

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

Wednesday 18 November 2020, 7:30pm via Zoom Video Conference.

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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), Andrew Egerton-Smith, Peter Wood, Clare Kay, Clare Miller, along with the clerk Bev Long. Also present was County Cllr Margaret Dewsbury and District Cllr Richard Elliott, Jane Brown (countryside ranger) and 1 member of the public

1. To receive and accept any apologies.

Apologies received from Mike Webb.

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

No declarations of interest were declared in relation to items on the agenda

3. To approve the minutes of the meetings held on 16 September 2020 and planning consultations on 12 October and 26 October 2020.

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

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

4.1 Newsletter distribution – 2 new parishioners have joined the team, and all worked well.

4.2 Co-option – South Norfolk had confirmed that we could co – opt. The clerk had received enquiries from 3 interested parties, one was in attendance at the meeting and has expressed an interest to join the council. Item to be placed in the newsletter with cut of date of 20 December for receipt by clerk of a completed application form. Clare M asked about an Equal Opportunities Policy - clerk advised that all the council's policies were being looked at, revised and adopted where necessary.

4.3 Vice Chair position – to date no one has expressed an interest in this post on the council. It was agreed that although not a big job it was an important one so councillors were asked to consider and speak with the chair or clerk if they were interested.

5. Matters for discussion.

5.1 GDPR – no issues to report

5.2 Defibrillator – Andrew advised the council of the information that he had collected – councillors discussed the requirement to look at putting a defibrillator in the old phone box on The Green,

Runhall. It was believed that Welborne Village Hall has recently installed one in their porch and that there were several others, some in phone boxes, that had been installed locally. The cost is likely to be approximately £1,600 along with some annual running/maintenance costs. Richard Elliott was looking into if he could offer some of his members allowance - £250 with a possibility of up to £500. Some of the funds could come from the councils CIL money. It was agreed that Clare Miller would research this further and report back to the council at the next meeting. Annette Shaw a member of the public attending offered her help, and the clerk would circulate the information already gained from other clerks in the area.

- 5.3 Public Rights of Way (PROW) – Councillors viewed the spreadsheet circulated prior to the meeting detailing the PROW's in the parish. There was still some question about landowners for FP1 and FP18 both in Welborne. Jane Brown advised the council as to the next steps we could take which included a questionnaire and a meeting to engage with the landowners – this was discussed and agreed that Simon would look at writing to all the relevant landowners and would liaise with Jane regarding a questionnaire with the thought that it could be delivered with the newsletters with possible collection points in Barnham Broom and Mattishall.
- 5.4 Potential Email Scam – Simon advised that this scam had circulated around our councillors. Margaret Dewsbury advised that it had happened to lots of councils and if further incidents happen then to report it to the Trading standards.
- 5.5 Meeting dates for 2021 – the following dates for 2021 were agreed: 13 January, 10 March, 14 or 21 April (annual Parish meeting), 19 May (annual Parish Council meeting), 14 July, 15 September and 17 November.
- 5.6 Review/update of policies – Financial Risk Assessment & General Risk Assessment. These were circulated prior to the meeting – all agreed no changes required.
- 5.7 Grant Applications for 2021/2022 – Item to be placed in the newsletter and updated application form put on the website – application deadline date agreed as 31 December 2020.

## 6. Planning Matters

- 6.1 Planning History/decisions 2020 – councillors viewed the spreadsheet detailing decisions since our last meeting.
- 6.2 Planning application – 2020/2074 – Erection of steel framed agricultural building for storage of cattle feed and straw -revised. Land to the rear of Field View, Welborne Common. Welborne. Councillors view the application and agreed that there wasn't much difference from the original application. It was 20% smaller but still very close to the neighbouring property – it was also noted that the blue boundary line didn't appear to be correct. Chair to draft a reply to South Norfolk.
- 6.3 Any time limited planning – none

## 7. Residents questions

Request for a Welcome pack to be delivered to the new occupants of 4 East Green, Runhall.

## 8. Reports from District Cllr, County Cllr, & Parish Cllrs

County Cllr Margaret Dewsbury reported that all the services were working to help the community as much as they could. Recycling sites have remained open during this second lockdown.

District Cllr Richard Elliott reported that the Help Hub is continuing to support people locally and that all the council officers were working hard to help those that require it.

Clare Kay – asked about Budget Consultation that had been circulated to everyone via the clerk from Norfolk County Council. She had completed it and although was not a quick task it was asking some important questions especially about verge cutting and recycling sites. It was agreed that all councillors should have a look and respond if possible and for it to be included in the next newsletter. The consultation is open until 14 December.

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

Jane Brown reported a problem with Footpaths 9 and 16 at their junction. This has been reported to Highways who are looking into it. Clare Kay reported issues with Runhall FP14 / Barnham Broom FP1 - Simon will endeavour to walk the path and report back.

## 10. Highways

10.1 Highways outstanding issues – discussed spreadsheet report from Simon; item 28 - tree blocking footpath route, Simon will write to the landowners. A pothole at the top of the School Lane, Runhall junction had still not been filled although it had been reported many times. Simon to add to highways spreadsheet and chase work.

## 11. Finance

No finance items to report.

## 12. Correspondence, including circulated items via email prior to the meeting & not included elsewhere

12.1 Runhall Recreation Ground Trustees report – Bev Long as a Trustee gave an annual report which forms appendix A to these minutes.

12.2 IAG (independent Advisory Group) Annual General meeting – circulated prior to the meeting. Clerk to place on the website and to be included in the next newsletter.

13. Next meeting date – 13 January 2021

14. News from BPCR & W parish council – agree items for next edition

Agreed items – Footpaths, co-option, PROW's, Norfolk County Council Budget Consultation, Grant Applications, IAG's annual general meeting, 2021 meeting dates

**There being no further business the meeting closed at 8:50pm**

## Appendix A - Report from Trustees of Runhall Recreation Ground

- The trustees have been in contact with each other during the pandemic and 3 trustees were able to hold a virtual meeting last month.
- Rents for the coming year have now been collected – we had the usual late payers and two half plots plus a whole plot were not renewed. The whole plot has been relet and it is likely one of the half plots will also be let very soon. The last half plot is in a bad state of repairs, so the trustees need to look at how we go forward with this
- We continue to have issues with tenants not adhering to the agreement they signed – some areas are very untidy. We are continuing to monitor this and looking at ways we can improve it.
- We have completed our agreement with the play area and now just wait for the agreement to be signed by both parties.
- We will submit our annual return to the Charities commission once we receive the accounts from the play area this month.
- Our insurance was renewed in the summer and we thank the Parish council for the grant to enable us to do this.

Bev Long - Trustee

November 2020