

Weston Longville Parish Council Meeting of the Parish Council Agenda

**Monday 24th of April 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
April 18th, 2023



The public and press are welcome.

1. 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 13th of February 2023.
4. To discuss and resolve a response to the potential licencing developments at the Royal Norwich Golf Club
5. To agree response on proposal for 'Railway Village' near Bintree in Breckland Local Plan.
6. To agree assistance of WLPC to Morton Parish Meeting in producing Wind Turbine Application for bus shelter repairs and noticeboards.
7. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.
8. Finance
 - 8.1. To note contractual payments made.
 - 8.2. To agree the payment list.
9. Any other business (information only)
10. To confirm the date and venue of the next meeting: Monday May 22nd 2023 in the Hall for All.

Weston Longville Parish Council Meeting of the Parish Council - Minutes

Monday 13 February 2023 at 7.30pm
Hall for All, Church Street, Weston Longville

Parish Councillors present:

Clare Morton	CM	(Chair)
Peter Ross	PR	(Vice-chair)
Ruth Goodall	RG	
Paul Cowley	PC	
Bob Banks	BB	
Cynthia Savory	CS	
Dawn Clarke	DC	(Clerk)

Members of the public (10) including District Councillor Peter Bulman and County Councillor Greg Peck

1. To receive apologies for absence.

Justin Cohu sent apologies in advance; these were accepted.

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

Bob Banks for item 7.2 as a pecuniary interest.

Ruth Goodall for item 7.7 as a member of the Hall Committee and Grant applicant.

All councillors declared an interest in Norwich Western Link Road and Hornsea 3, Equinor SEP and DEP.

3. To approve the minutes of the meeting held on 14 November 2022.

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)

CS: Reported that the bulbs have been planted along Woodforde Close as planned.

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

A resident, after speaking to Justin Cohu about the changes made over the previous 2-3 weeks adjacent to his Historic, Grade II Listed thatched property. He brought to the council's attention development on Morton Lane that was causing him concern. The swift removal of all of the long established naturally evolved plants covering the plot, a 5-6m opening has been created making a new substantial gateway to the road and access to an area that has been described as a garden. This had been previously unused land. The matter included the reduction of the visual splay so making the corner dangerous to road users. The area had previously been entirely open and the substantial height of the close wood fence panels conceals any activity, thus concern was raised about unauthorised development or change of use from agricultural to amenity or commercial. The developer has verbally indicated that he plans to move a storage (ex-shipping) container and materials for his business on to the site. The work has been executed by the contractor for the adjacent Dairy Farm Development.

CM: reassured the member of the public that the council was aware and that it has been brought to the attention of the planning department for them to determine if a breach had been committed and enforce should a breach have occurred.

The establishment of a new entrance to the land had been reported to highways for their consideration.

Both Greg Peck and Peter Bulman will follow the progress of this issue and acknowledged that the parish council's swift action was appropriate.

A member of the public asked about the legal background for the signs advertising the leisure facilities.

CM: explained that rules change depending on the sign size land ownership and the location of the sign. It was an issue that the council was aware of and noted that there is a planning enforcement for the signs on the B1067. This may then give more information as to legality of other signs.

A member of the public raised the use of a private pool by members of the public and the increased level of traffic.

CM: explained that the pool use was beyond the scope of the parish council and as long as the owner was following the legal obligations there was little the parish council could do. The additional traffic using the lanes was noted, but no complaints have been received.

The planning application is for the pods not the leisure facility. There is an enforcement notice being held for determination.

A member of the public raised the increased amount of litter. They are currently hand picking 2 sacks a week and ask that there is more help.

CM: the parish council will ask highways to help with a clean-up. The parish council will organise a litter pick.

Peter Bulman District Councillor informed the council that there was currently no intention to increase their portion of council tax. He noted that amended plans for Lenwade petrol station were under consideration.

County Councillor Greg Peck explained that the County Council will present a balanced budget which has been possible by both savings met by efficiencies in staffing and general economies. The council increase will be 2.99% and 2% for social care, leading to an overall 4.99% increase.

He noted that 70% of the budget went to social services children's services. £30 million had been injected into care homes. The known cut to services will be a removal of stops not used for 6 months by borrowers accessing the mobile library which will yield some savings.

The 'County Deal for Norfolk' is a public consultation for devolution, responses requested by March 20th 2023. Norfolk is in the first tranche of 9 councils being considered for devolution. Should it be accepted, it will allow Norfolk quicker access to greater funding that will not be ring-fenced.

It is believed that the Western Link would not be effected by this.

6. Planning

6.1. To receive update on application decisions taken by the Planning Inspectorate. APP/K2610/W/22/3293987 Land to the west of Ivy House Farm, Weston Green Road, Weston Longville.

The appeal is dismissed.

The main issues are: Whether the site is a suitable location for the proposed development with particular regard to the location of development strategy for Broadland, access to services and facilities and highway safety; and

The effect of the development on the character and appearance of the area.

6.2. To note the application: 20230108, TPO Trees, Large Norway Spruce - dismantle and fell to near ground level. Royal Norwich Golf Club.

Noted.

6.3. To note the application: APP/K2610/W/ 22/3304216 - Weston Covert, Field Road, Weston Longville, being accepted by the Planning Inspectorate and agree any response.

It was **AGREED** that the council would re-submit the original complaint with the addition of concern of fires being caused by BBQ or Firepits.

A member of the public raised concern about fires and the risk to crops and properties.

A member of the public asked if previous complaints against the application were considered when submitting the parish council's response.,

CM: explained that they do, but only planning considerations were taken into account, however reminded everyone that any one is able to add further material for consideration.

6.4. To discuss the Travellers site proposals from BDC and any response.

RG: highlighted that there would be a 'infill of up to 5 properties per parish and traveller sites could be taken into consideration.'

The Consultation is open and it was **AGREED** to respond with support for the plan but not for the infill.

7. Finance

7.1. To note the recruitment of the new Clerk and RFO.

It was **AGREED** that Dawn Clarke be employed as Clerk and RFO for the parish.

RG thanked CM and PR for their swift action filling the post of Clerk.

7.2. To agree payroll arrangements.

The previous clerk completed her own PAYE, previously it was done by a 3rd party. The Clerk asked for it to be returned to this system.

It was **AGREED** that Marion Banks will provide payroll services at a basic cost of £50 plus VAT for the year.

7.3. To agree to make bank mandate change to authorise the Clerk.

It was **AGREED** that Dawn Clarke should be given full access and authorisation to act for the parish, paper and online with respect to all bank accounts.

7.4. To agree the payment list.

23.11.2022	Clare Morton	Refund of Bulbs	27.96
31.01.2023	Logowear	4 Hi Viz Jackets	143.76
10.02.2023	ICO	Annual fee	35.00

The payment list was **AGREED**. The Clerk noted that there were outstanding salary and HRMC payments for the previous clerk. These would be met when calculated.

7.5. To note any income, since the last meeting on November 14th 2022.

None

7.6. To note bank reconciliation dated February 13th 2023

Balances noted.

7.7. To consider the grant application from Hall for All's Community Choir.

RG explained the enthusiasm within the community following the Hall for All's Birthday Party and the Taverham Band event last year. The commitment that the members have shown over 2 weekend sessions has galvanised the group. A regular choir leader has been secured for the group. Thought has been given to make the choir self-sustaining and encourage wide participation.

The grant is requested for £445 to provide seed money, for the provision of a keyboard and costs associated with printing the music.

Additional funding sources were discussed.

It was **AGREED** an application to the Temporis Weston Windfarm Community Fund would be made by the Parish Council.

PC: attended the Orsted fund meeting and asked about grants available and for the future they would be a good source of monies for social and community funding. Funding occurs twice a year.

7.8. To note the Clerk has set up the account with Wave and that the water bill for the allotments will include a £50 bond.

An online account has been established, there is a £50 returnable bond which needs to be requested after 1 year, it will be included in the first bill.

It was **AGREED** that for the first bill the Parish Council would pay the standing charge, the use of the water to be divided by plot holders Pro-rata based on plot size, trusting the honesty of those who said they were not using water to not take any water.

- 7.9. To note that PKF Littlejohn has been appointed the external auditor until 2027.

Noted

8. To discuss and resolve any celebration for the Kings Coronation.

It was **AGREED** to ask the community if and how they would like to celebrate the coronation.

It has been suggested by Buckingham Palace that the 7th of May should be the 'Big Lunch' it was suggested that a village bring your own picnic on the hall field with a few of the gazebo. The hall is already hired for the day and there would be no toilet available.

The 8th of May is the 'Big Volunteer' a litter pick, ivy removal and cleaning the play area were suggested, input will be asked on the 'Village Chat'.

PC: Felt that the celebrations in the last year were enough, but asking the parish for feedback, suggestions and help should there be interest.

9. To receive an update and agree next steps on A47 and Norwich Western Link.

RG: A47, in December a note was circulated to councillors regarding the judicial review and the delay this would cause, at this time farmers were told to plant crops (BB) the length of the delay is difficult to judge.

Western link: at the last meeting there was a focus on other areas of the road and there was no feedback about the parish councils input regarding laybys, bunding and access.

There is a meeting on the 15th of February with David Alfrey about this detail, the proposals for mitigation if the western link is deferred or delayed are also delayed due to preparing plans for submission.

A response is expected in May. Should there be a judicial review of the Western Link also there will be further delays. It is hopeful that David Alfrey will deliver some of the items listed as part of the consultation.

Mitigation proposals will be presented to the village in the spring outlining plans to address the change in traffic, these become more relevant when the time between the two projects is increased.

CS: asked if any other plans for traffic calming could be expected in the village.

CM: none planned due to the other proposals.

10. To discuss damage to parish verges and the use of solar money to reinstate specific areas.

There have been a considerable number of vehicles from MPH in Hockering carrying processed soil for the Ringland Estate, to enhance their fields. It is using tractors with trailers and not HGVs. Although they are using tractors they cannot avoid the restrictions of the HGV route. The location of the destination field makes access without going through the weight limit area very difficult. There is a route that would avoid the weight restriction entirely, via the Broadway which links up with a private track which may or not be suitable.

PR: When challenged the drivers said they were instructed to take the Rectory Road route. PR had challenged this with Mark Monk and he had then rerouted them via Weston Green Rd – which is also restricted.

To try and resolve the situation it was **AGREED** that a letter should be sent to both Mark Monk as the contractor and the Ringland Estate as the commissioner to express the concern within the village that some items were unlawful others were un-neighbourly.

Bringing to their attention, the obligation to respect the weight limit of the road and frequency of the tractors and trailers, was causing substantial damage to the verges, churning, compacting, and wearing the soil away from the top and planning the side of the raised verges and removing the vegetation which binds the verges exposing them to more erosion. This was leading to mud on the road which was not being swept/cleaned. The edge of the road where the metal was thin was becoming eroded and exposed, there was some cracking and in other places, being open to the ingress of water would cause a quicker decline of the road itself.

PC: has photos of the damage to illustrate the letter.

The movement of so many large tractors and trailers which are the width of the road is intimidating to normal road users and to allow two way traffic has decimated the verges.

He would be asked to restore all villages verges in their entirety.

It was noted that there have been restorative works completed in the past that were of a high quality and that this should be requested, along with a review of the route so as to reduce the impact on the weight limit roads.

Norfolk County Council / The Police will be asked for advice with respect to enforcement of weight limits and any operational considerations.

The damage to the surface of the carriageway was reported to Highways, whilst they would repair the road there was a reluctance to address the verges.

It was felt that it should not be something for the Parish Council to spend money restoring. Safeguarding the verges or preventing this erosion by adding formal passing places or posts to discourage vehicles was discussed.

The village was reminded that they can report any HGV that breaks the weight limit.

PR: suggested reporting the driver for breaking the weight limit.
Gregory Peck added that in Felsham the public noted information and Council writes directly to the HGV owners.
BB: reminded council that this was a commercial activity and there may be other commercial concerns driving the business.
CS: felt intimidated by the size of the vehicles and was forced onto the verge.
A resident noted that the vehicles fill the entire road and make it difficult to manoeuvre.

11. Discuss the road signs on Wood Lane / Paddy Lane junction.

It was felt that there was a sign missing at the end of Wood Lane / Paddy Lane junction, indicating the direction of the B1537 towards Fakenham and Lenwade.

BB: confirmed it was hit in a road traffic accident.

It was **AGREED** to report to highways and asked for re-instatement.

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

PC: SEP and DEP there has been no change.
Orsted: there has been contact with the community liaison officer but their communication is poor.
Meeting of the Community Benefits fund: £750,000 per year for 10 years, all the coast and onshore parishes that are the route of the cable. It extends a considerable length of the coastline.
The Parish Council should bid for a future grant.
There was an exhibition to illustrate their situation on Friday and where they planned to start (North and work south) It noted the storage depot at Oulton for materials and road improvements around there due to the size and weight.
The under road access will be achieved by drilling. The small flags seen in the local fields indicate access points and utilities below.

PC will contact Cathy about the exact route with regard to Blackbreck Lane.

It has been confirmed that the elctro-magnetic field generated between 5 and 15% of the recommended limits.

13. Clerk's Report (verbal)

- 13.1. To receive an update on the progress made on councillor One Drive and email addresses.

There has been no information regarding the Norfolk ALC and their .gov.uk website programme. The move to councillor emails is acknowledged as the councils wish and it will provide the separation that is required for compliance purposes.

The Clerk has One Drive and a full Office 365 suite, this costs around £60 a year, to upgrade to Share Point will incur a subscription at least £200 a year. The advantages of everyone being freely able to access documents is noted.

It was advised that all the change happens at the same time as it will be cleaner to manage and allow further funds to be allocated as will be required.

13.2. To receive information regarding May elections for councillors and voters.

The Clerk has distributed the information to current councillors and reminded them that Councillors were responsible for hand delivering applications. They need to be hand delivered so as to verify the form has been correctly completed.

The Clerk and Clare Morton both have applied for copies of the Register of Voters so that the voter number box may be filled.

ID will be required for voters, there is a list.

CM will include information about the upcoming elections and new voting requirements in the Wensum Diary.

14. Correspondence (information only)

14.1. S Pontin – Update to Online Planning System
Noted

15. Any other business (information only)

RG: will chase the Highways Engineer who came out to look at the Weston Green crossroads

BB: Data to be collected from SAM.

The Clerk explained that due to the Coronation and Elections the Agenda and papers for the next meeting would be distributed earlier than is usual and that all candidates for election would be sent them.

16. To confirm the date and venue of the next meeting: Monday May 8th 2023 in the Hall for All.

The meeting closed at 21:55

Parish Clerk Weston Longville

From: John Hoskins <jh@huntsbridge.co.uk>
Sent: 02 April 2023 15:22
To: clare.morton@tiscali.co.uk
Cc: weston.longville@yahoo.co.uk
Subject: Parish Councils joint letter
Attachments: PC joint letter.docx

Flag Status: Flagged

To Weston Longville Parish Council, Clare Morton (Chair) and Dawn Clarke (Clerk)

Dear Clare.

I am grateful to Ron Cornell for passing on your contact details.

I am writing, as Ron indicated, on behalf of a nearby group of Parish Councils, to ask if you could briefly discuss at your next meeting the proposed new town, just a few miles north west of you.

We met George Freeman MP last Friday and he indicated we should enlist the support of all local PCs, even if they are in neighbouring Broadland. We are determined to show to our district Council that this part of mid Norfolk is united in its opposition to the idea of 5,000 houses on an area of fertile agricultural land enveloping Bintree, Billingford and North Elmham.

We don't need to detail here all the obvious issues relating to the River Wensum, access, transport, local character and food security. It's also important to say that we are not against all development, we certainly need affordable housing for local people – and North Elmham is playing its part in that regard. However, you may not be aware that Breckland simply does not need such a large settlement. The I&O background document tells us that there are already 14,061 granted household permissions. This represents over 80% of the district's requirement through to 2046. The last 20% will be more than covered by the natural flow of small developments.

I am sure that Weston Longville PC has its own set of important priorities. We simply ask that you help us with this one particular issue, which would affect not just our local parishes, but the whole character of central Norfolk for years to come. (Not to mention of course, the potential 10,000 cars that will all want to use the A1067 as their main transport route!)

I do hope that you will be able to email back to us the text in the attached letter, confirming your agreement.

Thank you very much for your help.

Kind regards

John

John Hoskins
Bintree Parish Council
County School Residents Association

Weston Longville Parish Council

Expense Claim Form

Name: Dawn Clarke

Date of Expense	Description of goods/service purchased	Reason	Receipt Y/N	Amount before VAT	VAT*	Total
01/02/2023	Working from home allowance	Feb	N	26.00	0.00	26.00
01/03/2023	Working from home allowance	March	N	26.00	0.00	26.00
01/04/2023	Working from home allowance	April	N	26.00	0.00	26.00
13.02/2023	Mileage	Meeting	N	9.45	0.00	9.45
09/05/2022	Royal Mail	Postage	Y/N	1.50	0.00	1.50
					0.00	0.00
		TOTALS		£88.95	£0.00	£88.95

Signed (claimee)

Signed (authorised) _____

Bank details if we've not paid you before

Sort code:

Account number:

* The Parish Council can claim back VAT where it is clearly shown on a receipt or invoice. Please ask for a VAT receipt and try to only submit a receipt with Parish Council-related items only.

Please write your bank details on the reverse of the form if you have not been paid electronically before.

For Authrisastion

16/03/2023	Rectory Farm	Hedgecutting to the invoice date	72.00
04/04/2023	NALC	Subscription	136.76
04/04/2023	NALC	Website	70.00
15/04/2023	Marion Barnes	Payroll 21-22	60.00
		Expenses / WFH Allowance / Postage /	
31/04/2023	Dawn Clarke	Mileage	88.95

To note the payment

22/03/2023	Hall For All	Meeting room for 2022-23 year	170.00
15/04/2023	Dawn Clarke	Salary	

CIL payment

Weston Longville Beck House, Lyng Road 20201942 08.03.23	362.70
--	--------



Dear Lorraine,

Thank you for using the Norfolk Parishes website service this past year.

From mid December 2022 we implemented some updates to the websites to give a more modern look and feel and to much improve access via mobile phones and tablets. Plus the platform is now fully compliant with the WCAG 2.1 AA accessibility regulations that all local councils must comply with. Further updates are planned for 2023 to bring you the latest WordPress features.

Free support is included with the service via email/phone and 1:1 online training is available for new users. Documentation and YouTube instructional videos are also provided.

This service is managed directly by us which means we can also provide password resets and add additional users to your site if required. It also means you always contact us directly regarding the service and not a call centre.

As it's centrally managed we also add popups to all of your sites for free for Operation London Bridge type events when an important member of the royal family dies, this is a service that other providers choose to charge for.

Our service has remained at a very low rate of £35 per year for several years now. Unfortunately with inflationary costs and additional investment into the platform we have had to reluctantly increase this fee going forward.

This service runs yearly from April to April and your renewal rate for 2023/2024 is:

Weston Longville Parish Council - £70

Your invoice for renewal will follow after 1st April.

Please read on for exciting news on our new Fully Managed Content Service.

Fully Managed Content Service

New for 2023 is our Fully Managed Content Service. This is an optional extra service where we take over the day to day running of your council's website. During 2022 we setup a pilot scheme with a very small number of councils and it was a great success. We have 7 councils using the service at present and we are now opening it up to everyone.

The managed service means we do all your website work for you, uploading agendas/minutes/news etc. You'd simply email us the documents/changes with basic instructions of what is required and we'll take care of the rest. This frees up your valuable time to focus on other work.

Norfolk Parishes Managed Content service - £140 per year *

The managed content service is **additional** to the standard fee so you'd spend £210 per year in total for a fully managed website.

* = Pricing is based on an average Parish Council website, complex sites involving many pages or used for other local purposes may not be eligible.

Our managed content service used by your council:

- Updates, manages and posts all content to your website for you
- Saves time and enables your clerk to focus on clerking
- Reduces stress by removing website management from clerks

If you wish to sign up please email it@norfolkalc.gov.uk

What if our council doesn't renew our Norfolk ALC Membership for 23/24?

Norfolk Parishes websites are offered at reduced rates for members. If you are no longer a member your website charge will incur a 50% increase thus would increase to **£105 per year**. Alternatively, if you wish to move to another provider you can continue running your site for £10 per month on a monthly basis upon our agreement.

We are proud of the improvements made to the Norfolk Parishes sites this year and Norfolk ALC looks forward to further improvements.

Kevin Bacon - IT Officer - Norfolk ALC

Dear Lorraine,

I hope you found the support we offered to you this year helpful.

This is the time of year when we renew our subscriptions and here is your membership rate for your Council.

Weston Longville Parish Council - £136.76

Your invoice for renewal will follow after 1st April. Norfolk Parishes websites and services will be invoiced separately.

At a local level this will provide you with:

- Up to date advice and guidance on the smooth running of Councils
- CILCA training with the only accredited training in Norfolk *
- Customised training for Councils
- Associates who offer specialist advice in HR, Legal, VAT, Burial, Accounts, Data-Protection, Community Engagement, and Compliance
- Internal Audit service *
- Locum Service *
- Wages processing *
- Website hosting and troubleshooting (Norfolk Parishes) *
- Topical webinars
- Model templates and policies
- Advertising job vacancies
- Recruitment Service *
- Signposting to help in a crisis
- Community well-being and climate change resources

**** = Optional extra services at additional cost, discounted for members.***

Only through Norfolk ALC will your membership include the following invaluable support from National ALC:

- Engaging with and lobbying the UK government and parliament on matters of community interest
- Ensuring councils are aware of upcoming legislation
- Identifying and sharing good practice
- Improving the capacity and capabilities of local councils
- Providing high quality advice and guidance at a national level
- In house legal advice
- Communication expertise to help you get your message out
- Advice to reduce bullying within and increase civility and respect towards all councils
- Publications which inform best practice

We are proud of what Norfolk ALC offers and look forward to supporting you in the future.

Norfolk ALC Board of Directors

Weston Longville Parish Council Meeting of the Parish Council Agenda

**Monday 24th of April 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
April 18th, 2023



The public and press are welcome.

1. 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 13th of February 2023.
4. To discuss and resolve a response to the potential licencing developments at the Royal Norwich Golf Club
5. To agree response on proposal for 'Railway Village' near Bintree in Breckland Local Plan.
6. To agree assistance of WLPC to Morton Parish Meeting in producing Wind Turbine Application for bus shelter repairs and noticeboards.
7. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.
8. Finance
 - 8.1. To note contractual payments made.
 - 8.2. To agree the payment list.
9. Any other business (information only)
10. To confirm the date and venue of the next meeting: Monday May 22nd 2023 in the Hall for All.

Weston Longville Parish Council Meeting of the Parish Council - Minutes

Monday 13 February 2023 at 7.30pm
Hall for All, Church Street, Weston Longville

Parish Councillors present:

Clare Morton	CM	(Chair)
Peter Ross	PR	(Vice-chair)
Ruth Goodall	RG	
Paul Cowley	PC	
Bob Banks	BB	
Cynthia Savory	CS	
Dawn Clarke	DC	(Clerk)

Members of the public (10) including District Councillor Peter Bulman and County Councillor Greg Peck

1. To receive apologies for absence.

Justin Cohu sent apologies in advance; these were accepted.

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

Bob Banks for item 7.2 as a pecuniary interest.

Ruth Goodall for item 7.7 as a member of the Hall Committee and Grant applicant.

All councillors declared an interest in Norwich Western Link Road and Hornsea 3, Equinor SEP and DEP.

3. To approve the minutes of the meeting held on 14 November 2022.

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)

CS: Reported that the bulbs have been planted along Woodforde Close as planned.

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

A resident, after speaking to Justin Cohu about the changes made over the previous 2-3 weeks adjacent to his Historic, Grade II Listed thatched property. He brought to the council's attention development on Morton Lane that was causing him concern. The swift removal of all of the long established naturally evolved plants covering the plot, a 5-6m opening has been created making a new substantial gateway to the road and access to an area that has been described as a garden. This had been previously unused land. The matter included the reduction of the visual splay so making the corner dangerous to road users. The area had previously been entirely open and the substantial height of the close wood fence panels conceals any activity, thus concern was raised about unauthorised development or change of use from agricultural to amenity or commercial. The developer has verbally indicated that he plans to move a storage (ex-shipping) container and materials for his business on to the site. The work has been executed by the contractor for the adjacent Dairy Farm Development.

CM: reassured the member of the public that the council was aware and that it has been brought to the attention of the planning department for them to determine if a breach had been committed and enforce should a breach have occurred.

The establishment of a new entrance to the land had been reported to highways for their consideration.

Both Greg Peck and Peter Bulman will follow the progress of this issue and acknowledged that the parish council's swift action was appropriate.

A member of the public asked about the legal background for the signs advertising the leisure facilities.

CM: explained that rules change depending on the sign size land ownership and the location of the sign. It was an issue that the council was aware of and noted that there is a planning enforcement for the signs on the B1067. This may then give more information as to legality of other signs.

A member of the public raised the use of a private pool by members of the public and the increased level of traffic.

CM: explained that the pool use was beyond the scope of the parish council and as long as the owner was following the legal obligations there was little the parish council could do. The additional traffic using the lanes was noted, but no complaints have been received.

The planning application is for the pods not the leisure facility. There is an enforcement notice being held for determination.

A member of the public raised the increased amount of litter. They are currently hand picking 2 sacks a week and ask that there is more help.

CM: the parish council will ask highways to help with a clean-up. The parish council will organise a litter pick.

Peter Bulman District Councillor informed the council that there was currently no intention to increase their portion of council tax. He noted that amended plans for Lenwade petrol station were under consideration.

County Councillor Greg Peck explained that the County Council will present a balanced budget which has been possible by both savings met by efficiencies in staffing and general economies. The council increase will be 2.99% and 2% for social care, leading to an overall 4.99% increase.

He noted that 70% of the budget went to social services children's services. £30 million had been injected into care homes. The known cut to services will be a removal of stops not used for 6 months by borrowers accessing the mobile library which will yield some savings.

The 'County Deal for Norfolk' is a public consultation for devolution, responses requested by March 20th 2023. Norfolk is in the first tranche of 9 councils being considered for devolution. Should it be accepted, it will allow Norfolk quicker access to greater funding that will not be ring-fenced.

It is believed that the Western Link would not be effected by this.

6. Planning

6.1. To receive update on application decisions taken by the Planning Inspectorate. APP/K2610/W/22/3293987 Land to the west of Ivy House Farm, Weston Green Road, Weston Longville.

The appeal is dismissed.

The main issues are: Whether the site is a suitable location for the proposed development with particular regard to the location of development strategy for Broadland, access to services and facilities and highway safety; and

The effect of the development on the character and appearance of the area.

6.2. To note the application: 20230108, TPO Trees, Large Norway Spruce - dismantle and fell to near ground level. Royal Norwich Golf Club.

Noted.

6.3. To note the application: APP/K2610/W/ 22/3304216 - Weston Covert, Field Road, Weston Longville, being accepted by the Planning Inspectorate and agree any response.

It was **AGREED** that the council would re-submit the original complaint with the addition of concern of fires being caused by BBQ or Firepits.

A member of the public raised concern about fires and the risk to crops and properties.

A member of the public asked if previous complaints against the application were considered when submitting the parish council's response.,

CM: explained that they do, but only planning considerations were taken into account, however reminded everyone that any one is able to add further material for consideration.

6.4. To discuss the Travellers site proposals from BDC and any response.

RG: highlighted that there would be a 'infill of up to 5 properties per parish and traveller sites could be taken into consideration.'

The Consultation is open and it was **AGREED** to respond with support for the plan but not for the infill.

7. Finance

7.1. To note the recruitment of the new Clerk and RFO.

It was **AGREED** that Dawn Clarke be employed as Clerk and RFO for the parish.

RG thanked CM and PR for their swift action filling the post of Clerk.

7.2. To agree payroll arrangements.

The previous clerk completed her own PAYE, previously it was done by a 3rd party. The Clerk asked for it to be returned to this system.

It was **AGREED** that Marion Banks will provide payroll services at a basic cost of £50 plus VAT for the year.

7.3. To agree to make bank mandate change to authorise the Clerk.

It was **AGREED** that Dawn Clarke should be given full access and authorisation to act for the parish, paper and online with respect to all bank accounts.

7.4. To agree the payment list.

23.11.2022	Clare Morton	Refund of Bulbs	27.96
31.01.2023	Logowear	4 Hi Viz Jackets	143.76
10.02.2023	ICO	Annual fee	35.00

The payment list was **AGREED**. The Clerk noted that there were outstanding salary and HRMC payments for the previous clerk. These would be met when calculated.

7.5. To note any income, since the last meeting on November 14th 2022.

None

7.6. To note bank reconciliation dated February 13th 2023

Balances noted.

7.7. To consider the grant application from Hall for All's Community Choir.

RG explained the enthusiasm within the community following the Hall for All's Birthday Party and the Taverham Band event last year. The commitment that the members have shown over 2 weekend sessions has galvanised the group. A regular choir leader has been secured for the group. Thought has been given to make the choir self-sustaining and encourage wide participation.

The grant is requested for £445 to provide seed money, for the provision of a keyboard and costs associated with printing the music.

Additional funding sources were discussed.

It was **AGREED** an application to the Temporis Weston Windfarm Community Fund would be made by the Parish Council.

PC: attended the Orsted fund meeting and asked about grants available and for the future they would be a good source of monies for social and community funding. Funding occurs twice a year.

7.8. To note the Clerk has set up the account with Wave and that the water bill for the allotments will include a £50 bond.

An online account has been established, there is a £50 returnable bond which needs to be requested after 1 year, it will be included in the first bill.

It was **AGREED** that for the first bill the Parish Council would pay the standing charge, the use of the water to be divided by plot holders Pro-rata based on plot size, trusting the honesty of those who said they were not using water to not take any water.

- 7.9. To note that PKF Littlejohn has been appointed the external auditor until 2027.

Noted

8. To discuss and resolve any celebration for the Kings Coronation.

It was **AGREED** to ask the community if and how they would like to celebrate the coronation.

It has been suggested by Buckingham Palace that the 7th of May should be the 'Big Lunch' it was suggested that a village bring your own picnic on the hall field with a few of the gazebo. The hall is already hired for the day and there would be no toilet available.

The 8th of May is the 'Big Volunteer' a litter pick, ivy removal and cleaning the play area were suggested, input will be asked on the 'Village Chat'.

PC: Felt that the celebrations in the last year were enough, but asking the parish for feedback, suggestions and help should there be interest.

9. To receive an update and agree next steps on A47 and Norwich Western Link.

RG: A47, in December a note was circulated to councillors regarding the judicial review and the delay this would cause, at this time farmers were told to plant crops (BB) the length of the delay is difficult to judge.

Western link: at the last meeting there was a focus on other areas of the road and there was no feedback about the parish councils input regarding laybys, bunding and access.

There is a meeting on the 15th of February with David Alfrey about this detail, the proposals for mitigation if the western link is deferred or delayed are also delayed due to preparing plans for submission.

A response is expected in May. Should there be a judicial review of the Western Link also there will be further delays. It is hopeful that David Alfrey will deliver some of the items listed as part of the consultation.

Mitigation proposals will be presented to the village in the spring outlining plans to address the change in traffic, these become more relevant when the time between the two projects is increased.

CS: asked if any other plans for traffic calming could be expected in the village.

CM: none planned due to the other proposals.

10. To discuss damage to parish verges and the use of solar money to reinstate specific areas.

There have been a considerable number of vehicles from MPH in Hockering carrying processed soil for the Ringland Estate, to enhance their fields. It is using tractors with trailers and not HGVs. Although they are using tractors they cannot avoid the restrictions of the HGV route. The location of the destination field makes access without going through the weight limit area very difficult. There is a route that would avoid the weight restriction entirely, via the Broadway which links up with a private track which may or not be suitable.

PR: When challenged the drivers said they were instructed to take the Rectory Road route. PR had challenged this with Mark Monk and he had then rerouted them via Weston Green Rd – which is also restricted.

To try and resolve the situation it was **AGREED** that a letter should be sent to both Mark Monk as the contractor and the Ringland Estate as the commissioner to express the concern within the village that some items were unlawful others were un-neighbourly.

Bringing to their attention, the obligation to respect the weight limit of the road and frequency of the tractors and trailers, was causing substantial damage to the verges, churning, compacting, and wearing the soil away from the top and planning the side of the raised verges and removing the vegetation which binds the verges exposing them to more erosion. This was leading to mud on the road which was not being swept/cleaned. The edge of the road where the metal was thin was becoming eroded and exposed, there was some cracking and in other places, being open to the ingress of water would cause a quicker decline of the road itself.

PC: has photos of the damage to illustrate the letter.

The movement of so many large tractors and trailers which are the width of the road is intimidating to normal road users and to allow two way traffic has decimated the verges.

He would be asked to restore all villages verges in their entirety.

It was noted that there have been restorative works completed in the past that were of a high quality and that this should be requested, along with a review of the route so as to reduce the impact on the weight limit roads.

Norfolk County Council / The Police will be asked for advice with respect to enforcement of weight limits and any operational considerations.

The damage to the surface of the carriageway was reported to Highways, whilst they would repair the road there was a reluctance to address the verges.

It was felt that it should not be something for the Parish Council to spend money restoring. Safeguarding the verges or preventing this erosion by adding formal passing places or posts to discourage vehicles was discussed.

The village was reminded that they can report any HGV that breaks the weight limit.

PR: suggested reporting the driver for breaking the weight limit.
Gregory Peck added that in Felsham the public noted information and Council writes directly to the HGV owners.
BB: reminded council that this was a commercial activity and there may be other commercial concerns driving the business.
CS: felt intimidated by the size of the vehicles and was forced onto the verge.
A resident noted that the vehicles fill the entire road and make it difficult to manoeuvre.

11. Discuss the road signs on Wood Lane / Paddy Lane junction.

It was felt that there was a sign missing at the end of Wood Lane / Paddy Lane junction, indicating the direction of the B1537 towards Fakenham and Lenwade.

BB: confirmed it was hit in a road traffic accident.

It was **AGREED** to report to highways and asked for re-instatement.

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

PC: SEP and DEP there has been no change.
Orsted: there has been contact with the community liaison officer but their communication is poor.
Meeting of the Community Benefits fund: £750,000 per year for 10 years, all the coast and onshore parishes that are the route of the cable. It extends a considerable length of the coastline.
The Parish Council should bid for a future grant.
There was an exhibition to illustrate their situation on Friday and where they planned to start (North and work south) It noted the storage depot at Oulton for materials and road improvements around there due to the size and weight.
The under road access will be achieved by drilling. The small flags seen in the local fields indicate access points and utilities below.

PC will contact Cathy about the exact route with regard to Blackbreck Lane.

It has been confirmed that the elctro-magnetic field generated between 5 and 15% of the recommended limits.

13. Clerk's Report (verbal)

- 13.1. To receive an update on the progress made on councillor One Drive and email addresses.

There has been no information regarding the Norfolk ALC and their .gov.uk website programme. The move to councillor emails is acknowledged as the councils wish and it will provide the separation that is required for compliance purposes.

The Clerk has One Drive and a full Office 365 suite, this costs around £60 a year, to upgrade to Share Point will incur a subscription at least £200 a year. The advantages of everyone being freely able to access documents is noted.

It was advised that all the change happens at the same time as it will be cleaner to manage and allow further funds to be allocated as will be required.

13.2. To receive information regarding May elections for councillors and voters.

The Clerk has distributed the information to current councillors and reminded them that Councillors were responsible for hand delivering applications. They need to be hand delivered so as to verify the form has been correctly completed.

The Clerk and Clare Morton both have applied for copies of the Register of Voters so that the voter number box may be filled.

ID will be required for voters, there is a list.

CM will include information about the upcoming elections and new voting requirements in the Wensum Diary.

14. Correspondence (information only)

14.1. S Pontin – Update to Online Planning System
Noted

15. Any other business (information only)

RG: will chase the Highways Engineer who came out to look at the Weston Green crossroads

BB: Data to be collected from SAM.

The Clerk explained that due to the Coronation and Elections the Agenda and papers for the next meeting would be distributed earlier than is usual and that all candidates for election would be sent them.

16. To confirm the date and venue of the next meeting: Monday May 8th 2023 in the Hall for All.

The meeting closed at 21:55

Parish Clerk Weston Longville

From: John Hoskins <jh@huntsbridge.co.uk>
Sent: 02 April 2023 15:22
To: clare.morton@tiscali.co.uk
Cc: weston.longville@yahoo.co.uk
Subject: Parish Councils joint letter
Attachments: PC joint letter.docx

Flag Status: Flagged

To Weston Longville Parish Council, Clare Morton (Chair) and Dawn Clarke (Clerk)

Dear Clare.

I am grateful to Ron Cornell for passing on your contact details.

I am writing, as Ron indicated, on behalf of a nearby group of Parish Councils, to ask if you could briefly discuss at your next meeting the proposed new town, just a few miles north west of you.

We met George Freeman MP last Friday and he indicated we should enlist the support of all local PCs, even if they are in neighbouring Broadland. We are determined to show to our district Council that this part of mid Norfolk is united in its opposition to the idea of 5,000 houses on an area of fertile agricultural land enveloping Bintree, Billingford and North Elmham.

We don't need to detail here all the obvious issues relating to the River Wensum, access, transport, local character and food security. It's also important to say that we are not against all development, we certainly need affordable housing for local people – and North Elmham is playing its part in that regard. However, you may not be aware that Breckland simply does not need such a large settlement. The I&O background document tells us that there are already 14,061 granted household permissions. This represents over 80% of the district's requirement through to 2046. The last 20% will be more than covered by the natural flow of small developments.

I am sure that Weston Longville PC has its own set of important priorities. We simply ask that you help us with this one particular issue, which would affect not just our local parishes, but the whole character of central Norfolk for years to come. (Not to mention of course, the potential 10,000 cars that will all want to use the A1067 as their main transport route!)

I do hope that you will be able to email back to us the text in the attached letter, confirming your agreement.

Thank you very much for your help.

Kind regards

John

John Hoskins
Bintree Parish Council
County School Residents Association

Weston Longville Parish Council

Expense Claim Form

Name: Dawn Clarke

Date of Expense	Description of goods/service purchased	Reason	Receipt Y/N	Amount before VAT	VAT*	Total
01/02/2023	Working from home allowance	Feb	N	26.00	0.00	26.00
01/03/2023	Working from home allowance	March	N	26.00	0.00	26.00
01/04/2023	Working from home allowance	April	N	26.00	0.00	26.00
13.02/2023	Mileage	Meeting	N	9.45	0.00	9.45
09/05/2022	Royal Mail	Postage	Y/N	1.50	0.00	1.50
					0.00	0.00
		TOTALS		£88.95	£0.00	£88.95

Signed (claimee)

Signed (authorised) _____

Bank details if we've not paid you before

Sort code:

Account number:

* The Parish Council can claim back VAT where it is clearly shown on a receipt or invoice. Please ask for a VAT receipt and try to only submit a receipt with Parish Council-related items only.

Please write your bank details on the reverse of the form if you have not been paid electronically before.

For Authrisastion

16/03/2023	Rectory Farm	Hedgecutting to the invoice date	72.00
04/04/2023	NALC	Subscription	136.76
04/04/2023	NALC	Website	70.00
15/04/2023	Marion Barnes	Payroll 21-22	60.00
		Expenses / WFH Allowance / Postage /	
31/04/2023	Dawn Clarke	Mileage	88.95

To note the payment

22/03/2023	Hall For All	Meeting room for 2022-23 year	170.00
15/04/2023	Dawn Clarke	Salary	

CIL payment

Weston Longville Beck House, Lyng Road 20201942 08.03.23	362.70
--	--------



Dear Lorraine,

Thank you for using the Norfolk Parishes website service this past year.

From mid December 2022 we implemented some updates to the websites to give a more modern look and feel and to much improve access via mobile phones and tablets. Plus the platform is now fully compliant with the WCAG 2.1 AA accessibility regulations that all local councils must comply with. Further updates are planned for 2023 to bring you the latest WordPress features.

Free support is included with the service via email/phone and 1:1 online training is available for new users. Documentation and YouTube instructional videos are also provided.

This service is managed directly by us which means we can also provide password resets and add additional users to your site if required. It also means you always contact us directly regarding the service and not a call centre.

As it's centrally managed we also add popups to all of your sites for free for Operation London Bridge type events when an important member of the royal family dies, this is a service that other providers choose to charge for.

Our service has remained at a very low rate of £35 per year for several years now. Unfortunately with inflationary costs and additional investment into the platform we have had to reluctantly increase this fee going forward.

This service runs yearly from April to April and your renewal rate for 2023/2024 is:

Weston Longville Parish Council - £70

Your invoice for renewal will follow after 1st April.

Please read on for exciting news on our new Fully Managed Content Service.

Fully Managed Content Service

New for 2023 is our Fully Managed Content Service. This is an optional extra service where we take over the day to day running of your council's website. During 2022 we setup a pilot scheme with a very small number of councils and it was a great success. We have 7 councils using the service at present and we are now opening it up to everyone.

The managed service means we do all your website work for you, uploading agendas/minutes/news etc. You'd simply email us the documents/changes with basic instructions of what is required and we'll take care of the rest. This frees up your valuable time to focus on other work.

Norfolk Parishes Managed Content service - £140 per year *

The managed content service is **additional** to the standard fee so you'd spend £210 per year in total for a fully managed website.

* = Pricing is based on an average Parish Council website, complex sites involving many pages or used for other local purposes may not be eligible.

Our managed content service used by your council:

- Updates, manages and posts all content to your website for you
- Saves time and enables your clerk to focus on clerking
- Reduces stress by removing website management from clerks

If you wish to sign up please email it@norfolkalc.gov.uk

What if our council doesn't renew our Norfolk ALC Membership for 23/24?

Norfolk Parishes websites are offered at reduced rates for members. If you are no longer a member your website charge will incur a 50% increase thus would increase to **£105 per year**. Alternatively, if you wish to move to another provider you can continue running your site for £10 per month on a monthly basis upon our agreement.

We are proud of the improvements made to the Norfolk Parishes sites this year and Norfolk ALC looks forward to further improvements.

Kevin Bacon - IT Officer - Norfolk ALC

Dear Lorraine,

I hope you found the support we offered to you this year helpful.

This is the time of year when we renew our subscriptions and here is your membership rate for your Council.

Weston Longville Parish Council - £136.76

Your invoice for renewal will follow after 1st April. Norfolk Parishes websites and services will be invoiced separately.

At a local level this will provide you with:

- Up to date advice and guidance on the smooth running of Councils
- CILCA training with the only accredited training in Norfolk *
- Customised training for Councils
- Associates who offer specialist advice in HR, Legal, VAT, Burial, Accounts, Data-Protection, Community Engagement, and Compliance
- Internal Audit service *
- Locum Service *
- Wages processing *
- Website hosting and troubleshooting (Norfolk Parishes) *
- Topical webinars
- Model templates and policies
- Advertising job vacancies
- Recruitment Service *
- Signposting to help in a crisis
- Community well-being and climate change resources

**** = Optional extra services at additional cost, discounted for members.***

Only through Norfolk ALC will your membership include the following invaluable support from National ALC:

- Engaging with and lobbying the UK government and parliament on matters of community interest
- Ensuring councils are aware of upcoming legislation
- Identifying and sharing good practice
- Improving the capacity and capabilities of local councils
- Providing high quality advice and guidance at a national level
- In house legal advice
- Communication expertise to help you get your message out
- Advice to reduce bullying within and increase civility and respect towards all councils
- Publications which inform best practice

We are proud of what Norfolk ALC offers and look forward to supporting you in the future.

Norfolk ALC Board of Directors