

## **GARVESTONE, REYMERSTON AND THUXTON PARISH COUNCIL**

### **Minutes of meeting on Monday 15 November 2021 at Garvestone Village Hall at 7.30 pm**

#### **Present:**

G Smith (Chairman), T Garrod, M Garrod, C Harris, P Reade, S Smith, L Dinnie. Also present were residents (x 5) and the clerk.

G Smith welcomed everyone to the meeting.

G Smith formally welcomed Lester Dinnie to the Parish council.

*Action: 2 x forms to be completed (L Dinnie).*

G Smith advised that Clerk was not staying and we are recruiting for a Clerk. Recruitment to be discussed in item 20 on the agenda.

#### **21/187 To receive apologies for absence**

E Connolly (Norfolk County Councillor).

I Martin (Breckland Councillor).

#### **21/188 To receive declarations of interest and grant requests for dispensation as appropriate**

None.

#### **21/189 To agree the minutes of the Parish Council meetings held on 11 October 2021**

The minutes were agreed.

#### **21/190 To receive matters arising from last Parish Council meeting and update on actions noted**

##### Matters arising:

- 21/137 M Garrod and T Garrod commented about Hingham Rd Junction this has been resurfaced but is now leaking and there are no road markings.
- There were no other matters arising from last Parish Council meeting.

##### Update on actions:

| MEETING | ITEM   | DETAIL                                                                  | OWNER   | UPDATE                                                    | STATUS      |
|---------|--------|-------------------------------------------------------------------------|---------|-----------------------------------------------------------|-------------|
| Oct-21  | 21/172 | To Speak to Cllr Ed Connolly re future plans to attend meetings         | G Smith | Cllr E Connolly plans to attend Dec meeting               | Complete    |
| Oct-21  | 21/175 | Request Enforcement to look at hedges being taken out before permission | Clerk   | Complete Planning Enforcement Complaint Form, even though | Outstanding |

|        |        |                                                                             |          |                                            |             |
|--------|--------|-----------------------------------------------------------------------------|----------|--------------------------------------------|-------------|
|        |        |                                                                             |          | permission is now granted                  |             |
| Oct-21 | 21/175 | Restoration of Garvestone War Memorial                                      | M Garrod | To Do                                      | Outstanding |
| Oct-21 | 21/137 | Feasibility of blended meetings                                             | G Smith  | To Do                                      | Outstanding |
| Oct-21 | 21/133 | Add Litter Pick next steps to Nov agenda                                    | Clerk    | Actioned                                   | Complete    |
| Oct-21 | 21/177 | Local Plan Review - send email in support of Yaxham Parish Council          | G Smith  | Actioned                                   | Complete    |
| Oct-21 | 21/178 | Planning Notice concerns                                                    | I Martin | To Do                                      | Outstanding |
| Oct-21 | 21/179 | Application for Hardingham Farms for open sided barn                        | G Smith  | Planning approval given, No Further Action | Complete    |
| Oct-21 | 21/182 | Overgrown footpath towards Thuxton - send letter to land owner              | Clerk    | To Do                                      | Outstanding |
| Oct-21 | 21/182 | Locate information regarding Reymerston Church Yard payments                | Clerk    | Located and added to next agenda           | Complete    |
| Oct-21 | 21/182 | Send letter to tenant regarding Loose Sheep Lodge Farm Bungalow, Garvestone | Clerk    | To Do                                      | Outstanding |
| Oct-21 | 21/183 | Source Parish Partnership Document and complete                             | T Garrod | To Do                                      | Outstanding |
| Oct-21 | 21/184 | Add Defibrillator to next agenda                                            | Clerk    | Actioned                                   | Complete    |
| Oct-21 | 21/184 | Advise re TPO process                                                       | I Martin | To Do                                      | Outstanding |

#### **21/191 To receive clerk's report**

The Clerk commented she is continuing to learn about the role and will provide support as and when she can.

#### **21/192 To receive any reports from District and County councillors**

Nothing received from Cllr I Martin.

G Smith shared some information from Cllr E Connolly. He advised that Cllr E Connolly will cover the following costs from his allowance:

- Thuxton 30mph speed limit £4800
- Garvestone Wig Wags - £3,277

#### **21/193 Meeting adjournment – members of the public invited to speak**

A member of the public advised they were grateful to see the garden areas have been cleared at Garvestone as in the past they had been bad. A group of volunteers have done this.

A member of the public raised that the Garvestone telephone box needs cleaning up and painting and asked the parish to consider approaching BT as it isn't visually good.

M Garrod advised it is grade listed and does belong to BT.

*Action: To progress with BT (Clerk).*

A member of the public referred to item 14 on the agenda and advised there was not mention of Thuxton Church Yard (Mr Stevenson) and would have thought that councillors would contribute to costs too.

A member of the public raised a point regarding the American war memorial and asked if the Council knew where the plane crashed that this relates to as visitors often ask.

M Garrod advised he knows that this is on private land and the owner did not want it marked. He also mentioned that visitors could be signposted instead to the Garvestone 12 Website where there is some information.

**21/194 To agree comments to Breckland Council on any new planning applications:**

|                                                                                                                                                                                      |                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>3PL/2021/1381/D</b>                                                                                                                                                               | <b>3 Tolvers Loke, Reymerston, Garvestone, NR9 4FF</b> |
| Resubmission of Reserved matters application 3PL/2021/0729/D for Plot 3 (detached dwelling house and detached garage) following outline application 3PL/2019/0019/O- Revised design. |                                                        |
| RESPONSE: NO COMMENTS                                                                                                                                                                |                                                        |
| <b>3NM/2021/0093/NMA</b>                                                                                                                                                             | <b>Garvestone Cp School, Dereham Road, NR9 4AD</b>     |
| Non-Material Amendment To 3PL/2021/1184/F-Amendment to External Materials                                                                                                            |                                                        |
| RESPONSE: THIS HAS NOW BEEN GIVEN PERMISSION                                                                                                                                         |                                                        |
| <b>3PN/2021/0060/UC</b>                                                                                                                                                              | <b>Cherry Tree Farm, Crabapple Lane, Garvestone</b>    |
| Conversion of agricultural building to one dwelling.                                                                                                                                 |                                                        |
| RESPONSE: NO COMMENTS, other than request to abide by CPRE rules for lighting and for contractors to avoid parking on Crabapple lane.                                                |                                                        |

**21/195 To note comments on planning applications decided by email since the last meeting:**

None.

**21/196 To note results of planning applications:**

|                                                                                                      |                                                             |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>3PL/2021/1239/O</b>                                                                               | <b>Dunroamin, Mattishall Road, Garvestone</b>               |
| Replacement Dwelling/New Driveway Arrangements – Permission granted                                  |                                                             |
| <b>3AG/2021/0019/AG</b>                                                                              | <b>South West of Corner of Arable Farm (603720, 505920)</b> |
| Open sided and open-ended steel framed storage barn (Agricultural Notification) – Permission granted |                                                             |

|                                                                                                                                        |                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>3DC/2021/0228/DOC</b>                                                                                                               | <b>Reymerston Hall, Reymerston Road, Garvestone NR9 4QY</b> |
| Discharge of Condition 5 on pp 3PL/2019/0611/LB (Discharge Conditions) -Conditions accepted                                            |                                                             |
| <b>3PL/2021/0948/F</b>                                                                                                                 | <b>Church Farm Thuxton</b>                                  |
| Change of use of meadow for renting for dog training/exercise (flexible use - used for grazing when not required) – Permission granted |                                                             |

Noted.

## 21/197 To receive correspondence

| Ref | From                                        | Subject                                                                     | Details                                                                                                                                                                                                           | Action/Who                                                   |
|-----|---------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 1   | Breckland Council (Finance)                 | Parish Precept Request 2022/23                                              | Precept Form – A or B to completed and returned by 31 Jan 22                                                                                                                                                      | Agree budget (S Smith)                                       |
| 2   | Resident                                    | Stiles                                                                      | Styles on the footpath bridge between Reymerston and Garvestone – Is there a need for them?                                                                                                                       | G Smith to respond                                           |
| 3   | Breckland (Democratic Services)             | Response required – Breckland Landscape and Settlement Character Assessment | Survey Monkey to be completed by 19 Nov 21                                                                                                                                                                        | T Garrod to complete                                         |
| 4   | Breckland (Democratic Services)             | Breckland Council Licensing                                                 | You can view what licensing applications have been received on website                                                                                                                                            | Information only                                             |
| 5   | Norfolk Movement for an OTN                 | OTN Update – Oct 21                                                         | A number of points were raised for information/action as needed.                                                                                                                                                  | G Smith to respond                                           |
| 6   | Developing Skills in Health and Social Care | Developing Skills in Health and Social Care                                 | There is a project providing funded training to those working in adult health and social care sector in Norfolk and Suffolk. They are looking at ways to promote the project.<br><br>They have provided a poster. | Add to Website (G Smith)<br><br>Add to Notice Boards (Clerk) |
| 7   | Cllr I Martin                               | OSC Local Plan Review                                                       | Cover in Cllr update                                                                                                                                                                                              | Cllr I Martin at next meeting                                |
| 8   | Parish resident                             | Old Hall Farm                                                               | Sent an email: Recently bought Old Hall Farm in Reymerston and are keen to get involved in community and have asked if there is anything                                                                          | G Smith to respond                                           |

|   |                        |                   |                                 |                                         |
|---|------------------------|-------------------|---------------------------------|-----------------------------------------|
|   |                        |                   | they could help with or attend? |                                         |
| 9 | Norfolk County Council | Ash Tree die back | 2 x sites                       | M Garrod to identify from location plan |

#### Carried forward items:

#### **21/183 To discuss applying to the Parish Partnership Scheme for 20mph wig-wags near the school**

L Dinnie advised that the wig-wags are advisory and not mandatory.

It was agreed that we need to get a quote from another contractor called AMEY. We got a previous quote from another provider.

*Action: Obtain another quote (S Smith).*

The Parish Partnership Forms need to be completed.

*Action: Arrange completion of forms (T Garrod).*

#### **21/175 - Litter pick - follow up from 09 Oct 21 Litter Pick – next steps**

Only 4 x helped last time. G Smith spoke to Hardingham – they divided their area into zones and those interested kept the relevant zone free of litter.

It was suggested to do similar to Hardingham, ie divide the Parish into zones/small areas and assign ownership. It was agreed to share the proposal on the Parish web site saying that we are looking for volunteers to do each zone area and ask people to put their names forward.

*Action: Share our proposal on the web site and ask for responses (G Smith).*

C. Harris, T Garrod advised of the areas they are happy to do as a starting point. G Smith noted these.

Kit requirements for the litter pick needs to be looked at and any risk assessments carried out.

A member of the public advised that notice needs to be considered too, ie 2-3 months before the litter pick.

#### **21/182 - Costs for looking after Reymerston Church yard (J Walpole) and Garvestone Church Yard (J Dobson)**

As mentioned in 21/193 Thuxton Church yard needs to be looked at. G Smith commented that there is a budget for all three Church yards.

It was agreed to pay Reymerston £350 plus an extra £250 for the remembrance garden.

It was agreed to pay Garvestone - £350.

It was agreed that Thuxton Is entitled to £350 too.

*Action: Write to Thuxton Church to remind them there is money there to use (Clerk).*

It was agreed to review any monies surplus as part of the budget process in February 2022.

#### **21/184 Defibrillator Access**

*Action: Speak to the charity that provided this – ask them what can we do with security for this cabinet (Action: Get a more accessible lock and understand best practice (T Garrod).*

#### **21/184 Mobile phone for Council use**

It was agreed that a mobile phone was a good idea. C Harris has offered a phone.

*Action: SIM needs to be purchased (C Harris).*

The need for a Parish Post box was discussed. S Smith shared a post box and advised that this would cost £27.28. It was agreed this would be part of the new clerk role to check the box.

*Action: Source the box and arrange fix. Speak to the postman (S Smith).*

In addition, G Smith advised we will shortly need to get new/re-built laptop as there was a risk if this was not addressed.

*Action: Add to next agenda (Clerk).*

#### **21/198 Draft Budget 2022/23**

S Smith presented the draft budget and advised that the half-year expenditure is going as expected. The following was noted:

- We have spent money on benches this year but last year showed the donations.
- Next year a slight increase in Grounds Maintenance has been allowed.
- Additional budget has been added for the new Clerk this includes training.
- Reserves are not unlimited and Precept would need to be looked at.
- Additional expenditure would also need to be added to include a new laptop.
- A discussion in principle took place regarding should we increase the Precept.
- Church Yard – proposal to remain at same level for next year. This was agreed.

*Action: Bring updated budget to next meeting (S Smith).*

#### **21/199 To receive members' items and items for the next agenda**

##### Members' item

- C Harris raised concern about the state of Mattishall Road, Garvestone it has not been cleaned up and could be lethal.

*Action: Report to highways (C Harris).*

- L Dinnie raised a concern and sought Cllrs advice regarding The Gatehouse, where a flock of sheep (approx. x 15) are kept in the garden, he thinks there should be a PCH Licence. He put in a freedom of information request and also contacted trading standards.

M Garrod advised to go to report to Trading Standards regarding movement licences

*Action: Speak to Trading Standards (L Dinnie).*

- M Garrod mentioned that we have another bench. It was discussed that this will be placed in the Remembrance Garden.

*Action: M Garrod to arrange (M Garrod)*

- G Smith commented about a glamping site on the land at bottom of North Green, opposite Reymerton Hall. A member of public raised he has already spoke re concerns re increased traffic and noise etc. It seems like there will be 2-3 wooden pods to start with, rising to 6.

Items for next meeting agenda:

- Laptop
- Budget
- Standing Orders and Financial Regs
- Meeting schedule for 2022

**21/200 Financial report**

- To approve receipts and payments.

To note payments to be made:

Finance sheet for payments between October and November 2021 meetings:

| Payee                    | Reason                                                                                                  | Amount  | VAT   | Total   |
|--------------------------|---------------------------------------------------------------------------------------------------------|---------|-------|---------|
| 1 Norfolk County Council | Contribution to Thuxton Station Lane Speed Limit review £200 from Parish and (£4800 from Cllr Connolly) | £200.00 | £0.00 | £200.00 |
| TOTAL                    |                                                                                                         | £200.00 | £0.00 | £200.00 |

Finance sheet November 2021:

| Payee                     | Reason                                                                 | Amount | VAT   | Total  |
|---------------------------|------------------------------------------------------------------------|--------|-------|--------|
| 1 Garvestone Village Hall | Hire – 11 October, 15 November and 13 December 2021                    | £66.00 | £0.00 | £66.00 |
| 2 C Richardson            | Reimbursement of Ink Cartridge for Printer from Tesco 12 Oct 21        | £23.00 | £0.00 | £23.00 |
| 3 C Richardson            | Reimbursement of Mileage Expenses Agenda Distribution 13 miles @ £0.45 | £5.85  | £0.00 | £5.85  |
| TOTAL                     |                                                                        | £94.85 | £0.00 | £94.85 |

**21/201 To pass a resolution to exclude members of the public and press for the following confidential item:**

- a. Post of Parish Clerk/RFO

The next meeting of the Parish Council will be at 7.30 pm on Monday 13 December 2021 at Garvestone Village Hall.

Signed.....

Date.....

DRAFT