

BRANDON PARVA, COSTON, RUNHALL & WELBORNE PARISH COUNCIL - MEETING MINUTES

Wednesday 5 May 2021, 7:30pm via Zoom Video Conference.

This meeting took place via video conference due to the current Coronavirus pandemic and government guidelines to stay at home.

Present.

Councillors – Simon Guest (chair), Peter Wood, Clare Kay, Clare Miller, Mike Webb along with the clerk Bev Long. Also, present was District Cllr Richard Elliott, Jane Brown – footpath warden and 1 member of the public.

1. To receive and accept any apologies.

None received.

2. To receive declarations of interest in items on the agenda and requests for dispensation.

None.

3. Election of Officers – Chair & Vice Chair

Simon Guest was nominated as Chair – proposed by Peter Wood and Seconded by Mike Webb – all agreed. No nominations were received for vice chair.

4. Declaration of acceptance of office – chair

To be signed at next physical meeting.

5. Register of Interest

Clerk advised all to check their registers of interests and to update if necessary.

6. To approve the minutes of the meetings held on 10 March, 12 April (planning) and 14 April 2021 (annual parish meeting)

All minutes were approved and would be signed outside of the meeting by the chair.

7. Matters arising from the minutes – not covered elsewhere.

7.1 Annual Parish Meeting - feedback. Thanks were given to those that attended – presentation by George Freeman was available to view on the council's website

8. Matters for discussion.

8.1 GDPR – no issues to report

- 8.2 Defibrillator – Funding from Richard Elliott had been received. Specific quote would be sent to councillors by Clare Miller. No further information was available regarding the installation of a defibrillator at Welborne Village Hall.
- 8.3 Supporting Local Business Development – George Freeman had responded and was keen to meet the parish council and other representatives re; How can we encourage local business in the Parish. It was agreed Simon would contact George Freeman to agree a convenient date and a separate meeting with him would be set up.
- 8.4 What would councillors like to achieve in the future – update
- 8.4a Footpath from Welborne to Barnham Broom - Mike to draft a letter to send to Barnham Broom Parish council to formally ask if they would be interested in a joint venture
- 8.4b Bus Stop for school bus in Runhall – Clare Miller has asked parishioners of the area what they would like to see who will then feedback to Norfolk County Council.
- 8.4c Information Hub – no further progress had been made with this. Perhaps something for the future.
- 8.5 Parish Council Website – Simon had compared ours to many others and found no one was doing anything differently. Thoughts were that we could put PROW's/Planning/Highways meeting updates on the website and look to see if anything could be refreshed.
- 8.6 Littering in Runhall – quite a lot of fly tipping and general littering is appearing especially in Runhall – councillors asked to be vigilant and report if anything seen. To be included in the newsletter. Clare Miller would be happy to organise a litter pick in the Parish – South Norfolk's litter pick is scheduled for September
- 8.7 Notice Board in Welborne – clerk reported the board at the village hall which does not belong to the council is often full and does not cover the 'top' half of Welborne. Proposed that the parish councils old board is replaced to match the boards purchased for the other villages in the parish. Clerk to bring costings to next meeting.
- 8.8 Councillor Vacancy – South Norfolk have advised that no election has been requested so co option can take place. To be placed in the newsletter – application forms can be requested from the clerk – closing date set at 1 July.

9. Planning Matters

- 9.1 Planning History/decisions 2020/21 – councillors viewed the spreadsheet detailing decisions since our last meeting.
- 9.2 Any time limited planning – none

10. Residents questions

No questions raised

11. Reports from District Cllr, County Cllr, & Parish Cllrs

District Cllr Richard Elliott reported that Flytipping was a problem across the district especially during the pandemic – being vigilant and reporting is extremely helpful. Question raised that if recycling centres were open longer and less costly it may help the problem. Richard advised that the County Council, District Council and Police were working together to help combat the problem.

12. Reports from others; Litter wardens, fuel co-ordinator, countryside ranger

12.1 Fuel Co-ordinator – Jill Craig advised that due to a change in procedures for ordering and payment her role was now redundant and thought it would be better to put AF Affinity's contact details in the newsletter now instead of hers.

13. Public Rights of Way (PRoW)

13.1 Councillors viewed and discussed the updated report. Most FPs are okay – concern regarding fallen tree on BR5, Simon to raise this with Highways. Ditch on FP1 has been reported to Barnham Broom Parish Council – blocked by digester and very unpleasant under foot – better signage is required. Discussed unsurfaced Roads – Copper Lane, query as to whether it was a bye way or bridleway. Hill House Road has lots of potholes along its length. These have been reported before. Simon to report to Highways. Donna Dean a resident of Runhall expressed an interest in becoming a Foot Path Warden – Simon to contact her.

14. Highways

14.1 Updated report was discussed – Bob West, NCC had now left the post of highway engineer, awaiting details of his replacement. Issues reported – black & white marker down The Green, Runhall on previously repaired area was broken, large pothole on Black Horse Lane, Runhall.

15. Finance

15.1 2020/2021 accounts approved and signed

15.2 Annual Audit – Mark Scharff, internal audit was happy to continue with this role – clerk to prepare paperwork for him.

15.3 Cheques were approved and will be signed outside of the meeting – Grant payments, Runhall Recreation Ground £126 & Runhall Play Area £210, Norfolk Parish Training & Support annual membership subscription £40, Jane Brown phone box renovation expenses £52.03.

16. Correspondence, including circulated items via email prior to meeting not included elsewhere.

None

17. Next meeting date

14 July 2021 at Welborne Village Hall

18. News from BPCR & W Parish Council – agree items for next edition

Agreed that delivering newsletters could re commence if volunteers happy to do so. Items to be included – councillor vacancy, littering/fly tipping, Defibrillator, Annual meeting business development, PROW updates, Fuel Co Ordinator.

There being no further business the meeting closed at 8.50pm