



# Barsham Parish Council

## Meeting Minutes

Monday 21 March 2022, 7.30pm

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Parish Councillors present: Andrew Ross (Chairman), Grace Howlett, Frank Chapman, James Goodley, Tom FitzPatrick (District Councillor). Also in attendance: Jodie Bond (Parish Clerk), Laurence Elliott and one other member of the public was present.

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**1. To welcome and receive apologies for absence**

The Chairman opened the meeting and welcomed those present.

Apologies were received from Stuart Laws (Vice Chairman). Apologies accepted.

**2. To receive declarations of interest in items on the agenda and consider any requests for dispensations**

There were none.

**3. To approve the minutes of meeting held on 17 January 2022**

The minutes were approved without amendment and signed by the Chairman as a correct record.

**4. To report progress on items not on the agenda from the last meeting**

There were none.

**5. Receive reports from Local Police, NCC Councillor and NNDC Councillor, if attending**

NNDC Cllr Tom FitzPatrick

- There will be a council tax increase – details can be found on the NNDC website.
- Also, car park charges are set to increase.
- The Norfolk Sustainable Communities Fund is still available for applications.
- There is a Ukrainian settlement scheme set up – full details can be found on the NNDC website. Enquires will be made into whether Ukrainian refugees could be accommodated at the shrine and similar places.
- Cllr Howlett asked whether Highfield car park will be used for housing, Cllr FitzPatrick explained that this option had been suggested in the past, before it became a car park, but he feels the with the plans for the large development in town the car park should be retained.
- The surplus space at the old college site where the new SEN school is now sited, could be a potential site for further housing development. The Air cadets' site will also be retained.

NCC Cllr Michael Dalby

Not present. Clerk to invite Mr Dalby to our next meeting, as he has not yet attended one of our meetings.

**6. Open forum for Public Participation: an opportunity to hear from members of the public**

One member of the public wished to discuss plans for Queen's Jubilee.

It was agreed at our last meeting that a community picnic could be organised on the field adjacent to the village hall.

The Clerk agreed to create a flyer asking for volunteers to set up a working group to help organise the event and to gauge numbers of people who may be interested in coming along. A list of volunteers will then be passed to another member of the working group.

It was agreed that the picnic will be held on Saturday 4 June from 12 noon until 3pm. People may bring their own picnic and blanket or chair. There may be some live music and 1<sup>st</sup> Academy of Dance will be asked to do a performance. There may be competitions. Cllr FitzPatrick suggested that we may wish to provide commemorative medals to all the children that attend.

#### Speed Watch

Mr Elliott has volunteered to join the community Speed Watch. However, it was confirmed that volunteers are not permitted to capture data in speed zones over 40mph, this would exclude East Barsham hill.

Cllr Goodley advised that there had been a major accident there about 3 weeks ago.

If we cannot capture the speed on the hill we are unable to provide evidence of speeding vehicles and therefore it proves difficult to request speed traps or to have the speed limit reduced.

Cllr FitzPatrick has been speaking to the Police & Crime Commissioner and asked that the new 4 camera cars are sited all around, and not situated in the same location as they become predictable.

Cllr FitzPatrick suggested we drop an email to the Commissioner asking for help with speeding issues.

Mr Elliott also suggested white village gateways. The Clerk advised that 50% funding could be obtained but they could still cost the PC approx. £1000+

Cllr Goodley suggested a crossroads sign needs to be installed at the Lime Kiln Lane junction. Clerk to request a list of accidents for this area in the past 10 years and to request a crossroads sign from Highways.

#### **7. To hear from Fr Moger regarding the Slipper Chapel**

Clerk to formally invite Fr Moger to our next meeting.

#### **8. Open spaces**

##### 8.1 SAM2 report

No recent data to report.

##### 8.2 Consider highways issues to be reported

Clerk to report the pothole outside Red House, Green Way.

##### 8.3 Jubilee Celebrations

Please see item 6.

##### 8.4 To agree new signage for the play park

Following consideration, the Council RESOLVED to purchase an A4 sign from Steward Safety for the play park, as recommended by the play area inspector for a cost of £13.76. Clerk to action.

**9. Planning Matters**

9.1 To receive results of applications

PF/21/3018 | Low 30 and 9 Acres, Green Way, North Barsham, Norfolk,

Change of use land from agriculture to dog walking and exercise/agility area; formation of car park area and erection of outbuilding and fencing

PC comment – SUPPORT | NNDC decision - REFUSED

PF/21/3201 | Catholic National Shrine Of Our Lady Of Walsingham, Gray's Lane

Retention of steel framed buildings used as meeting hall and offices for a period of 5 years while the masterplan for the wider site is developed and constructed

PC comment - No comment made | NNDC decision -APPROVED

PF/20/0931 | Lodge Farmhouse, Wells Dry Road, West Barsham, Fakenham, NR21 9NW

Conversion of former farm buildings with associated external alterations to form single dwelling with annexe; erection of detached garage & store building (part retrospective)

PC comment – NEUTRAL | NNDC decision - APPROVED

9.2 To receive and consider new applications

PF/22/0669 | 1 Field Barn Cottages, Wells Road, West Barsham, Fakenham, Norfolk, NR21 9NU

Two storey rear extension to dwelling

PC Comment - NEUTRAL

**10. Financial Matters**

10.1 To approve the payment of accounts list

The Council RESOLVED to approve the payments list (below)

Payment to	Description	Ref	Amount (£)
Clerk	Salary (Feb-Mar)	Online	244.32
Hempton Parish Council	Clerk mobile, laptop & stationery contribution	Online	15.47
NNDC	Litter Bin Emptying	Online	14.40
Samantha Jackson	Payroll Services	Online	50.00
Walsingham PC	Newsletter Contribution (3 issues)	Online	34.65
NPTS	Annual Subscription	Online	50.00
	<b>Total</b>		<b>£408.84</b>
Receipt from	Description	Ref	Amount (£)
	<b>Total</b>		<b>£0</b>

10.2 To review the asset register

Following discussion, the Council RESOLVED to approve the Asset Register presented by the Clerk.

10.3 To agree subscriptions for the coming year

Following consideration, the Council RESOLVED to approve the annual subscription to NPTS and ICO.

10.4 To approve the payroll agents fee for the coming year

The Council RESOLVED to approve the payroll agents fee of £55 for the coming year.

DRAFT until agreed at next meeting

10.5 To receive report from Councillor checking the finances and appoint a councillor as Internal Audit Control Officer for the coming year  
Cllr Chapman agreed to be the Internal Audit Control officer for the coming year. Thanks, given.

**11. To receive and consider Correspondence**

NNDC letter regarding waste disposal price increase – made available to Councillors.

**12. To consider clerk/councillor training and events for 2022**

The Council RESOLVED defer this item until further notice.

**13. To review and approve the Risk Management Policy**

Following review, the Council RESOLVED to approve the amended Risk Management Policy presented by the Clerk.

**14. Receive items for next agenda and note the date of the next meeting**

Items to include on the next agenda:- Update on the Defibrillator, New Councillor Co-option.

The next Parish Council meeting will be the Annual Parish Meeting, starting at 7pm, followed by the Annual Parish Council Meeting at 7.30pm on Monday 16 May.

The Chairman closed the meeting at 9pm.

Signed by Chairman: ..... Date: .....

**15. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items:**

15.1 Consider quotations and approve grass cutting contractor for the 2022 season

Following consideration of the two quotations received, the Council RESOLVED to award this year's grass cutting contract to Barry and Shaun Andrews.

15.2 To consider and approve Clerk's pay increase and change to the Clerk's working week

Following discussion, the Council RESOLVED to approve the SCP increase to the Clerk's salary and the 1.75% national increase, to be backdated to 1<sup>st</sup> April 2021. It was also AGREED that the Clerk's contracted hours may be fulfilled flexibly between Monday – Thursday.