

## Claxton Parish Council

### Minutes of Parish Meeting held on Tuesday 19<sup>th</sup> March 2024 in Claxton Village Hall

**(Subject to amendment until signed by the Chair at the next meeting)**

|                                    |  |
|------------------------------------|--|
| <b>Parish Councillors present</b>  | David Hamblin (Chair), Jos Harwood (Vice-Chair), Sue Wallis-Garcia, Andrew Mussell |
| <b>County Councillor</b>           | None   |
| <b>District Councillor</b>         | Councillor Vic Thomson   |
| <b>Also in attendance</b>          | Charlotte Rust – Parish Clerk  |
| <b>Members of the public (MOP)</b> | Two  |

#### **24.22 Welcome from the Chair.**

Chair D Hamblin welcomed all to the meeting.

#### **24.23 To receive and approve apologies for absence.**

Councillor A Gidlow sent his apologies.

#### **24.24 To receive any declarations of interest from Members & consider requests for dispensation.**

None.

#### **24.25 To approve the minutes of the Parish Council meeting held on Tuesday 16th January 2024.**

Councillor J Harwood proposed for Councillor D Hamblin to sign the approved minutes, seconded by Councillor S Wallis-Garcia. The Clerk thanked Councillor J Harwood for acting as clerk at January's meeting.

#### **24.26 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 made the Parish Council aware that The Warren needs cutting. The Clerk is to contact the contractor.

The Clerk was made aware of an error on the Parish Council's budget for 2024/25. The grass cutting budget incorrectly included VAT in the figure, the Clerk will amend the document on the website.

#### **24.27 Matters arising from January's meeting, including Clerk's report.**

Home Piece Track – The Clerk has contacted the County Councillor regarding the incorrect road labelling, and she has responded to confirm she is investigating this.

The Parish Council's precept of £7,000.00 for 2024/25 was submitted to South Norfolk District Council.

The Clerk gave her report:

- The Church Council has submitted a grant application to be considered. This will be added to May's agenda.
- Flood Management Conference – Councillors decided unanimously not to attend or join CPRE membership.
- Pride in Place and National Lottery applications were submitted. Please see minutes 24.35 and 24.36 for retrospective Parish Council approval.
- Alan Boswell trust grant application – the Parish Council were unsuccessful, and the Clerk is requesting further feedback to strengthen future applications.
- The Clerk reminded all Councillors that minutes are to be signed by Chair or Vice Chair.
- A free King's portrait has been ordered for the Village Hall.
- Mini recycling payment 2023/24 will be paid by the end of March.
- All councillors should have Internet banking access.
- Forwarded all relevant correspondence.

#### **24.28 Reports from:**

##### **24.28.01 District Councillor, Councillor Vic Thomson – left meeting at 20:02pm.**

Councillor V Thomson provided an overview of his report. A full version of this will be available on the website:

- Budget and weather
- NHS Pharmacy First launched.
- Composting
- Government to ban disposable vapes.
- Riparian rights
- County Deal for Norfolk update
- National Vaccination Strategy
- Local Plan
- Election for PCC on 2nd May

Councillor D Hamblin asked a question regarding Fibre Broadband he had received from a parishioner. Councillor V Thomson said there are potentially four companies offering this service however more details will be available later in the year.

#### **24.28.02 County Councillor, Cllr Kay Mason-Billig.**

Councillor K Mason-Billig provided her report for March. A full version of this will be available on the website:

- Council agrees £528m budget.
- Have your say on Norfolk savings proposals.
- Norfolk flood protection takes centre stage in Westminster.
- Challenges of coastal erosion and flooding discussed by councillors.
- £150k funding secured for Attleborough Flood Management
- 24/7 free travel to all disabled bus pass holders in Norfolk
- Hundreds gather to witness historic moment as Herring Bridge is opened.
- New Rural Business Awards
- New film office opens Norfolk up to filming possibilities.
- Norfolk families set to gain more support thanks to a new volunteer service.
- Norfolk Fire and Rescue Service forms partnership to help people involved in serious road traffic collisions.
- Free electrical fire safety events being held by Norfolk Fire and Rescue Service
- £1 million boost for Highway Parish Partnership Schemes

#### **24.28.03 Biodiversity, Cllr S Wallis-Garcia.**

Councillor S Wallis-Garcia provided an overview of her report. A full version of this will be made available on the website shortly:

- Attendance of Biodiversity training course.
- The working group are formulating the action plan as part of the Biodiversity policy.

##### **24.28.03.01 To consider Litter Pick 2024.**

Councillor J Harwood volunteered to arrange this year's litter pick. The Clerk will submit the required paperwork to South Norfolk District Council to claim for the £20 grant.

##### **24.28.03.02 Grass Cutting.**

Councillor J Harwood proposed to support the working groups suggestion of not cutting an area behind the Village Hall to promote wildflower growth, seconded by Councillor D Hamblin. Councillors' Harwood, Wallis-Garcia and Gidlow are to confirm the exact location following a walk of the area.

##### **24.28.03.03 Website.**

A new Biodiversity page will be added to the Parish Council website to keep parishioners updated.

#### **24.28.04 Speed Watch Team, Cllr J Harwood.**

Community Speed Watch team will be back out now the weather is improving.

##### **24.28.04.01 SAM2 update.**

Langley with Hardy Parish Council has appointed a person to manage the SAM2, who is currently undergoing training.

#### **24.29 To award the Claxton Play Area Contract Tender.**

The Parish Council received 3 tenders; Wicksteed, NGF Play and Creative Play. The Councillors and Clerk completed a tender award system document and Councillor D Hamblin proposed to award the tender to NGF Play, seconded by Councillor A Mussell.

**24.30 To consider a management plan of the Churchyard should it become Parish Council responsibility.**  
No action to be taken.

**24.31 To discuss the renewal of the garden licence agreement.**

Councillor D Hamblin proposed for the Clerk to sign the agreement on behalf of Claxton Parish Council, seconded by Councillor S Wallis-Garcia.

**24.32 To consider the Safety Improvement on the A146 petition.**

The Parish Council unanimously decided not to make comment on this but to encourage individuals to sign the petition.

**24.33 To discuss a 20mph limit within the village.**

The Clerk is to add to the traffic issue page; contact details should a parishioner like to raise concerns regarding traffic in Claxton.

**24.34 To discuss Emergency Plan.**

The Clerk is to compose an emergency plan for the Parish Council to consider.

**24.35 To approve the submission of the Parish Council's application for the Pride in Place grant.**

Councillor A Mussel proposed to retrospectively approve the submission, seconded by Councillor J Harwood.

**24.36 To approve the first draft application submission to the National Lottery grant.**

Councillor A Mussel proposed to retrospectively approve the submission, seconded by Councillor J Harwood.

**24.37 Correspondence:**

**24.37.01 Flooding Green Lane/Hellington.**

Councillor D Hamblin has contacted the District Councillor regarding this issue and is waiting for a response.

**24.38 Finance:**

**24.38.01 To receive a Statement of Accounts as of 19th March 2024.**

Bank balance - £11,190.56

Play Area - £2,923.37

A parishioner asked when the Pits Trust grant funds were to be paid out for the installation of the fencing. The Clerk confirm this payment was on the payment schedule for approval in minute 24.38.02.

**24.38.02 To note any receipts and approve payments as detailed in the payment schedule.**

| <b>FOR APPROVAL</b>                           |             |                        |                       |              |            |               |
|---|-------------|------------------------|-----------------------|--------------|------------|---------------|
|   | <b>DATE</b> | <b>EXPENDITURE</b>     | <b>PAYMENT METHOD</b> | <b>TOTAL</b> | <b>VAT</b> | <b>P/R NO</b> |
| HMRC  | 17.03.24    | PAYE                   | BACS                  | £36.80       | £0.00      |               |
| Mrs C Rust                                    | 17.03.24    | Mar/Apr Clerk expenses | BACS                  | £131.82      | £0.00      |               |
| Surlingham PC                                 | 17.03.24    | Grant training - Clerk | BACS                  | £13.33       | £0.00      |               |
| Mr A Gidlow                                   | 17.03.24    | Tree on the green      | BACS                  | £50.00       | £0.00      |               |
| Norfolk ALC                                   | 14.02.24    | Biodiversity training  | BACS                  | £54.00       | £9.00      |               |
| Village Hall                                  | 17.03.24    | Hall Hire for 2023/24  | BACS                  | £136.00      | £0.00      |               |
| NPTS  | 28.02.24    | Subscription 24/25     | BACS                  | £70.00       | £0.00      |               |
| Norfolk Prestige                              | 01.03.24    | Fence Installation     | BACS                  | £8,262.00    | £1,377.00  |               |
| <b>TO NOTE PRE-APPROVED PAYMENTS</b>          |             |                        |                       |              |            |               |
| Mrs C Rust                                    | 28.03.24    | Clerk Mar Salary       | SO                    | £242.10      | £0.00      |               |
| PAWG  | 05.04.24    | 2nd grant payment      | TRANSFER              | £500.00      | £0.00      |               |
| Mrs C Rust                                    | 29.04.24    | Clerk Apr Salary       | SO                    | £242.10      | £0.00      |               |
| <b>TO NOTE PAYMENTS MADE OUTSIDE MEETINGS</b> |             |                        |                       |              |            |               |
| Minuteman Press                               | 07.02.24    | Play Area Sign         | DC                    | £12.60       | £2.10      | P39           |
| Norfolk ALC                                   | 08.02.24    | Website from July      | BACS                  | £10.00       | £0.00      | P41           |
| PAWG  | 12.02.24    | Grant                  | TRANSFER              | £500.00      | £0.00      | P42           |

| <b>TO NOTE INCOME</b> |          |                            |      |           |       |     |
|-----------------------|----------|----------------------------|------|-----------|-------|-----|
| Mrs C Rust            | 04.03.24 | PAYE                       | BACS | £36.80    | £0.00 | R11 |
| Pits Trust            | 04.03.24 | Fence Funding Invoice 2402 | CHQ  | £7,000.00 | £0.00 | R12 |
| Barclays              | 04.03.24 | Interest                   | BACS | £7.97     | £0.00 | R14 |
| Mrs C Rust            | 05.03.24 | Printing Invoice 2401      | BACS | £13.00    | £0.00 | R13 |

The Clerk will post date the payments to NPTS and the Play Area Working Group until April 2024, which is the start of the new financial year.

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

Councillor D Hamblin had raised the query regarding Fibre Broadband.

The Play Area Working Group has lots of fundraising events planned over the coming months.

The Parish Council would like to thank the Village Hall for the number of hours of hire supporting the community.

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

Church council grant application.

Dog fouling.

**24.41 To confirm date and time of the next Parish Council Meeting as Tuesday 21st May 2024 at 7.30pm in Claxton Village Hall.**

Confirmed. This will be the Annual Parish meeting followed by the Annual Meeting of the Parish, with a minimum 2-minute gap between meetings.

The meeting closed at 21:00pm.

DRAFT