

Weston Longville Parish Council.

Meeting of the Parish Council – Minutes

Monday May 12th, 2025 at 7.00pm

Hall for All, Church Street, Weston Longville

Parish Councillors present: Clare Morton	CM (Chair)
Peter Ross	PR (Vice Chairman)
Bob Banks	BB
Justin Cohu	JC
Paul Cowley	PC
Ruth Horton	RH (left after item 060)
Rick Parsons	RP
Dawn Clarke	DC (Clerk)

6 Members of the public, including District Councillor Peter Bulman and County Councillor Greg Peck (GP)

0043

2025/0043 Chair's welcome and to receive apologies for absence.

It was resolved to re-elect Clare Morton as the Chair

2025/0044 To elect The Vice Chair

It was resolved to re-elect Peter Ross as the Vice-Chair.

2025/0045 To receive declarations of interest in items on the agenda and consider any requests for dispensations.

All Councillors have an interest in the A47 dualling, NWL and all electrical cable works.

CM 55b (as a non-pecuniary interest) BB 57b (as an allotment holder)

2025/0046 To consider the portfolios held.

It was resolved to keep the current portfolios, CM was thanked for her support of RH with her Road portfolio.

CM – Planning	BB – Parish Infrastructure
PR – 3 rd Party Engagements	JC – Communication and Media
RP – Parishioner Engagement	PC – Environment
RH – Roads (JC and will deputise and support as needed)	

2025/0047 To consider the bank signatories.

It was resolved not to make any change. DC, JC, RP & PC.

2025/0048 To note the contractual and re-occurring payments.

The list was agreed:

Contractual and Reoccurring payments		Payroll - salary	BACS
		HMRC	BACS
Audit Fee - Internal	method	Working from Home allowance	BACS
	BACS	Payroll Provider	BACS
Audit Fee - external	BACS	SLCC	BACS
Information Commssioner	Direct Debit	Wave Water	BACS
Insurance Renewal	BACS	Website Domain - NALC	BACS
Meeting Room Hire	BACS	Website hosting - NALC	BACS
Microsoft Licence	BACS	NALC membership	BACS
Norse - Grounds	BACS		

2025/0049 To confirm the asset register.

The Asset Register was agreed.

2025/0050 To adopt or re-adopt the policies listed in Annex B

It was resolved to adopt the policies with the listed amendments.

The Financial Regulations are entirely out of date and the standard NALC document was adopted

Policy	Amendment
Allotment Tenancy agreement	Format Payment via BACS only
Armed Forces Covenant	No change – re-adopt
Biodiversity	Format
Code of Conduct	No change – re-adopt
Co-option	Format
Equality	Format
Financial Regulations	• Out of date
Data Protection	Replace – NALC model document
Grant Policy	Format
Internal Controls	Format and Bank details have changed, amend – re-adopt.

Lone Working	Format
Planning	Format
Publication Scheme	No Change – re-adopt
Retention of Records	Format
Risk Register	Format
Standing orders	New edition – gender neutral language, High level procurement change. add in quorum of 5. Re-adopt.
London Bridge	Format.

2025/0051 To approve the minutes of the meeting held on February 10th, 2025.

It was resolved that the minutes were a true record of the meeting held on February 10th, 2025, and signed by the Chair

2025/0052 To report on items not on the agenda from the last meeting

None

2025/0053 Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

DC Greg Peck submitted an extensive summary document which can be found on the website. It was noted that County Council part of Council tax will increase by 4.99%

Local Government re-organisation, the devolution aspect has been approved. Local government reform is the move to form unity council(s) this is in it's planning phase and there are different options, 1,2, and 3 Unity Councils, these may provide savings – but will bring all services in one area under one authority and reduce confusion and duplication.

District Councillor Peter Bulman notes that the District Council aspect of Council Tax has not increased.

The Lenwade Garage continues to be an issue, the work is currently halted due to the impact of the work on the neighbouring properties.

2025/0054 Planning (Portfolio CM) Verbal update

a. By delegation:

2025/0771 Weston Covert Field Road Weston Longville Norfolk NR9 5JN
Change of use from private swimming pool

2025/0383 The Firs Weston Hall Road Weston Longville Norfolk NR9 5JG
2 Storey extension.

b.To resolve the response (if any) to the planning appeal PA 2024/0798

c.Any application received after the publishing of this agenda.

- a. noted and the 2025/0771 an objection was lodged has been rejected in the interim.
- b. CM declared a non-pecuniary interest. The council resolved to make a response making no objection to the application. With detail to be agreed by email. The concept of village boundaries will be part of the response.
- c. none

2025/0055 Roads (Portfolio RH) Verbal update

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

- a. To receive an update from the Norwich Western Link Liason Meeting.
 - b. To discuss the NCC mitigation proposals.
- a. There has been no new meeting. There seems to be dialogue between government agencies with respect to the blocks to development (bats) There were a huge number of original routes looked at and if NCC are revisiting those disregarded routes it was agreed that WLPC should look at their original design comments so that we are prepared and proactive with views of what is and is not acceptable. WLPC has some overarching principles regarding any alternative design that may be proposed: minimal noise and visual impact. Minimal number of homes directly passed, the quietest road surface, the road to be banked. The hard lobbying of other areas to close side roads has forced more traffic and this should be part of any future plan. RH will host a working party to look at these principles so that WLPC so that there will be a list of 'wants' to bring to any future discussion.
- b. Draft proposals are on the website, there were amendments discussed, and the final design has not yet been shared. The PC makes the following comments: there are 3 pinch points coming up Marl Hill with either pinching or prioritising of flow. There is an additional chicane in the village, a road narrowing on the Woodrow Corner side of Rectory Road, a bigger, better gateway at Weston Green and a narrowing around the gateway. As a parish council there has been a request to look at a platform (vertical installation) between the 2 chicanes. There is reluctance to install vertical defectors and there are also conditions on their location. The conversation highlighted that Weston Longville is not in a 'Zone' and is a limit - so police monitoring is possible. PR was concerned that most of the action was in one direction.

Weston Green Group. CM & PC attend as a residents and there is no intention to undermine the work of the parish council – they will remove their names from the list of singators on going forward and attend as interested neighbours. The groups actions were discussed, and it was noted that WLPC had agreed to authorised the group to contact NCC.

PR was concerned that the voice of the parish was being diluted by a sub-group

representing itself and recognised the potential for councillors to represent smaller areas directly. PR also raised the idea of councillors taking on contact for a smaller section of the parish.

2025/0056 Parish Infrastructure (Portfolio BB) Verbal update

- a. Registration of Allotments – response from Land Registry and next steps.
- b. Consider issues of deer on the allotments
- c. Consider issues of parking at the allotments.

- a. More land registry forms have been submitted and it's expected that we get title in principle based on the documents submitted. PC congratulated CM for her tenacity.
- b. There is deer activity on the allotments it is not a suitable location for control, so it is proposed that a Harras fence is erected to protect the allotments. It was resolved to give a budget of £500 to Bob Banks to arrange the fencing. CM to contact the British Deer Association to ascertain if there are any alternative methods of management – to be taken from CiL
- c. There is a vacant plot and an interested party however the lack of parking is making the allotments unattractive. The use of a plot as a parking space was discussed and it was agreed to wait until a suitable plot was available.

2025/0057 Environmental Considerations (Portfolio PC) - Verbal update

- a. To receive any update on the Hornsea 3 and Equinor SEP and DEP.
- b. Consider reallocation of status of section of Dark Lane from Norfolk County Council Maintained Unsurfaced Roads to Restricted Byway i.e. a public right of way that allows pedestrians, horse riders, and users of non-motorized vehicles.

Pump Farm – 'Children's Services has not pursued Ofsted for permission as the decarbonisation project has fallen through. There have been brief discussions about using the property to maybe offer some extra support to children over 16 but nothing has been decided at all.'

- a. Hornsey 3 have started pulling through the cables and returning the soil. Equinor, archaeological surveying is currently taking place alongside other preparatory work within the parish. PC was asked if he could check with the cabling companies about roads, what the position would be in terms of building roads adjacent or above the buried cables.
- b. The original strategy was to turn the road into an unrestricted non-motorised byway, it is currently all vehicles. It is currently very overgrown. Council resolved that they would support such a move along the section not needed for access to the septic tanks. CM will look at the amount of work needed and return to council.

2025/0058 Parishioner Engagement (Portfolio RP) - Verbal update

- a. Update on the booklet of Walks / Footpath Map.
- b. To discuss the Saturday Sports Club funding.

a. There have been positive reports from residents. The farmer requested an amendment and article was included in the Wensum Diaries as per the landowners request.

b. This would be by subscription with discretionary bursaries, there are 8-10 children attending each week from the parish and the '7 Chairs' area and there is a waiting list for places. He is seeking support via the Parish Council from the Wind turbine fund. For equipment and some additional costs.

The intention is that the council administers the support payments for the activity 3 months in arrears with conditions. This is for a 1 year term with payments subject to information being shared with council.

There were questions about the use of the Hall and should a hall hirer be expecting to use the playing field. There is no provision for the hire of the field with the hall.

PR spoke about developing a seating area for public to gather. Potential locations were discussed. The Village hall may be willing to host benches if RP can develop the idea. Community orchards were discussed.

2025/0059 Administrative Matters - Clerk's Report (Verbal Update)

- a. BDC bylaw (dog control).

a. there is a intention to re adopt the byelaw – no comment

Great Witchingham Parish Council asked if there was the possibility of working on the land around the bus stop in Lenwade. They would like to raise the canopy of the trees as it catches the flying waste. They would also like to do some planting on the land – it was resolved that they could go ahead.

2025/0060 Finance (Clerk)

- a. To note the Internal Auditors Report
- b. To appoint an Internal Auditor for the 2025-26 year.
- c. To hear the AGAR statements
- d. To resolve to certify the council exempt and delegate authority to the Chair and Clerk to fulfil the AGAR responsibilities.
- e. To note the dates for the electors rights
- f. To agree the payment list and to note any income and payments made since the last meeting.

- g. To note the bank balances and reconciliation presented.
 - h. To receive the Q4 Budget against Actual.
 - i. To receive a grant application from. All Saints Church.
 - j. To confirm that the unpaid grant awarded for renewal of the playground is still available when the project starts.
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- a. The Internal Auditors Report was accepted and the suggestion to purchase a smart phone in order to guarantee continuity and secure 2 factor identification the was accepted. This will give access to the clerk from a parish specific phone number. Clerk to purchase with a limit of £110 and arrange a contract – this is expected to be less than £10 a month. This is to be registered to the council and by Direct Debit if possible.
 - b. To appoint an Internal Auditor for the 2025-26 year.
It was agreed to appoint Sonya Blythe for another year – Clerk to confirm with rate
 - c. Members confirmed that they have previously read the AGAR and listened to the proposal - Section 1, the Annual Governance Statement for 2024/25 and Section 2 – Accounting Statement for 2024/25. The AGAR statements were approved unanimously and resolve to delegate authority to the Chair and Clerk to fulfil the AGAR responsibilities.
 - d. Our income and out goings remained under £25,000 which gives us the option to certify exempt. It was resolved to certify the council exempt and delegate authority to the Chair and Clerk to fulfil the AGAR responsibilities.
 - e. The electors' rights run from 3rd of June to the 14th of July 2025, a notice can be found on the website and the notice board.
 - f. The payment list was agreed

Income		
2024-25		
Unity Trust Bank	Quarterly Interest - March (24-25)	114.32
Share of SAM 2 Machin Hockering, Ringland, Honningham 3 x 35.5		106.5
2025-26		
BDC	Precept - payment 1 of 2	5785.00
Allotment Rents	BB, PH, E	35.00
CiL	2024-0899 (Archery Range)	912.10
HMRC	Refund of Vat paid	2474.00
To note the payment		
2024-25		
Dawn Clarke	Postage for 24-25	8.70
Dawn Clarke	Salary March	270.05
Unity Trust Bank	Monthly Charge - February, March @ £6 /mo	12.00
Tree Warden Network	Courses	50.00
2025-26		
Unity Trust Bank	Monthly Charge - April, May, @ £6 / mo	12.00

For Authorisation

2025-26

Dawn Clarke	Expenses / WFH Allowance / Mileage	94.95
Dawn Clarke	Salary April	270.05
Dawn Clarke	Salary May	270.05
Norse	1 of 2 graounds (2711)	813.60
Clare Morton	Charges for documents (allotment) 15+7	22.00
Clare Morton	Charges for documents (allotment) 15+7	35.00
Sonya Blythe	Audit Fee	100.00
Tony Finch	Pest Control	47.95
Marion Barnes	Payroll Service	84.00

- g. To note the bank balances and reconciliation presented.
The balance was noted of £42,0008.75 Cil is £5678
- h. To receive the Q4 Budget against Actual.
The end of year budget against actual was received.
- i. It was resolved to grant All Saints PCC £780.
- j. It was confirmed that the unpaid grant of £500 awarded to support the renewal of the playground is still available when the project starts.

2025/0061 Any other business (for information only) and items for the next agenda.
PC attended the mental health awareness in the community course with the aim that each parish should have one champion he spoke about the Help Hub being a multi-agency point to identify the service that may be best suited, PC to supply fliers to the Village Hall. PC will add to the Wensum Diary.
CM attended the devolution summit last month and is concerned about the number of items that may move to be the responsibility of the Parish Councils.

RP would like to develop the idea of 'constituents' to represent the different areas of the parish.

2025/0062 To confirm the date and venue of the next meeting:
Monday July 14th, 2025 at 19:00 in the Hall for All

Signed:

Date: