumbing at the Community Centre.

**17. To confirm the date and time of the next Parish Council Meeting** – Monday the 6<sup>th</sup> November 2023 at the Wells-Cole Community Centre, Bell Lane.

The Meeting closed at 9.20 p.m.

### **Parish Matters**

Ms. K. Avery reported that cold callers had been working in The Oval/Neville Close area – a No Cold Calling Zone. Ms. Avery has photographic evidence and will report to Norfolk County Council.

Mr. D. Freeman asked about the ditch at the front of the Community Centre. The Chairman said that he will be replacing the pipe and digging the ditch out again at some point.

