

**SAHAM TONEY PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON THE 7th MAY 2024**

These Minutes are Draft Minutes and will not be approved until the next meeting of the Council on the 3rd June 2024 and are therefore subject to change.

The Annual Meeting of the Parish Council was held at the Wells-Cole Community Centre, Bell Lane on the 7th May 2024 at 7.30 p.m.

Present: Messrs. J. Baldwin, D. Freeman, G. Morton, I. Rees-Murphy, S. Rees-Murphy, A. Wilson, Ms. M. Baldwin and Mr. P. Bate (District Councillor)

1. To Elect a Chairman: Mr. J. Baldwin was proposed by Mr. L. Rees-Murphy, seconded by Mr. D. Freeman and duly elected as Chairman.

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 Councillors K. Avery, N. Creek, R. Harrold and Mr. E. Connolly (County Councillor).

4. Minutes of the Meeting: The Minutes of the Meeting held on the 8th April 2024 were proposed by Mr. D. Freeman, seconded by Mr. L. Rees-Murphy and unanimously agreed.

5. Declaration of Interest: No councillor declared an interest in the Agenda

6. Reports from District/County Councillor: There were no reports.

7. Time allocated for members of the public to speak (maximum 20 minutes): No members of the public wished to speak.

8. To consider the Co-option of Mr. C. Millan to fill the vacancy on the Council: As Mr. Millan was unavailable to attend the meeting, this item will be deferred to the June Agenda.

9. To Elect a Vice Chairman: It was proposed by Mr. A. Wilson, seconded by Mr. L. Rees-Murphy 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 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 willing to continue. It was unanimously agreed that Mr. Millan continue as Play Park Inspector.

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

14. To Confirm the Appointment of the Wells-Cole Trust Trustees: The current Trustees are Messrs. R. Harrold (Chair), N. Creek, D. Freeman, J. Baldwin and Ms./ K. Avery. It was unanimously agreed that they continue as Trustees of this Charity.

15. To Appoint a Representative on the Wells-Cole Management Committee: Ms. K. Avery had been put forward as the Council's representative on the Management Committee and was elected at the Annual Parish Meeting.

16. To Appoint a Representative on the Playing Field Committee: Messrs. L. Rees-Murphy and S. Rees-Murphy are the current representatives and are happy to continue.

17. Matters Arising from the Minutes and Action List:

- Parking on the corner of Coburg Lane – Clerk had contacted Highways who have replied that the hedge does not meet their criteria for intervention.
- Projector – the Chairman had researched the cost of a projector. A long lens one is between £3-4,000 and others are between £1-500 and a long lens attachment costs £1000. The Chairman will ask the Camera Club for their advice as they regularly use a projector.
- Drainage problems at the entrance to the Community Centre. Mr. A. Wilson had discussed this with Trell and will do a survey of the area. It was not thought that the solution proposed by Trell would alleviate the problem.
- Missing road sign on Richmond Road – still not replaced.
- Work to the trees and ditch at the back of the Community Centre – quote awaited.
- Passing Places – “What Three Words” have been sent to Highways – no work has been done on the passing places – Clerk will query.
- Small pipe in Cley Lane and drain outside the allotments – Highways have said they will jet the pipe and unblock the drain but Mr. D. Freeman said they have not done this. The Chairman said he has seen Highways working in Cley Lane but they had not done this work. Clerk will report again.
- Bird Sanctuary – working party to pull balsam to be held on Sunday the 12th May -one volunteer from the parish so far.
- Shredder – Chairman has purchased a shredder for £13.99.
- Water meter at the Community Centre – no further information on this.

18. Correspondence:

- Email from Trell Contractors with a quote to provide new soakaway at the Community Centre. This matter was discussed under Matters Arising.
- Email from a member of the NP Work Group with reports on the Planning Committee Meetings. The Chairman invited Mr. A. Walmsley to give an update. At the May Planning Committee meeting, Breckland confirmed that a cabinet paper for the review of the Local Plan, the draft Local Plan options and the Local Plan consultation feedback report are all in the public domain and will

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be reviewed by cabinet on 13 May. Subject to cabinet approval, there will be a public consultation on the preferred options and the draft Local Plan, commencing on the 3 June for at least 6 weeks. No additional houses have been allocated to the parish of Saham, so the number remains at 102. Saham Toney is now classed as a Secondary Village and the Secondary Villages have been assigned 8% of the housing allocation in the draft Local Plan. Mr. Walmsley raised a concern as the timescales keep slipping. Since the publication of the most recent Local Development Scheme in November 2023, the timing of the public consultation has slipped from April to June. The cabinet paper states that failure to submit the new plan for examination before June 2025 could represent a significant risk to Breckland Council as having out of date policies would leave the council vulnerable to unwanted applications and appeals.

- Email from the Orchard Group requesting permission for a beehive in the orchard. The Group had met a Beekeeper who would be prepared to maintain the beehive. Mr. S. Rees-Murphy raised a concern about people with allergies who would need to be made aware of the presence of a beehive so notices would be needed. Other points to consider are insurance and the beekeeper must be a registered beekeeper. It was confirmed that no licence is needed for a beehive. Clerk to ask for more details from the Orchard Group.
- Mr. T. Bunce had attended an online meeting run by Locality on the Design Guide. There were a lot of questions about the legal binding against the Local Plan. If the Neighbourhood Plan includes the Design Guide within the document, then this has more priority than the Local Plan, but if it is a separate document (as Saham's is) then it does not have so much legal binding. Mr. Bunce also said that there is no Emergency Planning Officer at Breckland at the moment.

19. To Approve Accounts for Payment:

The following accounts are due for payment: -

- Mr. D. Barber - £50 – Internal Audit
- BHIB Insurance - £3802.47 - insurance premium. The cost has risen significantly as the Community Centre building has been added to the Policy. This is the first year of a 3-year agreement.
- Mr. J. Baldwin - £13.99 - ~shredder
- Mrs. J. S. Glenn -. £551.21 – salary
- Mr. T. Bunce - £80 – emptying the litter bins at the Playing Field.

The payment of these accounts was proposed by Mr. G. Morton, seconded by Mr. S. Rees-Murphy and unanimously agreed.

The year end balances on the Accounts as at 31st March were -

Current Account - £30,225.51

Business Savings Account - £23,163.79

20. To Approve the Accounts for year ended 31st March 2024 – The accounts summary had been circulated to all councillors. The Clerk said the Accounts for the year ended 31st March 2024 had been internally audited by the Council's Internal Audit Committee and by the Internal Auditor. The adoption

of the Accounts was proposed by Mr. D. Freeman, seconded by Ms. M. Baldwin and unanimously agreed.

21. To Approve the Annual Governance and Accountability Return 2023/24 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

22. To Approve the Annual Governance and Accountability Return 2023/24 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.

23. To discuss any Planning Matters: Notification received from the Planning Inspectorate informing that the Appeal for Laurel House, Ploughboy Lane, Saham Hills has been dismissed.

24. Follow up from the Annual Parish Meeting: – The Chairman said overall feedback has been positive from those in attendance with a general feeling of positivity throughout the village. The one thing that must be brought up and noted, is the importance of responsibility for the roles we take on voluntarily. It is felt that the handling of the WCCC accounts has been disappointing, with attempts in February to arrange an internal audit for March resulting in no response until a second email from the clerk, It was then stated that the accounts were ongoing but the missing figures for 22/23 accounts were promised for the joint meeting, but they were not available, making a portion of that meeting a little irrelevant, 23/24 accounts weren't available until the Monday before the Annual Parish Meeting and it was discovered they were factual incorrect and not presentable. It comes across in bad light for both the Committee and Parish Council and therefore it must be noted that had there been more openness and willing co-operation from the Treasurer, this situation could have been avoided, but as agreed at that meeting, they have until June to get things in order.

It is suggested that there is a quarterly update from the Management Committee on the Accounts so the Council can keep track of finances and avoid this situation happening again. Mr. N. Creek will help the new Treasurer to sort out the 2023/24 Accounts. Ms. M. Baldwin said that maybe it should be an Agenda item every month but if a WCCC Monthly report is submitted each month the Council should be able to be updated.

Mr. L. Rees-Murphy (ex-Treasurer of the WCCC) said that with the year end for the accounts being 28th February this left insufficient time to prepare accounts for the Annual Parish Meeting. On the Charity Commission's website, the year end is stated as 31st December and it would be better to revert to this date. The Clerk said the year end had been altered to February for a specific reason one year and it had previously always been the 31st December. Regarding the fact that the accounts were inaccurate, Mr. L. Rees-Murphy said they had been prepared by the Accountant with all the information that he had available to him from the invoices and bank statements. He had not received all the details of cash payments. The missing figures from the 2022/23 Accounts had been provided at the Annual Parish Meeting and accepted by the meeting. Mr. L. Rees-Murphy said he had passed all the details concerning the NatWest account to the Chair of the Management Committee. NatWest offer a free accounting scheme – FreeAgent - if the new Treasurer wanted to use it. Mr. D. Freeman asked if there would be a problem with signatories on the account now the Treasurer had resigned. Mr. L. Rees-Murphy replied

that his name had been removed from Barclays and will be from NatWest. NatWest only allow one signatory on the account.

25. To discuss Risk Assessment actions: Risk Assessments had been carried out on Street Furniture in the parish, the Community Centre Ground and the Playing Field.

Street Furniture

- The door handles on the notice board at the Community Centre were broken and needed replacing.
- The dog bin in Ploughboy Lane has a broken lid and needs replacing. Clerk will ask Mr. N. Creek where the dog bin in Hills Road was purchased as this is a larger bin.

Community Centre Grounds

- Moss needs to be removed from the brick weave and gravel and the hall pathways
- The area around the sheds needs tidying with the removal of items – another skip will be needed.
- Dog Waste Dispenser needs removing – the Chairman will do this.
- Dog Waste Bins need cleaning
- Community Centre bins must be kept locked – unlocked on the day of inspection.
- Trees need attention but work is scheduled to take place.
- Large hole in the dog walk needs filling – the Chairman will do this.

Mr. D. Freeman said that when he met the man from Caloo, he had said that the play equipment can be sprayed with something to stop the mould from forming. Mr. A. Wilson and Ms M. Baldwin said they knew of someone who could perhaps be asked to pressure wash the paths and play equipment. They will let the Clerk know details. To be on the next Agenda.

Playing Field

- Pot hole in the car park needs filling- ask the PF to do this.
- Disabled parking markings need to be repainted
- Storage containers for the Cricket Club need painting if they are to remain
- Concrete garage/Pitched roof shed – the Council needs to decide whether to remove these as they are in poor condition.
- The pavilion roof requires some work, tiles and pointing required, bricked up doorway needs attention. It was agreed the Council would repair this time but in future damage caused by the Clubs would have to be repaired by them. Mr. G. Morton said he would do this.

Councillors L and S. Rees-Murphy will take these comments to the Playing Field meeting and ask the Committee when the above can be done.

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

had sent out a new model Financial Standing Orders and these will be circulated and a decision made at the June meeting as to whether to adopt these or stay with the Council's simpler version.

27. To Confirm Renewal of the Insurance: This had been agreed under Accounts for Payment.

28. To Update the Parish Council's Code of Conduct to the NALC Model Code of Conduct 2020:

The Clerk said that Council's current Code of Conduct was dated 2012 and recommended that it be upgraded to the current NALC one. This was unanimously agreed.

29. To consider reports from outside representatives:

29.1 Wayland Partnership – No report

29.2 Wells-Cole Community Centre - They have held their first meeting where roles were elected - Raechal – Chair, Georgie – Vice Chair, Neville Denman – Treasurer and Laura Stratton – Secretary and Health and Safety. Discussions on plans for the upcoming year were had but nothing finalise. Discussions on what each committee member will bring to the hall were had, The Chair and Treasurer will be meeting asap to sort out the 23/24 accounts and get sorted for the upcoming year. Every weekend in May has a booking, with Glamdads this coming Saturday. The balances on the Accounts are: -

Barclays – Community - £4718.32. Business - £8748.84

NatWest – Current - £3068.04. Business - £110.55

29.3 Playing Field – No report

29.4 Wells-Cole Trust Fund – No report

29.5 Play Park Inspector – some items need attention. The Chair will check these.

29.6 Bird Sanctuary – No report

29.7 Any Other reports – There were no other reports.

30. Items for the next agenda (not for discussion): The following items to be on the June Agenda: -

- Adoption of Mr. C. Millan to fill the Vacancy on the Council
- To consider the new model Financial Standing Orders
- Follow up on Risk Assessment actions
- Cleaning of the WCCC land
- Timelines for the WCCC and PF actions

31. To confirm the date and time of the next meeting of the Parish Council – Monday the 3rd June 2024 at 7.30 p.m.at the Wells-Cole Community Centre.

The Chairman closed the meeting at 9.00 p.m.

Parish Matters

Mr. D. Freeman said that he had noticed that someone had built a dam in the brook in Cley Lane which he has removed. The slabs need removing from the brook to prevent this happening again.

Mr. J. Baldwin said he would like to purchase a new basket ball net (Cost to be researched) and reflective lights – approx., cost £16 for the posts in the Community Centre car park. This was agreed in principle.

Mr. J. Baldwin asked if he could approach the Trust fund for funding of the community notice board, this was agreed and Mr. J. Baldwin will provide the information for the next trust fund meeting.



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