

Weston Longville Parish Council.

Meeting of the Parish Council - Agenda

**Monday November 13th, 2023, at 7.30pm
Hall for All, Church Street, Weston Longville**

I hereby give notice of a meeting of Weston Longville Parish Council and summon members to attend.

Dawn Clarke
Clerk to the Council
November 7th, 2023

The public and press are welcome.

1. Chair's welcome and to receive apologies for absence.
2. To receive declarations of interest in items on the agenda and consider any requests for dispensations.
3. To approve the minutes of the meeting held on 11th of September 2023.
4. To consider changes in Portfolio holders
5. To report on items not on the agenda from the last meeting (information only)
6. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.
7. Planning (Portfolio CM)
 - 7.1. Update on investigation on status of retrospective planning permissions.

By Delegation
 - 7.2. 2023/2444, Norfolk Dinosaur Park, Norton Land, Weston Longville. NR9 5JW. Erection of 2 illuminated signs.

For consideration:
 - 7.3. 2023/3117, Bucks Burrow Barn, Morton Lane Weston Longville, NR9 5JL
Single storey extensions (retrospective)
 - 7.4. 2023/3068, Weston Covert, Field Road, Weston Longville. NR9 5JN.
Change of use of a private swimming pool to a commercial swimming pool (retrospective)
 - 7.5. 2023/3339, Thatched Cottage Weston Green Rd, Weston Longville. NR9 5LB
Proposed rear single storey extension and balcony and 1.5 storey side extension
 - 7.6. 2023/3089, 2023/3089 Land at Honingham Road Weston Longville Norfolk
Proposed agricultural/industrial building
 - 7.7. Any application received after the publishing of this Agenda.

8. Roads (Portfolio RG)
 - 8.1. To receive an update and agree next steps on A47 and Norwich Western Link.
 - 8.2. To agree response to NCC suggestions for mitigations to A47 traffic volume increases.
9. Parish Infrastructure (Portfolio BB)
 - 9.1. To discuss the current Allotment arrangements.
 - 9.2. To discuss improvements to bus shelter in WL part of Gt Witchingham
 - 9.3. To discuss management and support of the defibrillator.
10. Environmental Considerations (Portfolio PC)
 - 10.1. To receive an update on the Hornsea 3 and Equinor SEP and DEP.
11. Parishioner Engagement (Portfolio RH)
 - 11.1. To receive an update on the outreach programme to better understand the wishes of the parishioners under 50 as identified by the Parish Plan.
 - 11.2. To receive an update to the welfare requirements of a resident
12. Communications (Portfolio JC)
 - 12.1. Verbal update
13. Inter stakeholder Liaison (Portfolio PR)
 - 13.1. Verbal Update.
14. Clerk's Report (verbal)
15. Finance
 - 15.1. To note the conclusion of the NALC, pay discussions and charge Marion Barnes with adjusting the rates and calculating back pay.
 - 15.2. To agree the payment list.
 - 15.3. To agree any items for payment received after the publishing of the
 - 15.4. To note any payments made since the last meeting.
 - 15.5. To note any income since the last reconciliation - 1st of Sept. 2023.
 - 15.6. To note the bank reconciliation dated 1st of November 2023.
 - 15.7. To discuss and resolve the budget for 2024 /2025 and authorise the clerk to submit precept documents.
15. To confirm meeting dates for 2024. Clerk
16. Correspondence (information only)
 - 16.1. Dialogue with resident regarding D-Day Celebrations.
 - 16.2. Elections Team regarding Polling Stations.
 - 16.3. Any item received after the publication of this Agenda.
17. Any other business (information only) and items for the next agenda.
18. To confirm the date and venue of the next meeting: Monday January 11th, 2024, in the Hall for All.

This meeting may be filmed, recorded or photographed by the public: however, anyone who wishes to do so are asked to inform the Clerk and ensure it is done in a non-disruptive and public manner.

Weston Longville Parish Council.

Meeting of the Parish Council - Minutes

Monday September 11th, 2023, at 7.30pm
Hall for All, Church Street, Weston Longville

Parish Councillors present:	Clare Morton	CM (Chairman)
	Peter Ross	PR (Vice Chairman)
	Bob Banks	BB
	Justin Cohu	JC
	Paul Cowley	PC
	Ruth Goodall	RG
	Dawn Clarke	DC (Clerk)

Members of the public, 10 including District Councillor Peter Bulman

1. To receive apologies for absence.

Councillor Ruth Horton sent apologies in advance, these were accepted.
County Councillor Greg Peck sent apologies.

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

Councillor Bob Banks will not take part in item 11.

3. To approve the minutes of the meeting held on 10th of July 2023.

The council **approved** the minutes, and the chair signed them as a true and accurate record of the meeting.

4. To report on items not on the agenda from the last meeting (information only)

None

5. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

5.1. To welcome a representative from Gressingham Ducks to discuss the recent fire, outline future measures that will be in place to prevent a re-occurrence, and any other business.

5.1 Councillor Peter Ross (PR) welcomed and thanked Fiona Wilson (Senior Group Risk Advisor) and Gavin Foster (Head of Agriculture) from Gressingham Foods for coming to the meeting with the objective to recap what has happened and asked what measures are in place for the future so that the Parish Council can be confident to avoid a future re-occurrence. PR invited the operators' point of view due to the conflicting views from other agencies involved. The clamp was sited at the closest point to residents, the environment agency stated that the operator had chosen the location. Fiona Wilson (FW) explained that the Animal and Plant Health Agency (APHA) took control of the site when Avian Flu was confirmed. There has never been a fire on the site. The contents of 21 sheds were moved into one single large heap and a 42 day timer, starting when the last material was added to the clamp. For the future the intention is to have 3 or 4 smaller heaps which has been learnt.

Gressingham Foods staff, and the Environment Agency chose the site. FW did not know why the site was chosen as she was not licenced to be on site at that time.

Fiona whole heartedly apologised for the event.

PR asked if the learning outcomes from the fire had been written down, such as multiple small heaps and not one large heap, siting the heap away from residences.

FW confirmed that the business as a whole had reviewed it's risk management, and internal policies, not only for Weston Longville but for all sites. Considerations of geography and housing would be taken into consideration.

PR asked about monitoring of the heap, how this was conducted and if the temperature was monitored.

FW confirmed that this was by visual inspection by moving around the entire heap. No temperature was taken, temperatures had never been taken and the heaps need to reach a certain temperature to kill the virus prior to the heaps being moved out. FW said there were no plans to take heap temperatures as if it spontaneously combusts in the centre you would not necessarily pick up the temperature rise.

The heap was inspected in the morning of the 11th and it looked normal, there was the usual miasma, however there was no indication of fire which was discovered that night. Was there an indication of fire the site management would have reacted to the situation.

APHA gave permission for the heap to be broken up and the 42 day timings were not re-set.

PR asked what emergency plans were in place at the time of the fire, following Environmental Agency (EA) recommendations and if the plan re-written and adjusted to reflect the scale of the clamp, and the potential for it igniting, or if the 'general emergency plan' was in place.

FW explained that the 'Emergency Plan' covers all eventualities and did cover any type of fire, the plan was implemented, and other services were licenced on to site by APHA. There was no additional allowance made for the size or scale the clamp in the plan.

FW within her role was happy with the performance of the site staff.

PR confirmed that the EA had never considered spontaneous combustion of a clamp. FW confirmed that the Fire Service would not be asked for their advice in respect to GF's Emergency Plan.

Clare Morton asked if FW as aware of the Fire Service's pre-defined response to such a fire. FW did not confirm this.

A member of the public asked why the site was locked. FW responded that the site had to be locked due to the outbreak of Avian Influenza and the fire service had used bolt cutters to access the site.

PR asked what was put in place to prevent a future occurrence to assure the community going forward.

FW noted that not only had Gressingham Foods learnt a lot but so had the other agencies in dealing with a fire of this nature and scale.

The main learning that she had taken was to put more pressure on the other agencies to resolve the issue quicker, explaining clearly the reasons that Gressingham Foods want a certain action and being more proactive.

Onsite Gressingham procedures are in a manual and would take a more holistic approach rather than the easiest route. The biggest learning was the size of the heap and making multiple small heaps. FW confirmed that these points were written in the internal policies, so that all management were aware of the process.

FW once again apologised for the event taking 6 weeks to resolve and recounted her personal frustration with the process speed to extinguish the fire.

Gavin Foster (GF) noted that the fire was unprecedented and accepted responsibility and conveyed his apologies for the event. He re-affirmed the move to have smaller muck heaps, introduce probes for measuring temperature.

Justin Cohu recounted the effect on himself during the fire, and asked if in the future that the use of thermal imaging may be considered. GF said that he was open to both thermal imaging and drones.

Fiona Wilson and Gavin Foster were thanked for attending the meeting.

2 Members of the public left.

Councillor Peter Bulman(PB) attended the last SNBDC planning meeting and explained the reasoning behind the recent planning decisions.

Residents expressed frustration that the planning system was could be abused by people building, then retrospectively requesting permission and felt it was a circumvention of the law.

There was a question regarding the planning committee members going against the Council Planning Officers recommendations.

PB responded that when raised it to the department the response was that each retrospective application was looked at in terms of it being a new application and that the application was retrospective was not taken into account. PB further added that each planning committee member had training and made their own decision based on the recommendations and their own judgment which may or may not go against the suggestion of the planning officer or the commenters.

JC asked if the planning criteria was changed if it was a retrospective application. PB assured him it was not.

A letter regarding the lack of respect to the planning process, the perceived abuse of the retrospective planning process and both the lack of planning officers and the fear of a decision going to go to appeal being a factor in determining a response was suggested. This could go to both Jerome Mayhew as MP and Trevor Holden as SNBDC Managing Director CM to look at this.

PB said that he was happy to call in any application that the parish council was unhappy with.

A resident felt that the system was being abused, PB explained the formal complaints process.

6. Planning

By delegation:

- 6.1. 2023/1885, Roarr Dinosaur Park West Lodge Weston Hall Rd, Weston Longville. NR9 5JE. Cert. Lawfulness Existing.
- 6.2. 2023/2148 Thatched Cottage Weston Green Rd, Weston Longville. NR9 5LB. Change of Use.
- 6.3. 2023/2029 Christmas Barn, Morton Lane, Weston Longville. NR9 5JL Change of use.
- 6.4. Any application received after the publishing of this Agenda.
- 6.5. To receive an update to the Roarr Park meeting on August 10th.

6.1 (No comment made)

6.2 The parish council has no objection to, nor supports the application but asks that the following conditions are considered.

No construction of overnight accommodation in any form (annex, air B&B, glamping or other stand alone units) - this is due to the poor quality of access as highlighted in the location references in the refusal of application number 20212188. The Parish Council would like to be sure that the applicant is intending that the land is for amenity use only. It is asked that there is a

continuation of the no overnight accommodation provision should the parcel of land be subdivided.

The Council asks that the installation of any fencing around the land be less than 150cm in height and made of un-coloured timber, in a style that maintains free flow for the wildlife and at a minimum of 1.5 m from the boundary of the plot so as not to obscure the sight lines for anyone using the lane, and that the road facing side of any fenced area is planted with native hedging which is trimmed to a modest height. There is currently neither hedge nor fence of any sort. The field is entirely open, we recognise the desire to make the amenity land private but would ask that the open aspect is maintained by this suggested compromise.

Lastly a consideration that any gate that is installed opens in the direction of the property and has a large (deep) entrance, sufficient enough space so that a vehicle is fully off the road before that gate is opened, and wide enough so that a large vehicle can make a full turn without damaging the verge or needing to reverse. This is due to the road width being narrow

6.3 Planning Application 2023/2029. The Parish Council resolved to OBJECT on the following grounds ...

1. That there is a contradiction in the application which states that there are no changes to vehicular or pedestrian access to the highway, despite the 'existing' drawing clearly showing no such access. There are many historical photographs indicating that there has never been an entrance from the road to the land, not least past versions of Google maps. WLPC would submit that the access that has been constructed is too close to the blind corner adjacent to Dairy Farm Cottage, and is therefore contrary to Policy TS3 (Highway Safety) which states: 'Development will not be permitted where it would result in any significant adverse impact upon the satisfactory functioning or safety of the highway network.'

The response from Highways does not support the view that the site opening is too close to the bend provided that 'the land is to be used for ancillary purposes to the host dwelling' and if permission is to be granted then WLPC would expect that a condition of permission would be the ancillary use of the land by Christmas Barn. It should be noted that Christmas Barn was put on the market for sale on the 17th August 2023 and that this land is not part of the sales particulars.

2. That the design of close boarded fencing is inappropriate for the rural location and is therefore contrary to NPPF 15 : Conserving and enhancing the natural environment or Policy EN2 Landscape. Other plans submitted for the adjacent development proposed fencing would be 1.2m traditional post and rail fence. 3 horizontal sawn square railed nailed to square sawn posts with one post for every 1.8m and this then supplemented by planting of native species. This would be a more appropriate form of boundary for the locality. This is as was submitted from other local properties (PA 2021/0020 for Unit 7) but which was subsequently ignored and is subject to an enforcement case.

3. That the design of the fencing is inappropriate given the proximity of the nearby listed building - To the south east of the site there is a grade II listed dwelling known as 'The Woodlands' so regard must be given to section 66(1) of the Planning (Listed Buildings & Conservation Areas) Act 1990. The nature of the close boarded fencing and height relative to the surroundings is

not sympathetic to the setting of a rural listed building and the application does not therefore with section 66(1) of the Planning (Listed Buildings & Conservation Areas) Act 1990 and Policy 1 of the JCS in this regard. The application does not lead to an enhancement of the immediate setting so the application therefore does not meet the criteria of Policy GC3 of the DM DPD.

If permission is to be granted then the WLPC would wish to see a condition such that there would be No construction of overnight accommodation in any form (annex, air B&B, glamping or other stand alone units) - this is due to the poor quality of access as previously highlighted. The Parish Council would like to be sure that the applicant is intending that the land is for amenity use only. It is asked that there is a continuation of the no overnight accommodation provision should the parcel of land be subdivided.

After discussion with the District Councillor, PB will pull this application in.

6.4 None.

6.5 CM and PB met with Roarr (permitted development) to discuss the new rides. In the future Roarr agreed that they will consult with the Parish Council regardless of the requirement of planning permission.

Planning will check the height of the mechanical rides, that have been installed as a permitted development.

Roarr agreed to re-sign post the park entrance and try to affect the GPS direction systems. Future development was delayed due to economic reasons.

7. Finance

- 7.1. To agree the payment list.
- 7.2. To agree any items for payment received after the publishing of the agenda.
- 7.3. To note any payments made since the last meeting.
- 7.4. To note any income since the last reconciliation on the 1st of July 2023.
- 7.5. To note the bank reconciliation dated 1st of September 2023.
- 7.6. To receive an update regarding the budget against spend for 2022/23 year.
- 7.7. To note the External Auditors response.
- 7.8. To appoint an Internal Auditor for 2023/24.
- 7.9. To discuss outline plans for the 2024/25 budget.

7.1 Payment list was agreed with the exception of the water bill – only the water part was agreed, not the sewage part as no service was requested or available. The price was expected.

The insurance was in the 2nd of 3 years and had increased by the 'cost of living'.

SLCC subscription for the Clerk was at 50% as the fee was shared between 2 councils.

Groundworks: A budget of up to £150 when the bill is submitted was **agreed** for the ground works associated with the kennel and the balance agreed at November Council. Payments were **agreed** and noted.

7.2 Payments were **agreed**.

7.3,7.4,7.5,7.6,7.7 Noted

7.8 The increase in fee was noted and **agreed** to appoint Sonya Blythe as internal auditor for 2022/23.

7.9 Budget considerations: CM would like to consider fees required for registering the Allotments. The Clerk noted that there had been some issues with the laptop and there may be need to replace.

8. To discuss objectives and goals by portfolio holders for the upcoming term. – CM

CM - to register the allotments as a council asset.

PR - a 7 Parish Chairs / Councils meeting and the playing field's future.

PC - registering the footpath from Pump Farm to Ringland Lane, and to continue looking for planting opportunities.

RG - signage at Western Green, Bollards and reducing the speed limit to 40 across the parish.

JC - to look at any communication within the village.

BB - to facilitate repair of the War Memorial

Residents raised driver behaviour, verges, bollards and the un-kempt appearance of the village. The condition of the roads and the dip opposite Orchard House, where a resident had a serious accident. A lively discussion about dangerous driving/ driving without care and attention generated a swell of public concern.

Video that NCC had made for the western link was a good example of poor road behaviour. However many of the incidents are the Police's responsibility. The 'No access road' (Ringland Lane) is being used as a cut through, a resident has now changed their opinion regarding the lane closure due to the volume of traffic and poor behaviour of drivers and would like it to be closed.

9. To receive an update on the outreach programme to better understand the wishes of the parishioners under 50 as identified by the Parish Plan – RH/CM

Ruth Horton held the surgery with CM and PR, 1 resident attended who was out of the target age group. 90 properties were visited prior, and leaflets were distributed. There has been a small response both on paper and online.

10. To receive an update to the welfare requirements of a resident – PR

The resident is expected to return home later in the year. Heath and other services have surveyed his property and work is due to start to configure the property to support his requirements.

A resident asked if a community fundraising effort could be made, RG informed council that another resident was considering a benefit evening for him, however understanding their needs was key to providing appropriate help. The kennel has been installed and both the resident and his family are delighted in it.

11. To consider a request from All Saints Church to support the consecration of the new churchyard. – CM

John Hurst reminded all that every resident of the parish regardless of denomination are welcome to be buried in the church yard. The burial ground has been extended and it is hoped that part of the land will be come a park area. It was decided with both the Rector, Wardens and Diocese and to have both a consecrated and an un-concentrated area for burial, as well as an area for a park. A grant for the fees associated with consecration (£250+VAT) was requested. It is not a requirement to consecrate land prior to burial. This is not a budgeted item, and payable from precept. A discussion was held. Around half of residents did not identify as Christian in the Parish Survey. It was proposed and **agreed** that the council makes a grant of, £150 to the PCC.

12. To receive and update to the restoration of the posts and chains around the war memorial – Clerk (BB)

The War Memorial has now been registered in the Parish Council's name. The War Memorial was pre-approved for a grant but considered low priority. There are a number of questions asked and The Clerk will speak with PR / BB and others prior to filling in the form.

JC left the meeting.

13. To discuss the current Allotment arrangements – BB

BB noted the unusual growing year due to the weather.
There is one tenant's rent outstanding.
DC/BB to sign up to the online Allotment Society meeting.

14. To receive an update and agree next steps on A47 and Norwich Western Link. – RG

Report from Ruth Goodall:

A47/ NWL Update

The decision by the Secretary of State to approve the A47 North Tuddenham to Easton Dualling Development consent Order (DCO) was challenged in the High Court on the grounds that it did not take account at a national level of the cumulative impact of carbon. This appeal affects all three local NH projects (Thickthorn, Burlingham and Easton/N. Tuddenham). On July 7 the High Court rejected the claims made at the judicial review held in May 2023. However, a right of appeal was granted, and an appeal has now been submitted. In the meantime National Highways are going ahead with archaeology, the construction of compounds and the diversion of utilities. This represents a delay of at least a year before the new road is completed, now 2025-2026. At this point I think it would be worth going back to National Highways to discuss the implications of the compound now being constructed at the end of Wood Lane in terms of how it will be used and its potential to displace traffic.

Norwich Western Link

The situation remains unchanged from my last report in so far as Norfolk County Council's bid for funding still awaits a Treasury decision, and planning activity, if not stopped altogether, has been reduced. NCC has produced a video designed to provide evidence of the need for the NWL to which parishioners have contributed.

1. July Meeting with NCC

Clare and I had a meeting with NCC officers on July 18th to look at the more detailed plans for the NWL which incorporated some of the proposals made at the meeting with WLPC in March 2023. The height of the bunding has been increased to 4.5m, and our proposals re the siting of road closures have been included. However, the layby and the green bridge close to Weston Road remain. It was agreed to hold a meeting for Weston Green residents to allow them to comment on the plans. The plans are not yet in the public domain but a similar meeting for WLPC can be arranged or could be combined with the mitigation proposals meeting in October.

At the meeting NCC provided the draft planning application conditions to be included in the NWL Planning Application which were discussed at the March 2023 meeting the WLPC. See below:

'B1535 HGV Access Only

To ensure that all through HGV traffic uses the Norwich Western Link, Norfolk County Council will promote a scheme in consultation with the local parish councils and Broadland district Council to restrict the B1535 to access only for HGVs on opening of the Norwich Western Link to traffic.

Traffic flows through Weston Longville

Traffic monitoring will take place in the centre of Weston Longville village, approximately 6 months after the NWL opens to traffic, at a timescale to align with previous surveys completed in April and October. If this monitoring shows that the volume of traffic is in excess of 800 vehicle per day on average, then a further scheme of traffic management measures and a timetable for their implementation must be submitted to and approved in writing by the relevant planning authority, following consultation with Weston Longville Parish council and Broadland District Council.

The approved scheme to be implemented by Norfolk County Council in full within 12 months of the need for further traffic mitigation measures being identified.'

Mitigation Proposals

It was agreed that NCC would come forward to WLPC with traffic mitigation proposals in October. NCC has chosen four /five scenarios to be developed and tested in the traffic model. The scenarios take account of the proposals made at the public meeting held in July 2022 focusing both on village centred and parish wide mitigation measures. The options will be presented to WLPC in October at which point it will need to be decided whether NCC consult on a single preferred option or alternatives. There has been a considerable delay in presenting the measures, but we are assured that we are still within the timescale which means that if the NWL either does not go ahead or is delayed

there will be time for the measures to be in place before the dualled A47 opens. The objective is to achieve the status quo as regards traffic volumes post the opening of the A47 (without the NWL) which means that the mitigation measures have to achieve a reduction in predicted numbers of approximately 2000 vehicles a day.

Questions which WLPC will need to consider:

- Will the chosen option achieve the reduction in traffic numbers?
- Will the impact be distributed fairly?
- If the NWL is only delayed are the measures proposed ones which WLPC would prefer to remain in place after the NWL opens?
- If the NWL doesn't go ahead are the measures ones which WLPC would wish to see in place for at least 5-10 years (the development time for an alternative)?

NCC / Weston Green Residents Meeting 23rd August.

The meeting was attended by 7 Weston Green residents and Mark Kemp (Senior Project Officer) and Susie Lockwood (Project Communications Lead Officer). There was an opportunity to look at the most recent plans and discussion followed about the height of the bunding and whether it was sufficient, noise, laybys, traffic management during the building process and planting on the bunding. Residents registered concern about a proposal to use Pump Farm as offices, and the objection was accepted. It will be important for us to consider site and traffic management proposals for the period in which the NWL is being built before their inclusion in the planning application. I also think we need to do more to check out the claims re bunding and planting to make sure we are getting the best deal possible. At the moment without access to plans or cross sections this is more difficult to do. - Ruth Goodall, 26th August 2023

A47: At the next liaison meeting RG will raise the traffic management plans, with respect to the compound, as it may have more significance than anticipated.

Western Link: A video has been shot which includes residents. Currently it is paused over finances. It was agreed and a draft was shown which takes into account the traffic going through Weston Longville after the A47 is built and the mitigation that will be set. The planning application shows that the HGV route will cease once the Western Link is opened. These items will also be written into the planning application.

Mitigation should the A47 go ahead and there is a gap between the Western Link being significantly delayed or being cancelled. It is now written that Norfolk CC will come to the council and offer mitigation options that the Parish Council may present to the whole parish. Once presented, the time frame may be more evident.

PC noted that the meeting was very useful but still is concerned that the amendments were made after the submission of the budget and may not be included. The layby at the highest point is of issue that has not been resolved. The landscaping is built in to the contract so the planting may be more successful than other recent developments.

BB notes that the compound at the bottom of Wood Lane is currently re-routing the gas main and is boring under the road at a considerable depth to protect the gas main from any future additional traffic. Traffic is instructed not to use the village.

The Pump Farm area was being proposed as an office, it was asked that this doesn't happen.

The meeting with Jerome Mayhew raised the delay in funding. Traffic lights were suggested for Porters Lane, the cost for installation may be prohibitive to re-structure the cross-road. Traffic lights for the village were discussed.

15. To receive an update on the Hornsea 3 and Equinor SEP and DEP.

There is no update or change in the plans which seem to be progressing. JM was lobbying Equinor to pass funds directly to the parishes affected.

16. To discuss Remembrance Sunday and agree the purchase of a wreath.

It was **resolved** that Peter Ross will purchase a wreath and a donation of £25 would be made. PR to arrange.

17. Clerk's Report (verbal)

The Clerk noted that there had been an amount of work on the website updating items and tidying or re-grouping them to make it look neater. It was found that the policies are more complex than originally thought and will be worked through over the coming months, as time permits.

Chair & Clerk are invited to the first Parish and Town meeting 3 years at BSND, in November.

Rangers work is not obvious and village is looking un-loved, the bollards being severely damaged, there frustration from the Clerk that the works submitted to highways and works completed. The clerk is sent progress reports; however it is evident that the work is not being completed. It is very difficult to speak to anyone and Councillor Greg Peck is involved with one item outstanding.

18. To receive and adopt updated policies.

None.

19. Correspondence (information only)

- 19.1. D-Day Celebrations.
- 19.2. N ALC New website and log in changes.
- 19.3. Anti Social behaviour in vehicles – feedback for support for legal changes.
- 19.4. Residents letter regarding the finger post at Honningham Lane.
- 19.5. Any item received after the publication of this Agenda.

- 19.1 The council resolved not to organise an event.
- 19.2 Will be supplied to Councillors by the Clerk
- 19.3 It was discussed and there was no comment made.
- 19.4 The Clerk has asked Greg Peck for help with this.
- 19.5 None

20. Any other business (information only)

The USAF war memorial's land ownership was questioned. CM to investigate.

Meeting closed 21:56

21. To confirm the date and venue of the next meeting: Monday November 13th, 2023, in the Hall for All.

Signed:

Date:

7.1 Payment List

September Meeting

For Authorisation

Dawn Clarke	Expenses / WFH Allowance / Mileage	35.45
Dawn Clarke	Clerk Salary - August	241.80
Wave	Estimated Water bill	180.65
BHIB	Insurance	390.20
SLCC	Membership - 50% Share	56.00
Gary	Materials for Kennel Installation	? £50
SNBDC	Election Fees	286.74

To note the payment

Clare Morton	Expenses	24.24
Dawn Clarke	Sheds.co.uk	694.00
Dawn Clarke	Clerk Salary - June	241.80
All Saints PCC	Grant part payment for Toilet	3,384.83

Income

R Newton	Allotment Rent	5.00
All Saints PCC	Grant for Resident Assistance	350.00

Parish Clerk Weston Longville

From: clare.morton@tiscali.co.uk
Sent: 04 October 2023 12:35
To: Bob Banks; Justin Cohu; PaulCowleyWLPC@gmail.com; pjross40@hotmail.com; Ruth Horton; ruthgoodall@btinternet.com; weston.longville
Subject: FW: Potential Bus-stop Upgrade
Attachments: Borders.jpg; BusStop Pic1.jpg; BusStop Pic2.jpg; CIL report for Council.xlsx

Hello chaps

Here's an interesting one for us ! Technically, Rowan is absolutely right and the bus stop is in Weston Longville. Previously we've supported the Morton bus stop because that's the one our parishioners mostly use but it's not actually in Weston and this one is !! Back in 2016 the GWPC wanted to do something about it via the wind turbine fund but they don't get access to that. They did do something about their own shelter which is further into the the village. The Norfolk County Council website states ... *Requests for new bus shelters: If you think that a bus shelter should be provided at your local bus stop contact your town or parish council.*

Norfolk County Council does not provide bus shelters, but we can help town/parish councils to do so by providing advice and assessing applications for bus shelters to be placed on the highway. In addition we can sometimes offer a grant towards the costs, but only when funding is available.

Back in 2015, the wind turbine fund did pay for the Morton one - £4500. We do still have £8400 in our CIL account after paying the £10k to the church. We could need £1,300 for the war memorial posts if we're unsuccessful in getting a grant, which would leave us with ca £7k. We may need a new laptop so that's another say £500, so we'd have £6.5k left. None of the current planning applications in process look like they'll yield us any more for the time being.

Are we interested in looking at a this at all – joint venture ? I feel we can honestly say we do very little for our parishioners who live at the GW end of our parish usually so maybe it would be nice to show we do realise they are there (even if we don't really want them !!!)

Cheers

clare

From: Rowan Banks <rbanks@gwpc.org.uk>
Sent: Monday, October 2, 2023 10:07 AM
To: Clare Morton <clare.morton@tiscali.co.uk>
Cc: Dawn Clarke <clerk@gwpc.org.uk>
Subject: Potential Bus-stop Upgrade

Hi Clare

I hope you and the rest of the Weston Longville council are doing well. I chaired my second GW parish council last week and it seemed to go well with a decent amount of parishioner engagement.

One thing to have come out of the meeting was the potential to improve the overall look & facilities within the village which is looking a bit tired. Thanks to Ruth's further advice, we've proposes kicking off a parish engagement exercise which went down well so we'll have a clear view of village priorities.

There is a busy bus stop on the A1067 opposite the Lenwade Shop that actually sits in Weston Longville's parish (see attached screenshots.) It's used by schools for daily pickup / drop offs and there is currently nowhere to sit or shelter. We've noticed this means that parents seem to block the lay-by to keep their children in cars rather than leave them. We'd like to encourage sustainable transport options for both climate and social mobility reasons so we feel that a covered bus stop here would be a real enhancement and benefit to both parishes.

As you know GWPC does not have much funds to put towards a project like this currently, but I'm hoping that you may consider putting it into your budget for funding as it will benefit those to the North of your parish along with the industrial estates units. We were also considering a joint approach to Roarr for sponsorship. Might as well try!

Kindest regards

Rowan Banks
07979 812285
Great Witchingham Parish Council

Rose Cottage
Church Street
Weston Longville
NR9 5JU

23 October 2023

Clare Morton
Chairperson, Weston Longville Parish Council

Dear Clare,

RE: The Living Heart Project - Defibrillator. Weston Longville

I attach for your records a copy of the bank statements and supporting invoices, together with a Summary of Expenditure relating to this Project. The statement date starts with the generous donation from the WLPC in the sum of £1000. The balance is currently £13.40.

The defibrillator has been removed from its cabinet on 3 occasions when a medical emergency had been declared in this area to the East Anglia Ambulance Service. It was not used on these occasions but was fully operational.

Our main expenditure until 2022 related to Insurance with Balens. Following discussion with the insurers for the Hall for All Weston Longville, this is now covered under their policy at no additional charge.

The other ongoing expenditure is our membership of the Community Heartbeat Trust. This organisation provides support, advice, repair and replacement of equipment, Some of the equipment (zero invoice attached from them) has not been charged for-this also includes a recent replacement defibrillator battery.

At present our balance is £13.40 and as you will note this will not even cover for a cabinet light bulb. I would like, in the not too distant future, to arrange another community resuscitation update using a training defibrillator and I will also be highlighting the importance of CPR in a future Weston Longville Parish Magazine. I will obtain a quotation for this training.

I would be grateful if the WLPC could consider a further donation to this service, which has been created and maintained for the community's benefit.

Thank you for considering this request

Sara Read

Weston Longville Parish Council - 2024/25 Budget

		Actual	Actual	Budget	Actual year to date	budget	% +/-	
Category	Description	2021 / 22	2022 / 23	2023 / 24	2023/24	2024 / 25	Bud/Bud	Comments
Income								
Income	Precept	6,107	7,328	7,328	7,328	14,650	100%	£19 increase
Income	CIL	3,283	5,597		2,018			
Income	Allotment	65	15	65	35	65	0%	
Income	Grants		2,982		575			
Income	Other				30			
Income	VAT Reclaim	462						
Income Total		9,918	15,922	7,393	9,986	14,715	99%	
Expenditure								
Admin & Exp	NALC/SLCC/CPRE	182	234	350	252	275	-21%	Benifited from joint SLCC membership. NALC may increase - 10%
Admin & Exp	Insurance	355	355	400	390	430	8%	10% Cost of living rounded up
Admin & Exp	Audits	40	40	50	40	315	530%	Mid size council plus underpaying Sonya, 225+90
Admin & Exp	Hire of Hall	243	170	300		300	0%	
Admin & Exp	Clerk's Office/payroll services	288	340	450	244	495	10%	26 x 12 for office. payroll is 60 postage, mileage 6@, laptop needs looking at #100
Admin & Exp	Newsletters		82	100			-100%	
Admin & Exp	Website		-	300	132	150	-50%	150, Move towards .gov.uk domains (£210/2 years)
Admin & Exp	Training/Forums etc	130	300	200	55	300	50%	1-5% of budget is standard
Admin & Exp	Bank charges	-	-	-	-	-	#DIV/0!	
Admin & Exp	Election Expenses			341	287	100	-71%	replenish reserve, will increase over time with more postal voting.
Admin & Exp Total		1,237	1,521	2,491	1,400	2,365	-5%	
Employment	Clerk's Salary	2,343	3,105	3,291	1,499	3,350	2%	Assumes 7% increase on contracted hours rounded up
Employment Total		2,343	3,105	3,291	1,499	3,350	2%	
Grants	Donations	767	3,390	3,000	1,119	1,525	-49%	Church yard #750, Defib #200, Trees #50, RBL #25, community 500
Grants Total		767	3,390	3,000	1,119	1,525	-49%	
Maintenance	Hedge cutting	55		65	72	80	23%	10% increasd on actual
Maintenance	Grounds maintenance	1,194	1,306	1,200	718	1,562	30%	(expected 1,420 so 10% increase on actual
Maintenance	Playing field rent	50		50		50	0%	
Maintenance	SAM2 repairs	807	192	500		200	-60%	
Maintenance	Pest control			110		150	36%	
Maintenance								
Maintenance								
Maintenance Total		2,106	1,498	1,925	790	2,042	6%	
Projects	Allotment - CIL	1,783		-	180	730		same water + for legal fees + clover
Projects	Traffic management - CIL	170						

Projects	Roarr		720					
Projects	3 parishes plan grant		996					
Projects	bench		500					
Projects	Toilet				10,000			
Projects	Bus Shelter					4,000		Half bus shelter
Projects								
Projects	Other							
Projects Total		1,953	2,216	-	10,180	4,730	#DIV/0!	
Expense Total		8,406	11,730	10,707	14,988	14,012	28%	
	Surplus (deficit)	1,512	4,192	- 3,314	- 5,002	703		
	VAT reclaim							
	Balance b/f	36,436	37,947	37,947		34,633		
	Balance c/f	37,947	42,140	34,633		35,336		
	Reserves							
	Parish Project Reserve					10,000		
	Solar Reserve					14,000		
	General Reserve					10,000		Note: General reserves should be between 3 to 12 months for smaller authorities, high end for smallest
	Budgeted precept				14,650			
			1					
	Tax base		139		140			
	Band D Charge		52.72		104.64			
	Increase on previous year Council Tax		23%		0.98		8062	

6 NOVEMBER 2023

E01-23 | 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	
7	£24,294	£12.63	LC1 (7-12) (substantive benchmark range)
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	
13	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	
18	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

© NALC 2023

NALC 2023 rates



t: 020 7637 1865
e: nalc@nalc.gov.uk

w: www.nalc.gov.uk

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	
7	£24,294	£12.63	LC1 (7-12) (substantive benchmark range)
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	
13	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	
18	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	

NALC 2021 and 2022 rates



t: 020 7637 1865
e: nalc@nalc.gov.uk

w: www.nalc.gov.uk
a: 109 Great Russell Street,
London WC1B 3LD

ANNEX 1

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£18,333	£9.53	£20,258	£10.53	Below LC Scale (for staff other than clerks)
2	£18,516	£9.62	£20,441	£10.62	
3	£18,887	£9.82	£20,812	£10.82	
4	£19,264	£10.01	£21,189	£11.01	
5	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
6	£20,043	£10.42	£21,968	£11.42	
7	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
8	£20,852	£10.84	£22,777	£11.84	
9	£21,269	£11.05	£23,194	£12.06	
10	£21,695	£11.28	£23,620	£12.28	
11	£22,129	£11.50	£24,054	£12.50	
12	£22,571	£11.73	£24,496	£12.73	
13	£23,023	£11.97	£24,948	£12.97	LC1 (13-17) (above substantive range)
14	£23,484	£12.21	£25,409	£13.21	
15	£23,953	£12.45	£25,878	£13.45	
16	£24,432	£12.70	£26,357	£13.70	
17	£24,920	£12.95	£26,845	£13.95	
18	£25,419	£13.21	£27,344	£14.21	LC2 (18-23) (below substantive range)
19	£25,927	£13.48	£27,852	£14.48	
20	£26,446	£13.75	£28,371	£14.75	
21	£26,975	£14.02	£28,900	£15.02	
22	£27,514	£14.30	£29,439	£15.30	
23	£28,026	£14.57	£29,951	£15.57	

November Meeting

For Authorisation

	Expenses / WFH Allowance /	
Dawn Clarke	Mileage	87.45
Dawn Clarke	Clerk Salary - Oct	
Dawn Clarke	Dawn Clarke - November	
Dawn Clarke	Dawn Clarke - Back Pay	
Peter Ross	Royal British Legion	24.99
Norse	Second Payment	692.40
Gary	Materials for Kennel Installation	? £50

To note the payment

All Saints PCC	Balance of Toilet Grant	3664.00
Dawn Clarke	Clerk Salary - September	

Income

R Newton	Allotment Rent	30.00
Broadland DC	Precept	3664.00
Broadland DC	CiL - 2020/1489	1655.09

SALES INVOICE



Norse Eastern Ltd
280 Fifers Lane
Norwich
NR6 6EQ

Document No. 05IN-1049933
Date: 31/10/2023
Customer Account No: 004998
Your Reference:

VAT No. GB 785 4210 21

Invoice To:
Dawn Clarke
Weston Longville Parish Council
19 Dormouse Way
Hethersett NR9 3GY

Supplied To:
Weston Longville Parish Council
19 Dormouse Way
Hethersett NR9 3GY

DESCRIPTION	VAT RATE	QUANTITY	PRICE £	AMOUNT £
Provision of Grounds Maintenance for October 2023 Weston Longville Parish Council	20%	1	577.00	577.00
For those customers who have signed up to Direct Debit, please accept this as confirmation that we will take payment for this invoice on or around the 22 nd of the month following. If you would like to sign up to Direct Debit please contact 01603 894279, please continue to pay via your normal method until you receive confirmation that the Direct Debt has been set.			Sub Total	Amount Due
			577.00	692.40
			VAT	
			115.40	
Terms: Strictly Net 30 Days				

Registered Office: 280 Fifers Lane, Norwich, NR6 6EQ Registered in England No. 07445476

Remittance Details:

BY BACS:

Bank Name: Barclays Bank PLC
5/7 Red Lion Street Norwich
NR1 3QH

Sort Code: 20-62-61
Account Number: 00613312

BY CREDIT CARD:

Telephone 01603 706161 / 01603 894218

BY CHEQUE:

Please make sure your Cheque is crossed and made payable to "Norse Eastern Ltd"

Please state the invoice numbers you are paying on the reverse of the Cheque

Send For the attention of: Treasury Controller
Norse Eastern Ltd
280 Fifers Lane
Norwich
NR6 6EQ

TO CONTACT US REGARDING THIS INVOICE/CREDIT

Finance: 01603 706043 Email: invoicing@ncsgrp.co.uk
Payment Queries: 01603 706161 / 01603 894218 Email: creditcontrol@norsegroup.co.uk

2024 - 15.6.

Weston Longville Parish Council

Reconciliations – November 1, 2023

Balances:

Genral account £23,019.89

Solar £14,177.98

Weston Longville Parish Council

Meeting dates 2024

Date of Meeting		
February 12 th		
May 13 th		
July 8 th		
September 9 th		
November 11 th		
Meet on the 2 nd Monday of the month.		