

Weston Longville Parish Council Annual Meeting of the Parish Council Agenda (published 4 May 2022)

**Date: Monday 9 May 2022 Time: 7.45pm
Place: Hall for All, Church Street, Weston Longville**

Councillors are summoned to attend the next meeting of the Parish Council. The public are welcome to attend.

Lorraine

1. To elect the Chair for the coming year
2. To elect the Vice-Chair for the coming year
3. To receive apologies for absence
4. To receive declarations of interest in items on the agenda and consider any requests for dispensations
5. To approve the minutes of the meeting held on 14 February 2022
6. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors
7. Planning
 - 7.1. To receive update on application decisions taken by Broadland District Council (see below)
 - 7.2. To note the comments provided by the Parish Council to Broadland District Council since the last meeting (see below)
 - 7.3. To consider any new planning applications, as listed below, and agree comments (none)
 - 7.4. To consider any planning applications, received since the publication of the agenda, and agree comments
8. Policies
 - 8.1. To agree environmental grant policy
 - 8.2. To review and agree donation policy
 - 8.3. To agree if Financial COVID policy is required, if so to review policy
 - 8.4. To agree data protection policy
 - 8.5. To agree if the lone working policy is required, if so to review policy
 - 8.6. To agree planning policy
 - 8.7. To agree privacy statement

- 8.8. To agree publication scheme, information guide and schedule of charges
9. To agree planning section of portfolio document
10. To consider quote from Norfolk Parish Training & Support for annual subscription
11. Platinum Jubilee
 - 11.1. To receive an update on the arrangements
 - 11.2. To agree Parish Council's involvement and support
12. General Power of Competence
 - 12.1. To consider and agree if the council should use the general power of competence
 - 12.2. To agree the clerk's pay increase from salary scale 15 to 17 on completion of CiLCA.
13. To agree additional payment of £47 for the article in the Wensum Diary's relating to highways issues.
14. Finance
 - 14.1. To review the asset register for 2021/22
 - 14.2. To consider the Internal Auditors report for year ending 31 March 2022
 - 14.3. To agree the accounts for year ending 31 March 2022
 - 14.4. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chair to sign the form.
 - 14.5. To consider the assertions on, and complete, the Annual Governance Statement 2021/22 and to authorise the Clerk and Chair to sign.
 - 14.6. To consider and approve the Accounting Statements 2021/11 and to authorise the Chair to sign.
 - 14.7. To ratify the following payments since the last meeting
Lorraine Trueman £169.76
HMRC £42.40
Helen Pearce £636.48 (paid in error)
 - 14.8. To agree the payment list
 - 14.9. To note any income from 1 April
15. To receive an update on A47 and Norwich Western Link and agree next action
16. To receive
17. To receive an update on the Sheringham Shoal and Dudgeon Extension Projects
18. To agree action to be taken to improve the visual aspect of land at Post Office Lane
19. To receive a report on the Road Safety Conference
20. To report progress made on allotment water allocation
21. To receive an update on footpath matters

- 22. To receive and discuss the Roarr noise study
- 23. To discuss the enhancement of the verges
- 24. To receive an update on the progress made on Parish Council email addresses
- 25. To discuss the use of OneDrive for the storage of Parish Council documents
- 26. Correspondence (information only)
- 27. Any other business (information only)

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

- 28. To receive a report on outstanding planning enforcements

Decisions taken by Broadland District Council since last meeting (item 7.1)

Application No	Address	Description	Decision
20220100	2 Breck Barn Cottage, Weston Road, Ringland, NR8 6JL	Erection of single storey rear extension following demolition of existing conservatory.	Approved

Comments provided by the Parish Council to Broadland District Council since the last meeting (item 7.2)

Application No	Address	Description	Comments
20220306	Barn on land off Sandy Lane, Weston Longville	Change of Use of Agricultural Building to Dwellinghouse	Weston Longville Parish Council have no objections.
20220318	Bucks Burrow Barn, Dairy Farm, Morton Lane, Weston Longville, NR9 5JL	Variation of Condition 2 of permission 20211467 (Conversion of Detached Ancillary Residential Outbuilding into a One-Bedroom Single Storey Dwelling - Revised proposal) - to permit external insulation and timber cladding	No comments submitted
20220034	Norfolk Dinosaur Park, Morton Lane, Weston Longville, NR9 5JW	Hybrid application - Part full and part outline for the change of use of a former Deer Park to provide an extension to the Roarr Dinosaur Attraction comprising three phases of development, including a volcano feature, rides, food and beverage facilities, toilet block, entrance feature, extension to	See below

		overflow carpark, ecological enhancement and landscaping	
--	--	--	--

Response to Roarr dinosaur park expansion proposals PA 20220034

The Weston Longville Parish Council would be unable to support the proposal in its present form without the implementation of conditions, which must include the following:

Noise

Receptor Number	Location / description	Predicted from development dB LAeq, T	Existing ambient dB LAeq, T	Total ambient plus predicted dB LAeq, T	Increase over existing ambient dB LAeq, T
R1	Round the Woods (Yurt1)	41.1	43.6	45.5	1.9
R2	Round the Woods (Yurt2)	41.4	43.6	45.6	2.0
R3	Fairfield House garden	37.9	43.6	44.6	1.0
R4	Toad Cottage garden	37.5	46.0	46.6	0.6
R5	Keeley Cottage garden	37.5	40.5	42.3	1.8
R6	Hall Cottage facing Weston Hall Road	40.8	44.5	46.0	1.5
R7	Hall Bungalow facing Weston Hall Road	41.5	44.5	46.3	1.8

Table 13.16 Calculated noise levels and comparison with baseline.

The Environmental Statement in section 13 clearly explains the baseline noise monitoring and proposal modelling and the impact this will have on the local residents. There is however an error in the submission with the measuring point U1 being shown as located on the Round the Woods boundary when it was actually part way between the boundary and Fairfield House.

However the report also makes mention of a Noise Management Plan which is required for the proposed expansion but also to address current issues with the park as it stands. The report clearly indicated that the amplified roaring noises from the park were audible to local residents. The Design and Access statement indicates that complaints have been made about the existing operation of the park and that and that *'Alleviating and mitigating negative noise impacts is a key aspect of the proposals, and the aim is to achieve noise levels which are no higher than pre-existing levels, while reducing emissions from some existing sources which have given rise to complaints in the past.'*

It is then surprising that the Existing Ambient readings proposed to be used as a baseline for future comparisons are set at the levels which are already giving cause for complaint.

At the time of measurement, Roarr were working with local residents to reduce the nuisance noise but it is not clear from the report that the baseline Existing Ambient was remeasured after adjustments to the amplified roaring noise had been made.

All of the modelling shows that there will be a cumulative increase in noise in the range of 0.5 – 2.0 dB LAeq, T against base line which is already generating complaints. Whilst this may be low, increases in the 1.0-2.9 dBA are perceptible. The report concludes that because the increase falls into the category of No Observed Adverse Effect Level (NOAEL) or at worst Lowest Observed Adverse Effect Level (LOAEL) at which no specific mitigation measures are required'. Nevertheless, the noise increase will be detectable by the local residents and should not be allowed to hinder their enjoyment of the whole of their properties. The WLPC feels that the developers should not be aiming only to meet the minimum standards defined but should be trying to eliminate the impact of their development on local residents as far as is reasonably practical. The proposals indicate that they will be implementing earth bunding in the open sections between the southern end of the park and the residents of Morton Lane, which will be supplemented by tree and hedge planting. The tree and hedge planting is acknowledged in the report as taking time to mature even though the proposal indicates that some semi-mature trees will be used (10.10.28). The recent storms, with accompanying tree loss, have demonstrated that relying on vegetation for mitigation alone is insufficient.

- A condition that requires a new 'Existing Ambient' noise baseline to be made which accounts for the changes already being implemented as part of the Noise Management Strategy to address existing complaints. This should have measurement points which are at the boundaries of the development site AND at each of the sensitive residences. This is because the topography of the

land is such that the houses along Morton Lane sit elevated relative to the site boundaries and residents should be able to enjoy the whole of their properties unhindered.

- A condition that requires the earth bunding to bound the whole perimeter of the site where it abuts the land owned by the properties of Morton Lane and that it should be no lower than 4m high to provide the screening required.
- A condition that requires the implementation of timber acoustic fencing on the bunding between the south of the park and the residential properties on Morton Lane, to supplement the tree and hedge planting.
- A condition that requires the applicant to institute a noise monitoring strategy – which includes mitigation requirements during the construction and operation of the park in order to confirm that the cumulative noise levels do not exceed those predicted in the report. The test points to be agreed between Roarr and the affected residents adjacent to the park.
- A condition that requires the replacement of any trees and hedging installed should it fail within 5 years of being planted.

Visual Intrusion

The topography of the site and the surrounding land is such that the proposed development takes up the base and one side of a valley, with Morton Lane and its residential properties being on the other slope. The WLPC would like the planning committee to attend the site so that they can view the proposal from all of the angles and not just the view slices modelled in the report.

The report indicates that – until the bunding and planting are established – that a number of the properties along Morton Lane will suffer from a visual appreciation which is of ‘Medium Magnitude of Change with Major / Moderate Adverse effects, which are significant’. The early installation of the earth bunding, acoustic fencing and planting will mitigate this, so the WLPC asks that there is

A condition that requires the installation of the visual and noise mitigations outlined above to appear in the early part of the Construction Management Plan.

Construction Management Plan

The report indicates that there will be noise and visual disruption from the construction of the park expansion. The WLPC ask that the working hours proposed in the report at 13.6 form a condition such that

- Construction work – including deliveries and removals from the site – fall within the hours of Monday to Friday 07:30 – 17:30hrs • Saturdays 08:00 – 14:00hrs • No working Sundays or Bank Holidays
- A condition that construction traffic will be directed to use the B1535 and the main entrance from Weston Hall Road and not the minor road network and secondary access located off Morton Lane (which is currently reserved for maintenance staff).

Access along Weston Hall Road.

The entrance to the park is from Weston Hall Road, a section of the B1535 which is the designated HGV route connecting the A47 to the A1067. The nearest bus stop to the park is on the A1067 very close to its junction with Weston Hall Road. There is presently no safe access route along the side of the B1535. The land on one side of the road is owned by the Royal Norwich Golf Course, and on the other side by the Weston Hall Estate.

The Design and Access Statement indicates

Pedestrians: A survey tallying how many visitors arrived on foot in a year concluded that approx. 50 to 100 people made the journey either via bus links or cycle etc. to visit the park. Pedestrians are known to use the B1535 road and Norfolk County Highways have no plans for accommodating a footpath. Roarr! has made attempts in the past to develop a private footpath project but with the extremely high costs associated with a 450m path to Norwich Rd and with the Highways department unable to assist, this is unlikely to come forward in the near future.

The proposal implies – and indeed has previously been stated by Roarr – that no consideration for walking / cycling access is necessary as so few park attendees do so. The lack of people using public transport or cycling to access the park is – with the lack of a safe route to do so – self-fulfilling – no-one is encouraged to use non-car based means of access due to the hazards of traversing the last 0.3 miles along this road. This fails to meet Policy 6 of the Joint Core Strategy DPD which sets out that development should be close to essential services and facilities to encourage walking and cycling as the primary means of travel.

Furthermore, policy TS2 sets out that for major development, a transport statement is required, and proposals must deal with any consequences of the development in terms of maximising access by foot, cycle, and public transport.

The Royal Norwich Golf Course has in the past indicated to Weston Longville Parish Council that it would be open to providing a right of access across its land for the provision of a path and it therefore seems unlikely that it would not do so if requested by Roarr. The Paths for All' organisation indicates that a tarmac path of 450m suitable for walking and cycling could be installed for less than £50k so this does not seem to be a prohibitive cost for a scheme of this magnitude.

The WLPC would therefore like to see a condition such that

- A safe access path to facilitate walking and cycling be provided from the A1067 to the entrance to Roarr.

Minutes of the meeting held on
Monday 14 February 2022 at 7.30pm at Hall for All

Present:

Clare Morton (Chair), Peter Ross (PR), Ruth Goodall (RG), Paul Cowley (PC),
Justin Cohu (JC), Robert Banks (RB), Cynthia Savory (CS)

Apologies received: None

Other attendance: Helen Pearson (Clerk), Peter Bulman (District Councillor),
Greg Peck (County Councillor) and members of public

1 Chairman's welcome and to receive apologies for absence

CM welcomed all to the meeting.

2 To receive Members' Declaration of interests for meeting tonight and to update declaration of interest forms.

All councillors reviewed their Declaration of interest forms. It was noted that Councillors, as parishioners, would be impacted by the proposed western link road and off shore cabling.

3 To approve and sign the minutes of the meeting held on 8 November 2021

The minutes were signed as an accurate record.

4 To receive information on matters arising from the minutes not covered elsewhere on the agenda

Traveller's Site – PR reported that he was made aware of the anti social behaviour which had taken place recently. It was agreed that he, on behalf of WLPC, will report this to PC Colin Bailey. **Action: PR**

WLPC's IT requirements – JC reported that parish council email addresses to be set up for each parish councillor, this would cost a total of £10 a month and it would be beneficial to explore using Google Drive as a centralised online storage system for the Council's documentation. **Action: JC** to progress this option.

5 To receive and confirm the Asset Register, Risk Register and Internal Controls

All the documents were reviewed and agreed as an accurate record. The parish council assets had been checked and its conditions noted on the Asset Register.

Minutes of the meeting held on
Monday 14 February 2022 at 7.30pm at Hall for All

6 To discuss / action offshore cabling projects

6.1 Hornsea Project Three Offshore Wind Farm

6.2 Sheringham Shoal Extension Project (SEP) and Dudgeon Extension Project (DEP)

PC reported that the Norfolk Vanguard Offshore Windfarm has been approved and work will start next year. He said Equinor's compound site will be in Attlebridge which will cause concern about the possible increase in traffic around the parish. It was agreed beneficial for PC to speak with them and insist that no traffic goes through the village. **Action: PC** RG reported that Equinor has booked the Hall for All for an exhibition on 8 March.

7 To discuss / action highway issues

7.1 To discuss the NNDR Western Link

7.2 To discuss the A47 Dualling/A47 junction modification

7.3 A47 Development Consent Order

RG reported that the pace around the Western Link has slowed down and the public consultation before planning application is starting to lay as they look at environmental issues. G Peck thanked WLPC for their support for Western Link and explained that the business case is being compiled to share with central government in order to receive its funding, with the key message being that majority of people who will be affected by the road, wants it.

RG reported that the A47 DCO examination has ended with very little change to original application unless examiner comes back with any criticism. She said the liaison meeting was used to review mitigations so it can be included in consultation. NCC has offered a letter of commitment should the Western Link not go ahead or be delayed. It was agreed to request a revision to the wording around the '10% threshold' in the letter. All agreed for the letter to be signed jointly by the NCC officer and Cabinet portfolio holder. **Action: RG**

7.4 Parish traffic and improvement plans

Council was happy with CM's baseline traffic count proposal and rationale, which she will take forward to NCC. **Action: CM**

Minutes of the meeting held on
Monday 14 February 2022 at 7.30pm at Hall for All

Following discussion, it was agreed to produce an article in the Wensum Diary to update parishioners on the discussions and progress made around the various highway issues. The supplement will cost £35. **Action: CM**

8 To discuss / action plans for Queen's Platinum Jubilee event

Upon sharing some ideas for the event, it was agreed for a working group to be formed to plan this event. Representing WLPC will be CS and CM.

Action: CM & CS

PC reported the parish will be receiving an oak tree to plant to mark the event and one of the suggestions on its location was by Hall for All. This will replace a coronation tree which was felled during the building of the Hall. PC requested that if anyone else comes up with any other possible locations, to share it with him.

G Peck said he has a budget for planting trees and advised the council to apply.

9 To discuss / agree WLPC's policy on spending on trees / plants

PR reported that Lady Anne likes the idea of a community wood in principle, but she will need to discuss this with her tenant farmers. She would also like a firm guarantee that it will be maintained. This means that the area will remain private land for community use. All were in agreement to explore the proposal further with Lady Anne. **Action: PR & PC**

CM and PC shared the Council's draft policy on spending on trees / plants and all were in agreement with it. The grants will be funded by Solar/CIL monies.

10 To consider the future of three paths; Marl Hill, Dark Lane and Pump Farm to Ringland Road

11 To discuss / action permissive paths

RG proposed for Pump Farm path to be registered as a footpath, Dark Lane converted back as footpath and Marl Hill to be converted as a footpath. It was agreed for RG to find out more about the process for this.

Action: RG

With regards to Marl Hill, PC will speak the Hornsea about this possibility.

Action: PC.

12 To discuss / agree how the allotment water will be paid via the meter

Minutes of the meeting held on
Monday 14 February 2022 at 7.30pm at Hall for All

Further clarity was needed about how the water bill will be paid by the tenants as it was recognised that some tenants do not intend to use the water. It was agreed for BB, as portfolio holder, to meet with tenants to discuss this and share the proposal at the next meeting. **Action: BB**

13 To receive an update on Three Parishes Plan actions

There was no update.

14 To discuss / action purchase of speed gun

Following discussion around the various cost options, it was agreed for JC to try and source a battery pack for the existing speed gun **Action: JC**

15 To agree date for parish litter pick

PC reported this will be held on 26 March 2022. More information will be available in Wensum Diary.

16 To discuss / action request for funding a separate third party report on Roaar Dinosaur noise level

Residents who will be affected by the Roaar! Dinosaur Adventure Park proposed developments felt the first noise study commissioned was subjective and biased. They would like an independent study to be undertaken so it can be used as an objective measure in the planning application process. They requested for a contribution by the Council as this is a matter which will affect a sizeable number of residents. Following discussion, it was agreed that the Council will contribute £720 (includes VAT) towards the independent survey, which will be funded by the Solar fund.

17 To consider planning issues / applications

17.1 To consider the following planning applications

- i) Roaar! Dinosaur Adventure Park PA 20220034
JC to circulate the Council's draft response to the residents who will be impacted, as it will be important to know what mitigations should be included in the response. **Action: JC** It was agreed for noise mitigations to be included in the Parish council's response. P Bulman said he has referred it to Planning Committee which will provide an opportunity to get the conditions imposed.

17.2 To consider planning applications received since distribution of the agenda

- i) Breck Barn Cottage PA 20220100 – no objections.

Minutes of the meeting held on
Monday 14 February 2022 at 7.30pm at Hall for All

17.3 The following planning responses sent since last meeting were ratified;

- i) Weston Hall PA20212189 – no objections
- ii) Weston Hall PA 20212190 – no objections
- iii) Land to west of Ivy House Farm PA 20212188 – no objections but submitted observations
- iv) Weston Hall PA 20212331 – no objections
- v) Weston Hall PA 20220067 – no objections
- vi) Hill Farm PA 20220001 – no objections

17.4 To consider other planning matters

None

18 To receive outstanding correspondence and agree action/response

18.1 To consider the following correspondence:

- i) Norfolk Citizen's Advice – request for donation
It was agreed that the parish will donate £100.
- ii) CPRE Norfolk – legal cost appeal
WLPC will not be donating towards the appeal. However, it was agreed that when the annual membership will be renewed, to raise the amount to £50.
- iii) Resident's email about rubbish tip on Post Office Lane
CM had reported this to NCC Highways who will not take further action but will monitor the situation. The clerk had reported it to BDC's Community Protection Team and are awaiting a response.

18.2 Correspondence received since distribution of agenda

WLPC has received the donation request from All Saints Church for the sum of £750. It was agreed to pay the full amount under S137 funds.

Action: Clerk

19 To review financial matters

19.1 To accounts to date for 2021/22 were received.

19.2 The following payment were agreed:

- i) Clerk's salary and expenses (Jan-Feb) - £433.32
- ii) ICO annual fee (direct debit) - £35
- iii) Hall for All (room hire for parish council meetings) - £243

Minutes of the meeting held on
Monday 14 February 2022 at 7.30pm at Hall for All

- iv) Marion Barnes Ltd (payroll provider) - £30
- v) Allotment re: water supply (C Morton) - £164.19 (CIL monies)
- vi) Donation to Gt Witchingham PS' Break dinosaur (C Morton) - £217
- vii) Cheque transfer from Solar account to General account (Plot 2 allotment income was incorrectly bacs to Solar and not General account) - £5
- viii) Covid 19 Financial Assistance Fund (Solar Fund) – TBC

19.3 The following income was noted:

- i) VAT reclaim – £46240
- ii) Allotment - £35

20 To receive any other business (for information only)

None

21 To receive items for the next agenda

None

22 To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)

CM confirmed the appointment of new clerk, who will start on 1 March.

23 To confirm date of dates of future meetings

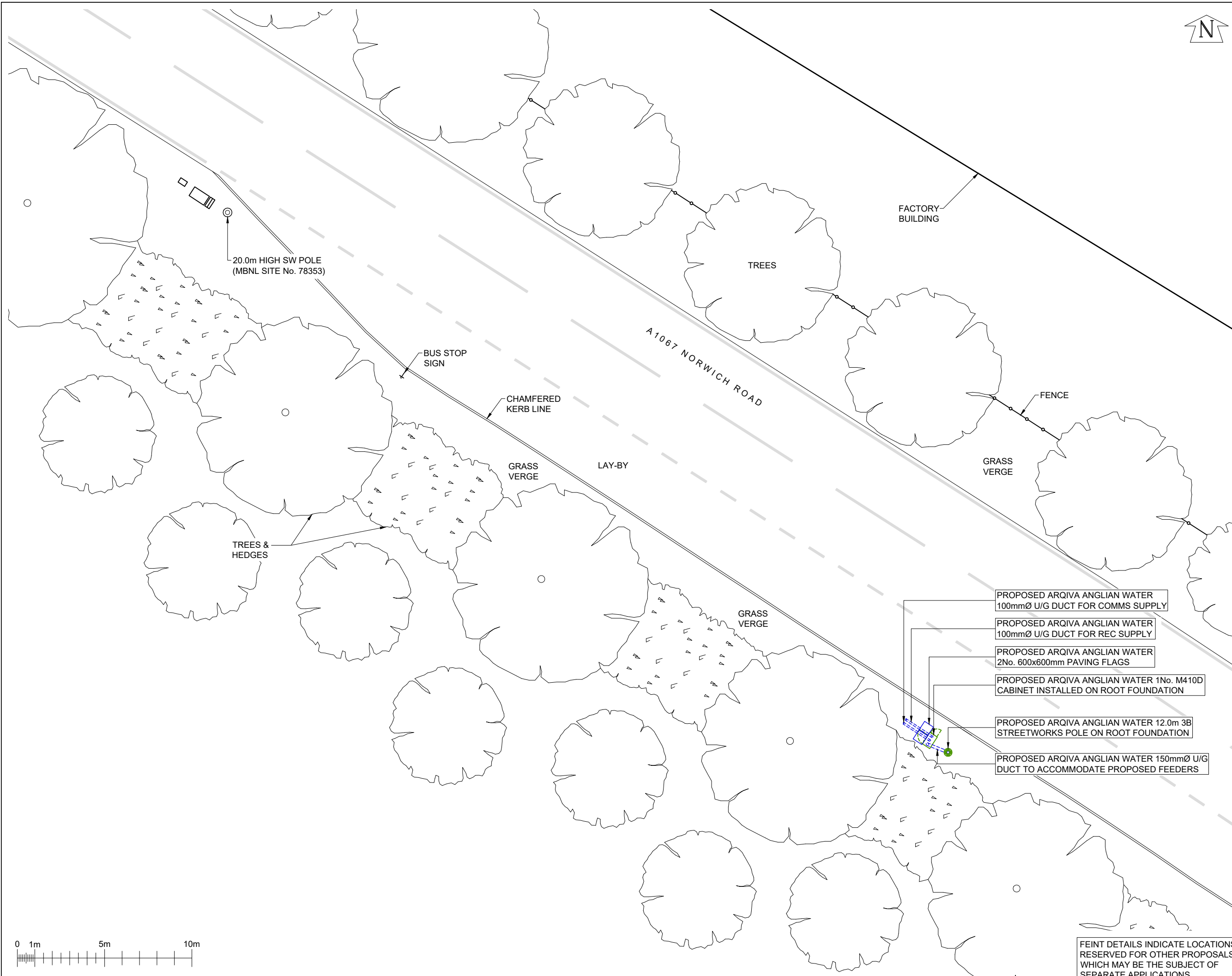
Monday 9 May 2022

Monday 11 July 2022

Monday 12 September 2022

Monday 14 November 2022

Meeting closed at 10.30pm



©2010 Arqiva
All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means (Electronic, Mechanical, Photocopying, Recording or otherwise), without the prior written consent of the Company.

NOTES

CELL No.		ANW_NR176			
	PROJ No				
3.A	PROJ No ANW_NR176 PLANNING			WHP	
3	PROJ No 232880 NEW SITE LOCATION	04/04/22	KML	PS	
2	PROJ No 232880 SITE RELOCATED	01/04/22	KML	PS	
1	PROJ No 232880 MD CREATION	11/08/21	PS	KML	
ISS	REVISION	DATE	DRN	APP	
arqiva Crawley Court, Winchester, Hampshire, SO21 2QA Tel. 01962 823434, Fax. 01962 822378 SITE No 307328 MORTON NORWICH ROAD NORWICH ROAD MORTON, BROADLAND NORWICH NORFOLK NR9 5SL NGR TG 11321 17838 OS GRID 611321 317838 TITLE SITE PLAN PROPOSED ARQIVA ANGLIAN WATER SCALE 1:200 DRAWN PS 11/08/21 APPROVED PS 04/04/22 DRG No. Sheet 1 of 1 Rev 307328-01-100-MD0033.A					

FEINT DETAILS INDICATE LOCATIONS
RESERVED FOR OTHER PROPOSALS
WHICH MAY BE THE SUBJECT OF
SEPARATE APPLICATIONS



©2010 Arqiva
All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means (Electronic, Mechanical, Photocopying, Recording or otherwise), without the prior written consent of the Company.

NOTES

CELL No. ANW_NR176

	PROJ No			
	PROJ No ANW_NR176			
3.A	PLANNING			WHP
3	PROJ No 232880 NEW SITE LOCATION	04/04/22	KML	PS
2	PROJ No 232880 SITE RELOCATED	01/04/22	KML	PS
1	PROJ No 232880 MD CREATION	11/08/21	PS	KML
ISS	REVISION	DATE	DRN	APP

arqiva

Crawley Court, Winchester, Hampshire, SO21 2QA
Tel. 01962 823434, Fax. 01962 822378

SITE No 307328
MORTON NORWICH ROAD
NORWICH ROAD
MORTON, BROADLAND
NORWICH
NORFOLK
NR9 5SL

NGR TG 11321 17838

OS GRID 611321 317838

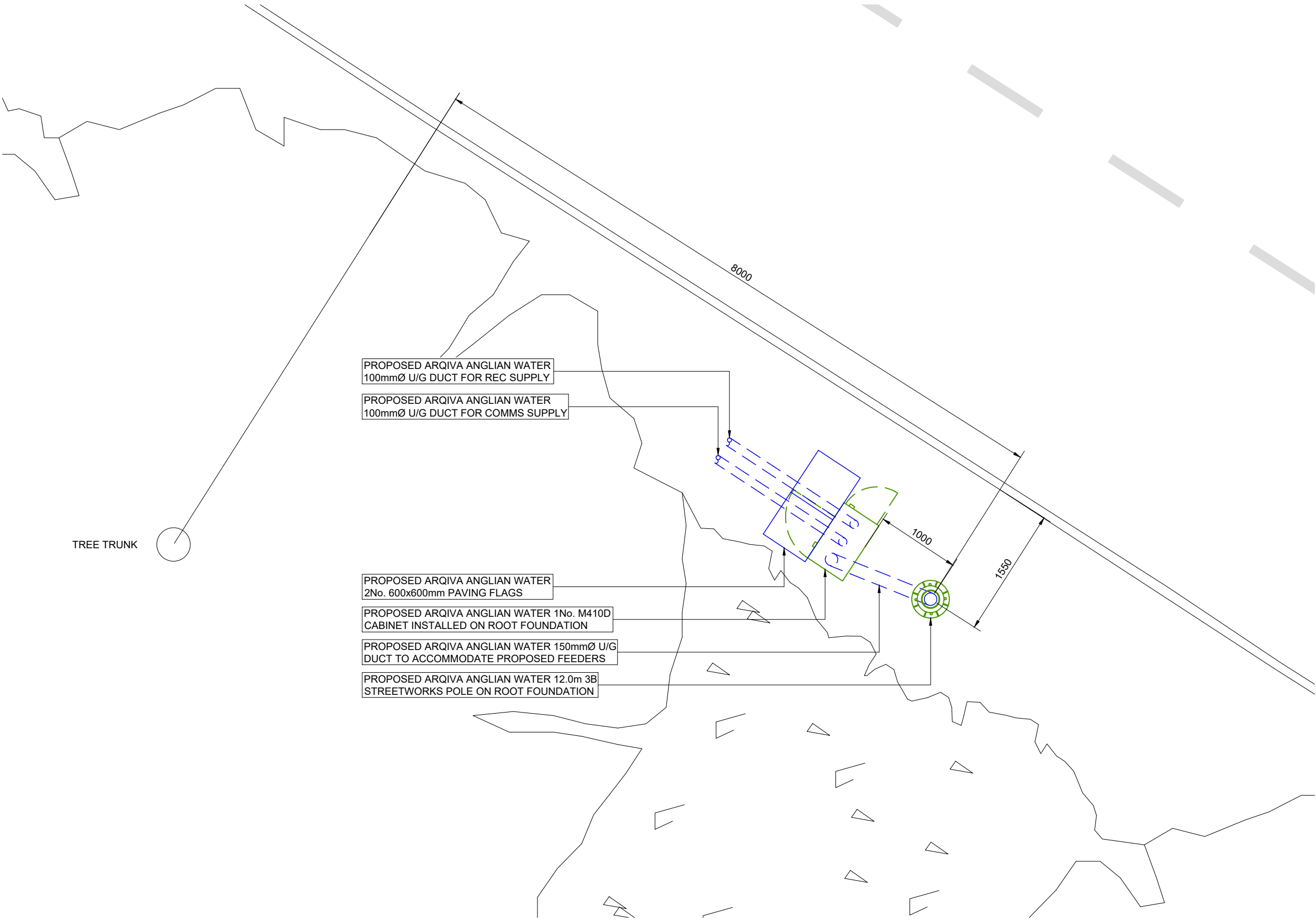
TITLE
EQUIPMENT PLAN
PROPOSED
ARQIVA ANGLIAN WATER

SCALE 1:50

DRAWN	PS	11/08/21
APPROVED	PS	04/04/22

DRG No.	Sheet 1 of 1	Rev
307328-01-101-MD003	3.A	

FEINT DETAILS INDICATE LOCATIONS
RESERVED FOR OTHER PROPOSALS
WHICH MAY BE THE SUBJECT OF
SEPARATE APPLICATIONS



EQUIPMENT PLAN



WHP Telecoms Ltd, 1a Station Court, Station Road, Guiseley, Leeds LS20 8EY

Our Ref: NR176

5th May 2022

FAO The Parish Clerk
Weston Longville Parish Council
Broadland

Dear Sir/Madam,

PROPOSED COMMUNICATIONS INSTALLATION FOR ARQIVA'S SMART METER NETWORK FOR ANGLIAN WATER AT VERGE AT MORTON NORWICH ROAD, NORWICH ROAD, MORTON, BROADLAND, NORWICH, NORFOLK, NR9 , 5SL. NGR: E: 611321, N: 317838.

WHP act as agents for Arqiva.

This letter is to draw your attention to a planning application to be submitted by WHP on behalf Arqiva and to provide contact details should you wish to enquire about it.

Arqiva owns, hosts and operates shared radio telecommunications infrastructure. It owns and operates the UK's TV and radio broadcasting transmitter network and it hosts a large number of other radio communications services on its sites.

The Anglian Water Smart Water Metering Network

The development proposed forms part of Arqiva's planned smart water metering network for Anglian Water. Anglian Water is the UK's largest water and wastewater services provider by geographic area with more than six million domestic and business customers in the east of England and Hartlepool. Anglian Water's 'Our Plan 2020-2025' includes the rollout of Smart Meters as a central component of its Water Management Plan. Table 6 on page 64 of the document includes the following statement.

"We are installing smart meters across our region to enable a step change in our customer communications, supporting our water efficiency initiatives. The Smart metering programme also has significant benefits for optimising our networks and supporting the delivery of our leakage strategy."



WHP Telecoms Ltd, 1a Station Court, Station Road, Guiseley, Leeds LS20 8EY

As part of this initiative, Arqiva will build and operate the smart water metering network for Anglian Water drawing upon our experience in delivering smart metering networks for gas and electricity operators in the North of England and Scotland, and for Thames Water in London.

In summary, the major benefits of smart metering will be:

- More efficient operation: with faster leak detection and repair; better fault finding; greater network visibility; enhanced supply/demand planning; and better capital investment/maintenance targeting.
- Better customer service: providing customers with clear, detailed information on their water usage and consumption patterns, enabling them to adjust their behaviour to save water, energy and money.
- Environmental protection: lower consumption and reduced leakage enable reduced abstraction; this in turn cuts carbon emissions from water treatment and distribution processes.
- Improved water resilience: reduced danger of demand outstripping supply.
- A platform for more frequent and better-quality engagement with Anglian Water customers on water efficiency offers, bespoke advice and tools for reducing consumption and bills – both water and energy - benefiting Water and fuel poverty agendas.

Anglian Water's Smart Water Metering Network, like all electronic communications networks, is to be supported by an infrastructure of operational sites with the required antennas and other apparatus needed to provide radio coverage to the local area. In that sense, they have similarities with cellular networks, with the Smart Meters, being the devices that must connect and communicate with the network antennas, rather than mobile devices.

The base stations must therefore be located in proximity to the premises that will be served and must be able to communicate with meters that are typically found in a boundary box buried in the ground at a property, or in the footpath.

Consistent with planning policy, the main sites that form the Smart Water Metering Network have been largely planned around sharing or using existing communication sites, buildings and structures and where this has not been possible, new ground-based masts. These main installations provide the main umbrella of coverage to larger geographical areas and premises within those areas.



WHP Telecoms Ltd, 1a Station Court, Station Road, Guiseley, Leeds LS20 8EY

However, there are still smaller settlements, peripheral areas and more remote locations that cannot be covered by these sites due to coverage constraints, often related to distance, topography or other environmental related factors. Hence, in order to provide more localised coverage to these areas, a secondary layer of sites are required and these are generally physically smaller. The application is in relation to a site that will require the introduction of a new installation to enable localised network provision.

As these sites are required to provide localised indoor coverage over very specific areas then the siting parameters for coverage reasons are narrow. The sites must also satisfy a range of operational criteria, such as good fibre connectivity, an existing power supply suitably high and resilient for an electronic communications network, a reasonable level of security, vehicular or pedestrian access for ongoing maintenance and security of tenure for the life of the smart water metering network contract. In addition, the site must be capable of being constructed without undue constraints and avoiding undue environmental disturbance, that for example, might be associated with creating new access tracks and supplying new power runs above or below ground.

We are preparing to make an application to the local planning authority and it is possible that in due course the authority may notify you about it.

If you have any comments about the proposal, please contact us within the next ten days so that your views can, if practicable, be taken into account before we make the application.

My contact details are given below.

Yours faithfully

Shell Kelly
s.kelly@whptelecoms.com

Enc: Drawing Numbers: NR176



NORFOLK PARISH TRAINING & SUPPORT

Support subscription for Weston Longville Parish Council for 2022-23

This proposal is a response to a request from your Clerk, Lorraine Trueman, regarding subscription to Norfolk Parish Training & Support.

The Clerk is the primary source of advice and support to the Council. We appreciate that from time-to-time questions, issues or situations arise where it is helpful (or necessary) to seek additional advice or guidance from elsewhere. We also support questions from councillors, in particular the Chairperson, when they need us. This might be in the form of informal telephone support from ourselves, or from a specialist professional such as a lawyer, HR or IT professional, or an accountant. Councillors and the clerk can also benefit from training to better understand how councils work in particular scenarios or for professional development. This is where we can add value to your council.

We are an independent training and support organisation currently supporting over 150 local councils, ranging from small parish councils to larger town councils. We have many years of clerking experience between us and because we are practising clerks ourselves, we know what clerks and councils are dealing with right now. Telephone and email support are available to our subscribers from 9 am to 5 pm every weekday. We have associates who offer 15 minutes of free legal or HR advice (for further advice after 15 minutes, subscribers will be provided with a quotation). Your council would also benefit from 20% discount on our training courses and seminars as well as free attendance at clerks' and councillors' networking sessions and chairmanship networking events.

Our events and subscription service are highly regarded, and we would be happy to put you in touch with other subscribing councils of a similar size to your Council if you would like to hear their views on us. We send regular newsletters to our subscribers and allow access to helpful documents and templates via the subscriber section of our website.

The fee for this support service for Weston Longville Parish Council commencing now until 31 March 2023 is £73.28.

If you have any questions, please contact us or look on our website for further information about what we offer: <https://www.norfolkpts.org/support>

Luisa Cantera
Norfolk Parish Training & Support
<https://www.norfolkpts.org>
01603 857004

Fixed assets to year end 31 March 2022

Items	£
Village sign	£6,000.00
Noticeboard	£500.00
Allotments	£0.00
Kodak printer	£80.00
War memorial	£20,000.00
Sam2 Camera & posts & brackets	£3,848.00
HP laptop	£449.00
Correx cut out policeman with support strut x2	£171.00
	£31,048.00

Weston Longville Parish Council

Internal Audit Report
Financial Year 2021/22

Prepared by Sonya Blythe
5 May 2022

I have completed an internal audit of the accounts for Weston Longville Parish Council for the year ending March 2022.

My findings are detailed below using the tests provided in the Governance and Accountability (England) guidance.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes
	Is the cashbook arithmetically correct?	Yes, totals bank accounts
	Is the cashbook regularly balanced?	Accounts updates given at each meeting
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	May 2021
	Date Financial Regulations last reviewed	May 2021
	Has a Responsible finance officer been appointed with specific duties?	Yes – Parish Clerk is RFO
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Yes – all payments have accompanying invoice and are minutes
	Has VAT on payments been identified, recorded and reclaimed?	Yes – last claim November 21
	Is s137 expenditure separately recorded and within statutory limits?	Yes
	Have S137 payments been approved and included in the minutes as such?	Yes
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Yes risk register updated February 2022, and minutes confirm asset inspection has also taken place.
	Is insurance cover appropriate and adequate?	Yes – copy of policy and schedule provided
	Are internal financial controls documented and regularly reviewed?	Yes – policy last updated in February 2022.

Internal control	Test	Observations
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	Yes- November minutes
	Has the precept been calculated from the budget and been approved?	Yes
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the council?	Yes – budget monitoring report to each meeting
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Yes
	Are security controls over cash and near-cash adequate and effective?	Yes
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A
	Is petty cash expenditure reported to each council meeting?	N/A
	Is petty cash reimbursement carried out regularly?	N/A
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	? Unsure re new Clerk
	Do salaries paid agree with those approved by the council?	Yes
	Are salaries above the National Living Wage/Minimum Wage?	Yes
	Are other payments to employees reasonable and approved by the council?	Yes – expense invoices seen
	Have PAYE/NIC been properly operated by the council as an employer?	Yes – payslips provided

Internal control	Test	Observations
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes
	Are the assets and Investments registers up to date? When were these last reviewed?	Updated February 2022
	Do asset insurance valuations agree with those in the asset register?	Yes
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes
	Are there any unexplained balancing entries in any reconciliation?	No
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes
	Do accounts agree with the cash book?	Yes
	Has a year-end bank reconciliation been undertaken?	Yes
	Is there an audit trail from underlying financial records to the accounts?	Yes – invoices all present and included in expenditure spreadsheet
Procedural Transparency: For smaller councils with turnover under £25,000	Is eligibility for the General Power of Competence properly evidenced?	N/A
	Have points raised on the last Internal Audit report been considered by council and actioned?	Yes – allotment records updated
	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	Yes
	Payments over £100 detailed on website?	Yes
	Electors' rights advertised on website?	Yes
	Councillors' responsibilities detailed on website?	Yes

Internal control	Test	Observations
Allotments only	Last financial year's AGAR on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Yes – land published
	Has a list of allotment holders with amounts paid to Council been submitted?	Yes
	Have fees for the allotments been reviewed and agreed by Council?	Yes- November 2021

Summary of my recommendations:

Thank you to Lorraine for providing all of the documentation to carry out the audit.

I have checked through your account book and confirmed it against income and expenditure receipts, as well as against payments per your minutes. I have noted that your VAT has been claimed within the past year. I have verified that your insurance is adequate and that your payroll meets all requirements.

Your reporting meets Transparency Code requirements.

All in all I have no concerns to raise and as such have signed the internal audit section of the AGAR.

Sonya Blythe
Internal auditor

Weston Longville Parish Council

Explanation of Variances

	Year ending		Variance	
	2020-21	2021-22		
	£	£	£	%
Balance b/fwd	41,030	36,435	(4,595)	-11%
Precept	5,816	6,107	291	5%
Other income	1,343	3,811	2,468	184% See note 1
Staff costs	2,681	2,970	289	11% See note 2
Loan interest/capital	-	-	-	
Other payments	9,072	5,436	(3,636)	-40% See note 3
Balance c/fwd	36,435	37,947	1,512	4%
Fixed & long term assets	30,877	31,048	171	1%
Total borrowings	-	-	-	

Notes

1 - an additional £2,203 received for CIL funds

2 - due to change in clerks salary payment of £424 made to clerk in Feb that would have been in 2022-23

3 - donations and subscriptions reduced by £2,528 due to a judicial review in 2020-21 & installation of water pipes of £1,257

Weston Longville Parish Council
Payment List for approval on 9 May 2022

Payment to	Description	Payment	VAT to be reclaimed	Bank account	Invoice rec'd	Column1	Column2
Norfolk Citizen Advice	Donation agreed at Feb meeting	100.00	-	General	n/a		
Norfolk Community Foundation	Refund of parish plan grant	996.00	-	General	n/a		
Norfolk Assocation of Local Councils	Annual standing chrage, ALC fees, website	148.97	-	General	Y		
Marion Barnes	Payroll to 31 March 2022	18.00	3.00	General	Y		
All Saints Church	Donation agreed at Feb meeting (S137)	750.00	-	General	n/a	Grass cutting	Cil ringfenced
Clare Morton	Jubilee funds	2,015.00	-	General			
Clare Morton	Noise assessment of Roarr!	720.00	-	Solar	Y		
Justin Cohu	Refurbishment of speed gun batteries	47.79	7.47	General			
Norfolk PTS	Whole council training 31 Jan 2022	300.00	-	General	Y		
Wensum Diary	Wensum Diary - highways article	82.00	-	General	Y		
Norse	Grounds maintenance April	638.75	106.46	General	Y		
SB Auditing	Annual internal audit	40.00	-	General	Y		
Total		5,856.51	116.93				
Clerk							
Lorraine Trueman	Expenses	141.50	-	General			
Lorraine Trueman	Salary (Apr to Jun)*			General			
HMRC	Tax (Apr to Jun)*			General			
Total Clerk costs		141.50					
Total payments		5,998.01	116.93				

*Payment due 1 July

From: clare.morton@tiscali.co.uk 📧

Subject: FW: A47 and NWL roads

Date: 17 December 2020 at 11:25

To: Bob Banks robert47gb@hotmail.com, Helen Pearson weston.longville@yahoo.co.uk, Justin Cohu justincohu@hotmail.com, PaulCowleyWLPC@gmail.com, pjross40@hotmail.com, ruthgoodall@btinternet.com

CM

Hello chaps,

I have done some spleen-venting at our democratically elected representatives concerning the impact of the A47 and NWL. This is not the first time that we have flagged out concerns to these people but so far, nothing positive has come out

Cheers

clare

From: clare.morton@tiscali.co.uk <clare.morton@tiscali.co.uk>

Sent: 17 December 2020 11:23

To: 'greg.peck.cllr@norfolk.gov.uk' <greg.peck.cllr@norfolk.gov.uk>; 'MAYHEW, Jerome' <jerome.mayhew.mp@parliament.uk>; 'Cllr Peter Bulman' <Cllr.Peter.Bulman@broadland.gov.uk>

Cc: 'Ruth Goodall' <ruthgoodall@btinternet.com>

Subject: A47 and NWL roads

Hi Guys, hope all is well with you ?

We recently had the HE A47 North Tuddenham to Easton update, which was then followed this week by the NCC NWL liaison meeting. Somewhat disappointingly, the proposed DCO for the A47 showed the closure of Honingham Lane / Taverham Lane road. This has been something that Ringland PC and – it now appears – Easton PC, have lobbied for heavily and whilst Weston Longville PC absolutely understand why they would do so, that it appears in the DCO is one of the significant concerns for Weston parish. We have no information on what the impact of this route closure, along with that of the 'Lower Easton' route will be on the other routes across the Wensum Valley. NCC and HE are supposed to be working jointly on a side road strategy that will look at all of the possibilities ie short time between A47 finished and NWL finished, longer time (years) between project completions, and the option that the NWL does not go ahead at all. If the DCO is scheduled to be submitted by HE in 'early 2021' and it is now December 2020, surely time is running out for the development of the side road strategy ? What WLPC do not expect is that odd bits of lobbying are picked out specially for inclusion in said DCO – this is precisely what our key fear is – that all of the traffic volumes crossing the valley will be dumped through Weston Longville parish with no thought for the consequences. Why does it feel like the voice of WLPC is unheard in all of this ? We liaise routinely with NCC officers and HE, we have submitted our concerns, suggestions, mitigations, and we have tried to be as positive and helpful as any parish could be when it's about to be blighted by a bloody great dual carriageway crossing it. Yet there has been no positive commitment to implement any of the things we have requested. We are constantly thanked for our input, promised that our suggestions will be considered, but no actual positive outcomes for our mitigations and concerns, however everywhere we turn, other parishes seem to be able to get what they want (closure of Berry's Lane, closure of 'Lower Easton' route, closure of Honingham Lane / Taverham Lane). What else can the WLPC do to get it's concerns and views represented in a way that will bring us some positive outcomes ?

Thanks for your consideration

Clare

Clare Morton
Chair, Weston Longville Parish Council.

From: Fontaneda Amor, Manuel mfontaneda@ferrovial.com 
Subject: NWL Site Investigation Surveys
Date: 3 May 2022 at 12:27
To: weston.longville@yahoo.co.uk

MF

Dear Sir/Madam

I am writing to inform you that Ferrovial Construction, a contractor working on behalf of Norfolk County Council, intends to carry out archaeological trial trenching works and geotechnical investigations as part of the Norwich Western Link project. Please see attached letter with further detail.

If you might have any queries please contact us on the email shown in the attached letter.

Kind regards,

Manuel Fontaneda
Site Agent
Norwich Western Link
T.: +44 7738264269
mfontaneda@ferrovial.com

NCC - 2nd Floor, Townshend House, Crown Road Norwich
NR1 3DT (United Kingdom)
www.ferrovial.com

ferrovial
construction

From: Weston Longville weston.longville@yahoo.co.uk 
Subject: Fwd: March 2022 Equinor Public Information Days
Date: 3 May 2022 at 14:29
To:

WL

Dear Council,

We hosted Public Information Days held between 7th March and 10th March 2022, thank you to all who attended. We were pleased to be able to hold our first public face-to-face events since 2019 following the relaxation of COVID-19 regulations. The purpose of these events was to allow local stakeholders to learn more about the extension projects, provide an opportunity to ask questions to the project team, and for the project team to better understand local concerns.

We welcomed 313 members of the community, as well as 36 students at local schools, to four events hosted in Aylsham, Weston Longville, Swardeston, and Sheringham. For those who were unable to attend we have now uploaded all the materials available at the events to our project website which can be found following this link: <https://sepanddep.commonplace.is/proposals/11-march-2022-public-information-days>

During the events we were able to answer a variety of questions and provide updated information, in particular regarding traffic management and our increased commitment to trenchless crossings. Receiving feedback from stakeholders regarding local concerns, topics of interest, and our engagement process was particularly useful for the team, and we will use the knowledge we have gained from these events to inform our future engagement in the community.

Kind regards,
Henry

Community relations



Email: info@sepanddep.co.uk

Freephone: 0808 1963 673

Freepost: FREEPOST DUDGEON AND SHERINGHAM EXT

From: clare.morton@tiscali.co.uk 🇬🇧
Subject: Norfolk Road Safety Conference
Date: 20 April 2022 at 18:06

CM

To: Bob Banks robert47gb@hotmail.com, cynthiasavory285@btinternet.com, Justin Cohu justincohu@hotmail.com, Lorraine Trueman weston.longville@yahoo.co.uk, PaulCowleyWLPC@gmail.com, pjross40@hotmail.com, ruthgoodall@btinternet.com

Hello all

I went to the first Road Safety Conference run by the Police yesterday and it was very interesting. It was introduced by the Chief Constable Paul Sanford. He said that roughly 50% of his inbox was to do with traffic and road safety and that was then split roughly 50:50 with half saying there was not enough enforcement and half saying there was too much victimising of innocent road users !! There was some blurb by the Police & Crime Commissioner Giles Orpen-Smellie and then each of the key policing groups gave a small presentation on their doings. For road safety, the key concentration is on the 'Fatal Four' – mobile phone use, non seat belt wearing, speeding and drugs/alcohol use. The approach being used is multi-stranded and encompasses education, road / vehicle design, societal pressure and enforcement. Their aim is to try and make phones / speeding as unacceptable as non-seat belt wearing and drunk-driving.

What was a bit of a reminder was about scale - Norfolk is 2074 square miles, and has the second largest road network of any county in the UK at 6100 miles and has 675 villages/ hamlets plus the towns and the city. In this, there is a share of 94 road and armed police – shared with Suffolk, and a further 18 shared who do just roads. There are then 4 motorcycle road casualty reduction officers (CROs) who are dedicated to Norfolk, and only 4 'speed camera' community enforcement teams (CETs).

Everywhere they look at is data justified – with main focus on sites of multiple injuries / collisions in a rolling 12 months, and then areas driven by Community Speedwatch results and then finally areas flagged repeatedly as being of public concern. You can see why they need some criteria as every community thinks its traffic issues are the worst anywhere !! Despite that the number of miles driven per year is constantly increasing, the accident stats are decreasing, both for fatalities, serious injuries and collisions and Norfolk sits in the bottom 1/3rd of the country for accidents. Martin Wilby's section on the doings on NCC was interesting – the estimated cost of a fatality is £1.9 million, and a serious injury 'only' £219k – and over the last 5 years, the rate of return for Norfolk's road schemes has been a savings of £2.86 per £1 spent. The Parish Partnership spends another £1.5m and aims to do 153 schemes in 2022 but they are also launching a £1M fund over 4 years called the Road Safety Community Fund which aims to do things that are less 'evidence' based and more 'local community bandwagon'.

Despite the shortage of boots on the ground, the various Speedwatches had caused 20,000 letters of enforcement to be generated last year, and the 4 camera speedtrap bods generated a further 46,000 ! Basically, Speedwatch numbers are gathered, when a trigger of more than 13 speeders in an hour is generated then the black box for secret recordings goes in and then if that shows a significant issue then the secret camera vans go in ! From about 12 months ago, the NCC policy has changed and Speedwatches will be able to do 20 mph areas and that seems to be the driver for other enforcement visits. I have agreed with Phil Payne from the Safety Camera partnership that I'll send them our SAM2 data and he'll feed that into his 'hot-spot' calculator.

There are 27 fixed cameras in Norfolk and another 600 possible spots where mobile cameras can be placed and all the money that they make goes back into the road safety schemes. Currently the money is going to fund another 2 CETS (speed trappers) which will be all to the good.

For info, Operation Moonshot is about taking criminals off the road by impounding

their cars where-ever possible and has a strong link to organised crime and county lines. It would appear that there is a strong link between car related crime like speeding, not being taxed or insured or MOTd, and other types of crimes like drugs and theft ! The Moonshot boys use ANPR to flag up suspect vehicles and then pull them over and find no end of other interesting things !!!

After the talking there was a chance to go downstairs and talk to the 'boots' from the various sections. I went and talked to 3 groups – the motorcycle CROs, the speed trap CETs and the Moonshot boys, thanked them profusely for everything they did, mentioned Weston Longville about 40 times and promised them a warm welcome if they were ever in our neighbourhood !!! One of the CROs said it was time he came and did some vehicle width / weight stuff in the village and that if we wanted to up the profile we should go to the SNAP meetings as that then fed back into the loop.

The general mutterings from the floor focussed on lack of boots on the ground, how good a deterrent seeing some hi-vis and a stripey car was, that more should be done to publicise things like how many people were enforced for speeding in an area, to make people think there was a risk they would be caught, and that major accident stats shouldn't be the only criteria for action as 'attrition of quality of life' was equally corrosive to a community.

Topics covered:

Joint Roads & Armed Policing Team

Collison Data Analysis & Collison Hotspots

Road Casualty Reduction Team

Young Driver Education

Superintendent Kim Warner & Chief Inspector Jon Chapman

Safety Camera Partnership

Mr Phil Payne

Councillor Martin Wilby, NCC Member for Highways

Operation Moonshot

Mr Ralph Jackman

Community Speedwatch

Chief Inspector Ed Brown