

# Meeting Minutes of Great Melton Parish Council

Thursday 12 November 2020 starting at 7.30 pm, held online using Zoom

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Parish Councillors present: Rob Richardson (Chairman), Bruce Fleming from item 8.5 (Vice-Chairman), Mary Barnard, Phyllis Curson, David Gregory, Peter Markham and Liesl Richardson. Also present: Luisa Cantera (Parish Clerk) and Margaret Dewsbury (District & County Councillor). There were no members of the public present.

## **1 Apologies for absence**

The Chairman opened the meeting and welcomed everyone. Apologies for lateness were given by Cllr Fleming who told the Clerk he would be joining the meeting late due to being held up at work. All other councillors were present.

## **2 Members' declarations of interest in items on the agenda**

No declarations of interest were made.

## **3 Approval of the minutes of the meeting held on 16 July 2020**

The minutes of the meeting were approved without amendment. The Chairman will sign the minutes as a correct record and pass to the Clerk.

## **4 Clerk's report on progress on items not on the agenda from the last meeting**

The Clerk presented her report which councillors were able to see ahead of the meeting.

## **5 Open forum for public participation**

There were no members of the public present.

## **6 Updates from councillors**

### **6.1 Update on meeting with Highways held in late July**

This item was taken later in the meeting so that Cllr Fleming could update the Council.

## **7 Planning application for consideration**

The following planning application was discussed by the Council: 3 The Croft, Great Melton - Reference 2020/1958: Re-location of existing access drive and erection of new garage and carport building. The Council gave a comment of No Objection,

which will be passed to South Norfolk District Council.

## **8 Finance**

### **8.1 Cost of living pay increase for the Clerk commencing 1 May 2020**

The Council noted the cost of living increase based on national pay scales for clerks.

### **8.2 Update on the Council's finances for 1st half of the financial year**

The Clerk presented an update on the Council's finances to 30 September 2020 and answered questions. Receipts are as expected at the half-way point in the year given that the second half of the precept has been received. Invoices for tenanted land owned by the Parish Council were issued during October so are not shown in the finance update. Payments are higher than planned due to paying the previous Clerk in arrears for the 19-20 financial year and the new Clerk quarterly.

### **8.3 Approval of payments**

The following payments totalling £447.65 were approved by the Council:

L Cantera	Salary and related expenses*	£368.07
L Cantera	Defibrillator pads	£71.88
L Cantera	Stamps	£7.70

\*includes backdated cost of living increase from 1 May 2020

### **8.4 Options for changing bank account**

The Clerk explained that the current account with the Bank of Ireland is due to close shortly because they are closing all UK-based accounts. Several options were presented. The Council **RESOLVED** to move to Unity Trust Bank.

### **8.5 First draft budget for 2021-22**

The Clerk presented the initial figures and asked councillors to contribute ideas. The Clerk will bring back the budget for approval at the January meeting allowing councillors time to consider any amendments.

## **9 Anglian Water - for information**

Anglian Water is planning to install a new water pipeline from Norwich to Wymondham and the company is researching possible routes, one of which is through Great Melton. Anglian Water will be contacting landowners and farmers about the works. Once they have a confirmed route they will share it widely.

**10 Permission for a survey on Parish Council land, as requested by Sheringham Shoal/Dudgeon offshore wind farm project, relating to a scoping corridor for future cabling**

Equinor has contacted the Parish Council to request permission to undertake a walkover survey on Town Field, which is owned by the Parish Council. This is because the land is within their scoping corridor and could be deemed suitable for cabling to come through the land. The Council **RESOLVED** to allow the survey to take place. The Clerk will complete and return the questionnaire and survey access licence. The Parish Council will receive £750 from Equinor for agreeing to the survey.

**11 Ideas for funding offered by the District Councillor**

The Clerk presented several options for a new noticeboard to replace the current noticeboard. The Council **RESOLVED** to purchase option 1 - a two-bay, man-made timber noticeboard which has one side open and the other side glazed and lockable. The price is £911.26 before VAT, although the Clerk will contact the supplier to ask if they are able to offer a discount. The District Councillor confirmed that she will be contributing at least £300 towards the cost of the noticeboard (she plans to inform the Clerk of the final grant contribution shortly).

**12 Comment on draft Public Space Protection Order sent by South Norfolk District Council**

The Council decided it did not have any particular comments to add to the draft document.

**13 Correspondence**

The correspondence was available on the website for councillors and the public to read.

The Chairman asked Cllr Fleming to provide an update on a recent meeting with Highways. Cllr Fleming explained that the purpose of the meeting was to discuss the concerns raised by a member of the public about visibility close to the intersection of Pockthorpe Road/Landlow Lane and the western side of Burdock Lane. He met with Mr West, the Highways Engineer, and a local farm manager and they discussed the height of hedges around the junction. Mr West felt that the hedge had been cut back as far as possible and any more would encourage traffic to increase speed along this section. Mr West said he will add repainting of road markings at the junction to the Highways' list as they are faint. Highways has re-established a slow warning sign on the road on the southern side. Cllr Fleming asked if a warning sign denoting a bend ahead could be erected in Landlow Lane but Mr West did not support any changes there.

#### **14 Items for the next meeting agenda**

To agree a date for the Spring litter pick; to decide whether to share the £750 payment from Equinor with the tenant; and to agree the 2021-22 Parish Council budget.

Cllr Curson thanked those involved in the Remembrance Day service on Sunday for their support. Cllr Curson has been paying for the poppy wreath and small wooden crosses with poppies herself and councillors asked if provision for the November 2021 wreath and crosses could be included in the 2021-22 budget.

The Chairman asked that the Council considers the appointment of a land agent to represent it in relation to item 10 (Sheringham Shoal/Dudgeon offshore wind farm project).

#### **15 The Council RESOLVED to exclude members of the public and press (under the Public Admission to Meetings Act 1960) for the following confidential item:**

##### **15.1 To confirm the end of the probationary period for the Clerk**

The Council **RESOLVED** to confirm the end of the six-month probationary period (as at 1 November 2020) and confirm the Clerk's appointment as permanent.

The next meeting will be held on 21 January 2021 at 7.30 pm (place to be confirmed).

The Chairman closed the meeting at 9.54 pm.