

**SAHAM TONEY PARISH COUNCIL
MINUTES OF A MEETING HELD ON 8th APRIL 2024**

These Minutes are Draft Minutes which will not be approved until the next meeting of the Parish Council on the 7th May 2024 and are therefore subject to change.

A meeting of the Parish Council was held on the 8th April 2024 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, G. Morton, A. Wilson, Ms. K Avery and Ms. M. Baldwin

Four parishioners were present.

1. Apologies for Absence: Apologies received and accepted from Councillors L. Rees-Murphy and S. Rees-Murphy and Ms. H. Crane and Mr. P. Bate (District Councillors)

2. To Receive Declarations of Interest from Members on Items on the Agenda: There were no declarations of interest in the Agenda items.

3. To Confirm the Minutes of the Meeting held on the 4th March 2024 and the Flood Meeting held on the 19th March 2024: The minutes of the meeting held on the 4th March 2024 and the Flood Meeting held on the 19th March 2024 were proposed by Mr. N. Creek, seconded by Ms. K. Avery and agreed.

4. To report matters arising from the minutes:

- Repairs to the Council's shed at the Community Centre – this has been repaired – thanks to Councillor G. Morton
- Drainage problem at the entrance to the Wells-Cole Community Centre. Trell have visited the site and explained that aqua crates need to be installed and this is the only way the problem will be solved. Mr. G. Morton said he didn't think this would work due to the high-water table. After discussion it was agreed Mr. Wilson will look at the quote and advise the Clerk how to respond to Trell.
- Missing road sign on Richmond Road – reported for a third time. Grid reference has been sent to Breckland who have apologised for the delay – still not replaced.
- Work to trees and ditch at the back of the Community Centre will be carried out later in the year when the ground is dry. Quote awaited.
- Location of passing places that need work has been sent to Highways. "What Three Words" sent for all locations. No reply apart from an acknowledgement received.
- Problem with water meter reading at the Community Centre – The Chairman said he had given 4 weeks of water readings to the Chair of the Management Committee but did not know the current position with Anglian Water.

5. Reports from District/County Councillors: No reports as both councillors had apologised for not attending. Reports will be given at the Annual Parish Meeting on the 16th April.

6. Time allocated for members of the public to speak (maximum 20 minutes): A parishioner said the Flood Meeting was a great success and asked if the Council had any plans to hold another meeting to keep parishioners updated. The Chairman said a follow up discussion on the flood meeting is on the Agenda.

7. Correspondence:

- Email from the Chair of the Watton and Saham Flood Action Group about drainage at The Willows, Cley Lane. The foul sewer connection from the 4 properties in Sanctuary Meadows goes into the sewer at The Willows. The Clerk had sent a copy of this to Ms. H. Crane but had not received a reply. Mr. A. Wilson said this is not allowed by law and the Parish Council needs to take action.
- Email from a parishioner about parking in Coburg Lane – it was agreed to report this to Highways as parked vehicles block the view of Hills Road when turning out of Coburg Lane. The entrance is on a blind bend and the traffic is speeding on Hills Road.
- Email from George Freeman asking if he can hold a Community Surgery one Friday or Saturday in Saham Toney – it was agreed to accept this offer and Clerk will contact Mr. Freeman to arrange.

8. To Approve Accounts for Payment: The following account has been paid between meetings: -

- Clear Insurance Management - £717.57 – Contents Insurance for the Community Centre (To be repaid by the Community Centre)

The following accounts are due for payment: -

- NALC - £42 – Chairman’s Course
- NALC -£386.15 – Annual Subscription
- NALC £70 – Website
- Ms. K. Avery – 21.99 – padlock for Bird Sanctuary
- Saham Toney Fuel Allotment - £250 – rent for Allotment Site
- Mrs. J.S. Glenn for Defib Warehouse - £227.88 – Two sets of pads for Defibrillator
- Newton, Newton Flags & Banner Makers Ltd. – £55.20 - D-Day 80th Flag of Peace (£20 for one flag will be paid by Mr. N. Creek)
- Mr. J. Baldwin – £275.00 – removal of tree and installation of bench - £160, Installation of posts at the Community Centre Car Park -£100 and strimming of the 3 main grass areas - £15. £160 will be paid by the Wells-Cole Trust Fund.
- Mrs. J.S. Glenn - £551.41 -Salary

The payment of these accounts was proposed by Mr. N. Creek, seconded by Mr. D. Freeman and unanimously agreed.

9. To Consider Planning Matters: - Notification from Breckland Council of Appeal for Planning Application reference 3PL/2023/0966/HOU – single storey garage with carport at Laurel House, Ploughboy Lane. The Council had not objected to this plan

10. To confirm the Date for the Internal Audit Meeting – Wednesday the 17th April 2024 at 7.30 p.m. at the Community Centre.

11. To Consider the Purchase of: -

- A new projector – the Chair will research a projector with a long throw lens
- A fireproof filing cabinet for storage of documents which need to be archived – there is a second-hand one available for £25 and it was agreed to purchase this. The chair will deal with this.
- A shredder – it was agreed to purchase a shredder at a cost of £274. This will be kept at the

Community Centre. The Clerk will order.

Mr. D. Freeman proposed that the Council spend a maximum of £1000 on the above items. This was seconded by Ms K. Avery and unanimously agreed.

12. Follow up Discussion from the Flood Meeting: The Chairman said he had received positive feedback from parishioners about the meeting which everyone had found very informative. The Chairman queried if they would be looking at other areas in the parish but it was not thought that this was the case. The Chairman suggested a follow up meeting in March 2025 and this was agreed.

Mr. D. Freeman said the small pipe in the Cley Lane ditch is blocked again and needs jetting - Clerk will ask Highways to do this. The drain outside the allotments is also blocked – Clerk will report to Highways. The tree in the ditch in Ploughboy Lane has not been removed – Mr. N. Creek will ask the riparian owners of the ditch to clear this.

13. To Agree and Adopt the Council's Biodiversity Policy: It was unanimously agreed to adopt the plan drafted by the Biodiversity Sub-Committee.

14. To Arrange a Date for a Walk Round of the Playing Field and Community Centre Lane: It was agreed to do the Playing Field Walk Round on Sunday the 28th April at 10.00 a.m. and the Community Centre one on Saturday the 20th April when the store room is being cleared. Clerk will send the latest professional Risk Assessments on both lands to all councillors.

15. To Discuss the Sheds at the Playing Field: It has still not been established who owns these buildings and if the Council decide to demolish them, they would be accepting ownership and responsibility for the safety. The accident claim is still ongoing although the Council has been advised that were the claim to go to Court, the insurance company barrister is reasonably confident that any claim against the Parish Council would fail. Mr. G. Morton said as the sheds contain asbestos, it would be expensive to demolish and remove from site but the roof could be replaced with metal sheets to make it safer. It was agreed to leave a decision until after the Playing Field Walk Round.

16. To receive Reports from: -

16.1 **Wayland Partnership** – Minutes of the last meeting had been circulated. The DCMC are holding a meeting on the 26th April with representatives from Breckland in attendance so this is still ongoing although it is not known where the funding would come from.

16.2 **Wells-Cole Community Centre** – balances on the Barclays Account – Current Account £6930.51 and the Business Account £8748.84.

16.3 **Playing Field** – No Report

16.4 **Wells-Cole Trust Fund** –. The balance on the account is £41,108.68. The money from the M&G investment has still not been transferred to the account. The Council Chairman has received a Share Certificate for 10 x £1 shares in Norwich City Football Club. This had been issued in the incorrect names and address and the Clerk will write to Mills & Reeve to correct this. Mr. D. Freeman said he is happy to meet the Caloo representative who had contacted about new play equipment. The Clerk will arrange this for a Tuesday morning.

16.5 **Play Park Inspector** – several matters had been highlighted on the April Report which need to be attended to. All councillors have a copy.

16.6 **Bird Sanctuary** - The hard standing and gate has been installed, thank you to everyone involved for a great job. This will allow getting tools and machinery on site easier and safer.

We are hoping to meet this month to plan the next phase of work and to confirm a date for a work party to help with the removal of Himalayan Balsam. This will be advertised in the Saga and social media. Mr. A. Wilson asked if the balsam was to be sprayed or pulled. It was agreed to pull and leave on site to die before burning as this method had worked in the past. It was agreed to advertise the date in Saga - Sunday 12th May between 9 – 12 – weather dependent. Gloves and boots/sturdy shoes will be needed.

16.7 **Any Other Reports** -None

17. Items for the next agenda (not for discussion): The following items will be on the May Agenda: Purchase of a Projector: To Approve Accounts for the year ending 31st March 2024; To Approve the Annual Governance and Accountability Return 2022/23 Section 1 and Section 2 and all the standing items for the Annual Parish Meeting.

18. To confirm the date and time of the next Parish Council Meeting – Tuesday the 7th May 2024 at the Wells-Cole Community Centre, Bell Lane. This is the Annual Meeting of the Parish Council

19. To Propose the Exclusion of Public and Press to discuss a sensitive matter:

The meeting closed at 9.35 p.m.

Parish Matters

Mr. A. Wilson asked what was happening about the fence issue at the Bird Sanctuary - if a hedge or fence was being erected. The Chairman and Ms. K. Avery said that Breckland had admitted fault for not picking up on it and that was all they could do. A hedge wouldn't be suitable due to the area and a fence in the Bird Sanctuary would be on our land.

Mr. R. Harrold mentioned about the issues the church is having with Serco and the green bins with regard to biodegradable materials which are now not allowed in the bin. The church intends to create a composting area and will educate visitors to the grave on the future procedures.

Mr. R. Harrold also mentioned about his current personal issues with Anglian Water smart meters with companies saying 3/4G signal not being strong enough and not being geared up correctly. Single phrase/third phrase. He also has issues with the smart water meter giving high estimate which is a frequent problem according to Anglian water. It was also said that vehicles parked over the meter can affect readings.

The Chair said Trevor Bunce had asked him who the emergency plan coordinator is for Breckland as he believes it has changed as previous contact hasn't responded. (After meeting note – Clerk will ask Ms. H. Crane.)

The Chair said parishioners had mentioned to him the very large lorry parked at a property in Pages Lane. One parishioner told him that it would require an Operator Licence to be there as the largest vehicle for a house is 3.5 ton. It was agreed that this is a civil matter.

