

Claxton Parish Council

Minutes of Parish Council Meeting held on Tuesday 23rd March at 7.30pm in Claxton Village Hall
(Subject to amendment until signed by the Chair at the next meeting)

| | |
|---------------------------------------|--|
| Parish Councillors (3) present | David Hamblin (Chair), Mike Balmer (Vice-Chair), Jason Cantrill, Jos Harwood |
| Absence | Apologies received from Vic Thomson |
| County Councillor | None |
| District Councillor | None |
| Also in attendance | Charlotte Rust – Parish Clerk |
| Members of the public (MOP) | Six |

23.20 To receive and approve apologies for absence

Cllr V Thomson sent his apologies.

23.21 To receive any declarations of interest from Members & consider requests for dispensation. Members are invited to declare Disclosable interests and other interests in items on the agenda as required by the Claxton Parish Council Code of Conduct for Members and by the Localism Act 2011.

None

23.22 To approve the minutes of the Parish Council meeting held on 17 January 2023.

Approved.

23.23 Adjournment for Public Participation (15 minutes allowed for). This provides an opportunity for members of the public to raise questions about and comment on items on the agenda before the Council make decisions.

A parishioner raised their concerns about ensuring the planted hedge is to be maintained. Cllr D Hamblin gave the Parish Council's assurance this would be done.

23.24 Reports from:

23.24.1 Parish Clerk

The Clerk provided an overview of her report including:

- Pipe map from Anglian Water regarding the proposed Play Area. The Clerk provided costs and Cllr J Cantrill mentioned he believed there should be no costs. Cllr J Cantrill to research and update the Parish Council.
- Shared Laptop – Updated the Parish Council with a report covering costs of a new laptop, upgrading the hard drive on the existing laptop and Rockland St Mary with Hellington Parish Councils response to a shared laptop, which was objecting this proposal. All Cllrs in agreement to upgrade the hard drive and RAM on the current laptop and also to purchase Microsoft 365 family subscription. Clerk to confirm costs on both for the Parish Council to approve.
- Policy review – The Clerk proposed a policy review, with must have and should have policies to be reviewed on a yearly basis, on a rolling basis across the 6 Parish Council Meetings and the remainder to be reviewed every 3 years. The current privacy notices are to be amalgamated into one. Clerk to action.

23.24.2 District Councillor, Cllr Vic Thomson

- In Cllr V Thomson's absence, the Clerk provided an overview of his report:
- Spring issue of The Link is out.
- SNDC are freezing their part of Council Tax.
- Schemes to provide mitigation against Nutrient neutrality and start house building.
- New projects for cycleways and new country parks.
- ID is required at May elections.
- Priority Setting Meetings are being held.

23.24.3 County Councillor, Cllr Kay Mason-Billig

None.

23.25 To discuss the King's Coronation in May 2023.

The Parish Council had received a grant request for events being held over Coronation May Bank Holiday weekend of £75. All Cllrs in agreement to approve the grant.

Signed

Date

23.26 To receive an update on the Wild Patch initiative.

9 volunteers had helped plant, in excess of 200 saplings to create the hedge. More saplings were purchased than originally thought so the hedge will run fully along the boundary line.

Parishioner is to contact the Village Hall Committee in regards to the proposed wild flower meadow and to update the Parish Council.

23.27 To receive an update from the Play Area Sub-Committee.

Play Area Sub Committee provided the Parish Council with their preferred company/quote after obtaining 3 quotes for comparison. All Cllrs were in agreement to continue with the play area. Cllr M Balmer raised the question regarding the trees on the proposed land and how they would be managed. Discussion on how this is done will take place once the play area is further along. Cllr M Balmer wanted to confirm the planning permission and the Clerk confirmed that as the land is owned by Claxton Parish Council and the proposed play area is no higher than 4m no planning permission is required.

The Play Area Sub Committee mentioned they will be organising events to assist with raising funds for the play area. Also, they have spoken with a neighbouring Parish Council who have provided them with a list of potential grants to apply for.

23.28 To discuss The Big South Norfolk Litter Pick 2023.

Cllr M Balmer volunteered to lead this and will propose some dates.

23.29 To receive an update on the Community Speed Watch initiative.

Cllr J Harwood confirmed there is now a team in place. The Camera team have been to completed their site assessment and have proposed two sites for the Community Speed Watch; outside the Village Hall and at the bottom of Mill Lane. These were chosen due to visibility. Training is scheduled for the participants.

23.30 To approve quote for the boundary trees impinging the available space and trimming of the hedges in the Village Hall Car Park.

All Cllrs in agreement to approve. Contractor is in contact with the Village Hall to arrange dates to complete the works.

23.31 Planning:

23.31.1 To receive any new planning applications and make comment.

2023/0589 - Cllr M Balmer raised three concerns – 1. The plan shows watercourses on either side of the humpback bridge and states that there is a drain. This is not correct as this is Hellington Beck. 2. The application states that the building is more than 20 metres from Hellington Beck, this is incorrect as the building is approx. 15 metres from Hellington Beck at its nearest point. 3. The application states an incorrect address, the building being proposed is on a neighbouring plot which was acquired in 2021 or 2022 by the applicant. All Cllrs voted to select neutral on SNDC planning portal with the Clerk uploading the above comments.

23.31.2 To receive the results and updates on any outstanding applications.

None.

23.32 Highways:

23.32.1 To receive a report on any highways issues outstanding.

The works for the sunken road south-east of Claxton Corner have been scheduled for 5th/6th April, when that stretch of road will be closed.

23.33 Finance:

23.33.1 To receive a Statement of Accounts as at 21st March 2023.

Given.

23.33.2 To note the bank balance.

Balance as of 21st March 2023 - £5,497.90.

23.33.3 To note any receipts.

None.

23.33.4 To note any grants.

None.

23.33.5 To approve payment of invoices and other expenses received since last meeting.

Approved.

Signed

Date

| For approval: | DATE | EXPENDITURE | PAYMENT METHOD | TOTAL | VAT PORTION |
|---|-------------|--|----------------|--------------|-------------|
| Charlotte Rust | 21/03/23 | Clerk Expenses and WFH Allowance – February | BACS | £26.00 | NIL |
| Charlotte Rust | 21/03/23 | Clerk Expenses and WFH Allowance – March | BACS | £77.84 | 2.18 |
| Claxton Parochial Church Council | 15/03/23 | Parish Council Grant for churchyard maintenance/purchase of spring bulbs for the King's Coronation | BACS | £300.00 | NIL |
| NPTS | 27/02/23 | Subscription 23/24 | BACS | £55.00 | NIL |
| NPTS | 07/02/23 | Managing end of year finances (50%) | BACS | £30.00 | NIL |
| Claxton & Carleton Village Hall Committee | 23/02/23 | Village Hall Hire 2022-23 | BACS | £104.00 | NIL |
| To note payments made outside of meetings: | | | | | |
| None | | | | | |
| To note pre-approved payments:- | | | | | |
| Charlotte Rust | 28/03/23 | March Salary | SO | £220.61 | |
| Charlotte Rust | 30/04/23 | April Salary | SO | £220.61 | |
| | DATE | INCOME | METHOD | TOTAL | |
| To note income:- | | | | | |
| None | | | | | |

23.34 To receive updates from individual Council Members (for information only).

Cllr M Balmer and Cllr J Cantrill announced they would not be standing for Cllr again in May 2023. Cllr D Hamblin thanked them both for their time, efforts and special knowledge they brought to the Parish Council.

23.35 To receive any items for inclusion on the next agenda (for information only).

Play area

Election

23.36 To confirm date and time of the next Parish Council Meeting as Tuesday 16th May 2023 at 7.30pm in Claxton Village Hall.

Confirmed.

The meeting closed at 20:45pm

Signed

Date