

Weston Longville Parish Council.

Meeting of the Parish Council - Agenda

Monday February 12th, 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
February 7th, 2023



The public and press are welcome.

- 2024/001 Chair's welcome and to receive apologies for absence.
- 2024/002 To receive declarations of interest in items on the agenda and consider any requests for dispensations.
- 2024/003 To consider Co-option of any candidate present.
- 2024/004 To approve the minutes of the meeting held on 13th of November 2023, and the 9th of December 2023.
- 2024/005 To report on items not on the agenda from the last meeting (information only)
- 2024/006 Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.
- 2024/007 Planning (Portfolio CM)
 - By Delegation
 - 7.1. 2024/0066, Land at Emmerson Industrial Estate, Norwich Road, Construction of Industrial Units (Use classes E(g), B2 & B8) with all matters reserved except for access Application Type: Outline Planning Permission
 - 7.2. 2023/3456, High Oaks Three Corner Covert Weston Longville, 2 single storey side extensions, facade alterations & internal reconfiguration.
 - 7.3. 2023/3259, 7 - 9 Norwich Road Lenwade, To place food van in front of property.
 - For consideration:
 - 7.4. Any application received after the publishing of this Agenda.

- 2024/008 Roads (Portfolio RH)
- 8.1. To receive an update and agree next steps on A47 and Norwich Western Link.
 - 8.2. To note the correspondence by residents of Weston Green with respect to the Weston Green Crossroads – Junction of Weston Green Road and Paddy's Lane/Honingham Road.
- 2024/09 Parish Infrastructure (Portfolio BB)
- 9.1. To discuss the current Allotment arrangements.
 - 9.2. To note that a Land Registry application has been submitted for the allotments
 - 9.3. To note the shared SAM rota.
- 2024/010 Environmental Considerations (Portfolio PC) - Verbal update
To receive an update on the Hornsea 3 and Equinor SEP and DEP.
- 2024/011 Parishioner Engagement (Portfolio) - Verbal update
To resolve to purchase a tree as a token of thanks for Ruth Goodall for all her service as a Parish Councillor.
- 2024/012 Communications (Portfolio JC) - Verbal update
- 2024/013 Inter stakeholder Liaison (Portfolio PR) - Verbal Update.
To agree one representative to the Hall for All board.
- 2024/014 To adopt the updated Grant Policy and new Bio-diversity Policy.
- 2024/015 Clerk's Report (Verbal Update)
To note the change in numbering of agenda items.
To note the application of a .GOV domain name.
To agree a change over date for all email addresses.
To note the Subject Access request and that it has been resolved.
- 2024/016 Finance
- 16.1. To agree the application for a Bloom and Clean grant to Broadland DC.
 - 16.2. To agree the payment list.
 - 16.3. To agree any items for payment received after the Agenda publishing.
 - 16.4. To note any payments made since the last meeting.
 - 16.5. To note any income since the last reconciliation, 1st of November 2023.
 - 16.6. To note the bank reconciliation dated 1st of November 2023.
 - 16.7. To note the tax base of 150 and band d rate of £71, and a precept of £10,650 that was submitted for the 2024/25 year.
 - 16.8. To receive the Wave Bill and resolve the next action.
- 2024/017 Correspondence (information only)
- 17.1. Thank you email for the defibrillator grant.
 - 17.2. Email regarding phone line switch off.
 - 17.3. Email regarding children's clothes swap.
 - 17.4. Any item received after the publication of this Agenda.
- 2024/018 Any other business (information only) and items for the next agenda.
- 2024/019 To confirm the date and venue of the next meeting: Monday May 13th, 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

**Saturday December 9th, 2023, at 9.30am
Hall for All, Church Street, Weston Longville**

Parish Councillors present:	Clare Morton	CM (Chairman)
	Bob Banks	BB
	Justin Cohu	JC
	Ruth Horton	RH

Minutes taken by CM

No members of the public

1. Chair's welcome and to receive apologies for absence.

Apologies were received from Peter Ross and Paul Cowley

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

All councillors declared an interest in Norwich Western Link Road.

3. To agree to not the approve of the minutes of the meeting held on 13th of November 2023 and to note this will occur at the full council meeting in February.

Proposed CM, Seconded JC, agreed

4. Open forum for Public Participation: an opportunity to hear from members of the public.

There were no members of the public present.

5. Roads (Portfolio RH)

To agree response to NCC suggestions for mitigations to A47 traffic volume increases.

Following a brief discussion on the merits of adding in further requests after the meeting of the 4th where the text had been agreed, a vote was taken on the letter contents and it was agreed by 2 in favour, 1 against and 1 abstention that the letter amended by Peter Ross on the 7th December and submitted as 'Response to NCC Nov 23 FINAL v2.docx' would be submitted to Norfolk County Council.

Proposed JC, seconded Bob Banks, agreed.

In summary, the letter covers:

1. Improvements to Weston Hall Road, Porters Lane Junction with A1067
2. Estimate data splitting out Field Rd from Morton Lane for the 7 scenarios suggested by NCC
3. More wide-ranging speed restrictions
4. Changing the Priority at the Weston Green Junction
5. Additional scenarios
6. Design details on several of the NCC scenarios suggested.

6. Any other business (information only) and items for the next agenda.

There were none.

7. To confirm the date and venue of the next meeting: Monday February 12th, 2024, in the Hall for All.

Weston Longville Parish Council.

Meeting of the Parish Council - Minutes

**Monday November 13th, 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 and County Councillor Greg Peck

1. Chair's welcome and to receive apologies for absence.

None

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

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 11th of September 2023.

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

4. To consider changes in Portfolio holders.

Councillor Ruth Goodall made a statement, which concluded with her resignation from the Parish Council.

The Chair and council thanked Ruth for her service and explained the co-option process should an election not be called.

Ruth Goodall left. It was agreed that the statement would not be included in the minutes. It was agreed to draw a line under the issue and not engage in further discussion.

It was agreed that Ruth Horton would take on the Highways portfolio and pass on the Parishioner Engagement portfolio should a new councillor wish.

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

Councillor Clare Morton brought to the council the information of a Private Members bill in 2021 concerning treatment of retrospective planning permissions. It was withdrawn as it was intended to be included into one of the planning bills. There are several sessions coming through parliament and CM has contacted Jerome Mayhew to discover if this is due for discussion.

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

A resident informed council that there was a data breach and felt that unsubstantiated claims were made against them, the resident has been advised that legal action is appropriate. (continued in item 16)

A member of the public asked about the traffic counts – the last lot shared by Broadland DC were October 2022, the council has nothing from 2023. CM agreed to share the data she has.

County Cllr Greg Peck shared that he had around £11,000 of budget to spend solely on road repairs and trees. The Western Link has the full request of 85% of total costs and there is a possibility for the full funding to be met by central government. The vote for the 'County Deal' would be held in December.

District Cllr Peter Bulman noted that he has been pressing for no increase in council tax.

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.

7.1 Covered in item 5

7.2 Weston Longville Parish Council have no objection to the erection of the signs and banners however the use of the lighting should be restricted to hours when the park is open. This is to preserve the Norfolk Dark Skies (there are no street lights on the B1535) and to reduce the impact on the bat colony which forages and roosts on the land belong to Roarr but also on the adjacent Royal Norwich golf course and Weston Park.

7.3 Weston Longville Parish Council resolved to OBJECT on the following grounds Weston Longville Parish Council have repeatedly raised concerns that the Dairy Farm Development - and Bucks Burrow forms the outside edge of this - is becoming over developed with buildings and residential accommodation and that this is contrary to Policy G4 which seeks to provide a satisfactory appearance to the development and maintain the amenities of adjoining residents. The provision of both a new home working space and expansion of the existing living space both impact onto the over-crowding of the site.

7.4 Councillor Paul Cowley was minded not to object to the permission as there was a use within the village after another premises closed and felt it brought no more traffic to the village than the home workers or other businesses do. The consensus remained to object. It was noted that another agency has expressed concern about light pollution.

Weston Longville Parish Council resolved to OBJECT on the following grounds: In the judgement issued by the Planning Inspector concerning an application (20211750) for glamping pods at the same location, the Inspector detailed his concerns with respect to road access to the site and cited this as his main cause of objection. WLPC would argue that the same requirements would apply to this application. The local highway authority has indicated that a splay providing clear vision for between 60 and 90 metres each side of the centre of the access should be provided and maintained. Although Morton Lane is relatively straight as it passes the site, it is approached from the east from around a shallow bend. The site location plan indicates that the applicant controls land to the west of the access but does not control the land to the east. The Rectory Farms Partnership submits that it has control of the land to the east and have indicated that they oppose the application so it would appear that there is no way of securing the desired visibility lines. This would make the development contrary to DMDPD Policy TS3, which states that development will not be permitted where it would result in any significant adverse impact upon the satisfactory functioning or safety of the highway network. Any lighting installed must conform to Development Management Policies Document 3.13 Amenity, Noise and Quality of Life such that the nature of the

lighting installed has no detrimental to the amenity of nearby residents and an adverse impact on wildlife in the surrounding undeveloped area. The National Planning Policy Framework Clause 180c and Norfolk County Council's Environmental Lighting Zones Policy both recognise the importance of preserving dark landscapes and dark skies. In order to minimise light pollution, we would therefore request that any outdoor lights associated with this proposed development should be:

- 1) fully shielded (enclosed in full cut-off flat glass fittings)
- 2) directed downwards (mounted horizontally to the ground and not tilted upwards)
- 3) switched on only when needed (no dusk to dawn lamps)
- 4) white light low-energy lamps (LED) and not orange or pink sodium source

7.5 No Objection was made.

7.6 No Objection was made. The site was formally an unauthorised traveller site; the company has been operating for over 20 years on the old farm site part of the airfield. The concern that changing use from agricultural would like to draw the attention of the officers to the proximity of the wind turbines to the site. The background noise from these may be relevant to the location of the new buildings. The applicants have taken planning advice from and adjusted the site accordingly and have engaged with the Parish Council.

7.7 2023/2976 Honeypot House Honingham Road Weston Longville NR9 5LB, Erection of cart shed. The council resolved to make no objection.

It was noted that the Greater Norwich Plan has been released and CM would look at it.

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 Norfolk County Council (NCC) suggestions for mitigations to A47 traffic volume increases.

8.1 An update from the meeting held by the liaison group on November 8th. The Provision of funding was shared. The start date is delayed by Dr Boswell's appeal on January 16th, 2024, and then 4- 6 weeks for a Supreme Court Judgement to be made. Until that time preparatory work is being undertaken.

8.2 Mitigations: NCC have returned to the council with 7 options for the parish council to review and return to NCC with suggestions for tweaks, PC doesn't support keeping Weston Green Road open as the road will be closed for the duration of the construction and feels that it is inappropriate to ask for models that show that road open. This agreement has been made with NCC already. Ruth and Peter asked for modelling of the narrowing of Paddy's Lane.

Having no portfolio holder the submission needs to be agreed by council and an additional meeting for ratifying the requests to NCC.

RH suggests including a timeline for the return of information so that the Parish Council may be best informed to progress the mitigations and present them to Councillors.

PC asked if there were too many amendments being requested, and if it eroded the Parish Council's credibility.

A resident asked how the HGV route would be treated. NCC is aware that the Weston Hall Road junction is difficult to exit.

A resident asked if it was possible to install traffic lights, CM explained new road arrangements were subject to current standards and would be very costly. The resident suggested that changing public behaviour via technology would be the way to resolve the rat running.

CM was asked about APR, NCC do not endorse or apply it and must be provided by Norfolk Police.

A member of the public asked for the suggested routes, CM responded that the information is currently confidential to the Parish Council. The next step is to return to NCC council with options, before opening the routes to consultation with the parish residents. It is expected that consultation will occur in the spring.

Mitigations need to be in place when the Easton Roundabout is closed. Which is around 16 months into the build process. The earliest envisaged date for the mitigations to be in place is April 2025. The mitigations are to protect the village from the A47 dualling not the current traffic flow issues.

The current discussion with NCC in respect to traffic flow is to ask for a blanket 40mph speed reduction across the whole parish (except where it is already 20mph. The impact of the lowering of the speed limit will change SatNav 'quickest routes' and make the village less attractive as a route.

A resident asked when there was an agreement made to close Weston Green Road. CM responded that the agreement was made following the A47 DCO submission and was included in the last Western Link consultation by NCC. The resident asked why not reduce to 30mph, CM explained that the guidelines indicated that the 85th percentile was the goal for addressing a reducing speed limits, which was around 42mph, and reducing to 30mph would require significant enforcement. There is not enough accident data to force a further reduction in speed.

A member of the public asked if the mitigations had been reported to the liaison group. CM re-stated that the Liaison Group had been informed that NCC were working specifically with Weston Longville and that detailed information would be released at the appropriate time and that the options were specific to Weston Longville.

It was resolved to compile the letter contents by email and then call a meeting to agree the contents formally as a council.

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.

9.1 There was an outstanding payment by a tenant that BB would chase. The water supply has been closed off and insulated for the winter.

9.2 A request for Weston Longville to install a bus stop in the lower (Lenwade/Great Witchingham) area of the parish, it is well used and a covered shelter was selected. It was agreed to request Parish Partnership monies and use CiL money.

It was resolved that an application to the Parish Partnership scheme would be made to pay for half of the costs, the balance being met from CiL monies.

9.3 A grant request has been received to support the defibrillator that was started with a £1000 grant 5 years ago. The running costs have eroded the grant. The Village Hall pays for the insurance and electricity. The defibrillator has been released 3 times in 8 years.

It was agreed to support with £400 from CiL.

10. Environmental Considerations (Portfolio PC)

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

Orsted / Hornsea 3 is moving south with rolling road closures and removal of topsoil to for the machines to put in the lines. There is a lot of work happening at the battery location. Work off shore is visible.

The Equinor SEP and DEP is waiting for the inspector to give their report prior to receiving approval from the secretary of state.

There has been road cleaning however it is unknown who completed this (Suggested is Orsted/Horsea)

It is noted that there are large lorries damaging the verges, the last letter to the business resulted in restoration work being completed.

A resident noted that the Harras fencing has fallen or is unsafe looking. PC to contact the liaison officer.

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.

11.1 Unfortunately only 1 resident attend the engagement event at the village hall, that resident was not in the 'Under 50's' age range. Around 60 surveys were delivered to residents perceived to be under 50. The survey was also offered online via Survey Monkey.

There were 8 responses, of the 8, 7 wished for no more building, the other agreed after the traffic issues are resolved, this align the view with the older residents.

Half of the respondents said they would use a bus should it be available to either Longwater or Drayton. 6 residents said that they would like more footpaths, in particular safe footpaths through the village so that they did not need to walk on the road.

The website and social media – 1 asked for more announcements from the parish council. The broadcasting of parish council meetings was not supported at all.

Around half of the comments were positive the other half negative regarding the work of the Parish Council. Other comments were focused on the road / traffic issues.

The survey was targeted at this age group specifically as they had not responded to the parish plan, however it was clear that the views were similar to the older demographic.

11.2 The resident is currently quite unwell.

12. Communications (Portfolio JC)

12.1. Verbal update.

12.1 The process to remove copper lines and move the phone system onto fibre optic VOIP system. This is having a negative impact on anyone who has certain alarms or phone systems. JC has offered to guide any resident who is having problems with the change.

A central system for filing and emails was raised JC to speak with The Clerk. The clerk raised the question of moving to a .GOV.UK email or just to SharePoint. The clerk notes there is a move towards .GOV.UK domains and emails as outlined in the Practitioners Guide (JPAG) and maybe something the council wished to consider before it becomes mandatory.

13. Inter stakeholder Liaison (Portfolio PR)

13.1. Verbal Update.

13.1 Lady Anne, after a period of thought was happy to gift the playing field and the upper triangle of land to the parish. PR noted that this would not be an easy gift, she wishes to speak to her daughter. There are tenants, the cabling to resolve and the legal transfer taking the section out of the estate. It was agreed that the land would be called 'The Lady Anne Field'.

The 7 Parish Chairs Meeting would be re-established. The parishes are small and have similar common problems. PR has written to them all, they are: Attlebridge, Great Witchingham, Hockering, Honingham, Morton on the Hill, Ringland, Weston Longville. The idea is to share best practice and resources where there is a common issue or goal, to speak as one voice where there may be strength from that, and to share the skills of all of the chairs and open a familiar channel of communication. The proposed meeting would be in the new year and at the Hall For All in Weston Longville. Covid caused it to end and over the previous period of 5 years the group worked well.

14. Clerk's Report (verbal)

Wave has not resolved the water bill and the sewage aspect is unpaid. They are slow but it is considered a 'complex' case.

Parish Online is linked to the insurance policy and has sent invoices that are unsolicited.

Councillor Ruth Horton has raised the idea of whole council training and felt that the training she received was informative. There are refresher courses and there is a possibility of sharing the cost by having a local event with other councils.

War Memorial progress is slow. The memorial is now registered in the Parishes name. It was agreed to get another quote if the grant didn't progress. The American War Memorial is not registered with an owner, the land is part of the Airfield. The Parish Council has offered to step in should it be needed.

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.
- 15.8. To confirm meeting dates for 2024. Clerk

15.1 Noted. Back pay was authorized.

15.2 The payment list was agreed.

15.3 None

15.4 These were noted, The General Account balance of £23,019 (which includes CiL payments and the Solar Account balance is £14,177.

15.5 None.

15.7 All Councillors confirmed that they were up to date with their council tax. The budget for 2024/25 was set at £10,650, after deciding to pay the bus shelter from reserves (CiL and Parish Partnership) The tax base was not available.

The Precept of £10,650 was approved, and the clerk to submit the associated paperwork.

15.8 2024 Dates were agreed: 12th February, 13th May, 8th July, 9th September, 11th November

15. Correspondence (information only)

- 15.1. Dialogue with resident regarding D-Day Celebrations.
- 15.2. Elections Team regarding Polling Stations.
- 15.3. Any item received after the publication of this Agenda.

15.1 A resident contacted the clerk but it was unclear as if the issue was D Day or Armistice day. CM spoke with them and said that the Parish Council lays a wreath for all who have died in all wars.

15.2 No feedback has ever been given however everyone seems happy with the venue.

15.3 None

16. Any other business (information only) and items for the next agenda.

A resident asked why the chair decided to distribute her private correspondence. CM responded that she was alerted to the mail by another party and understood that the way the Parish Council carried out its business had been implicated. CM asked if the correspondence was marked confidential, it was not, so it was forwarded to CM. The resident said that late on Friday night an email arrived demanding why the resident had made accusations and complaints against the council. CM asked who sent the email. The resident responded CM. CM stated that she asked the resident for a copy so that she may deal with complaints against the parish council. The resident claimed the email was militant and demanding. CM stated she was requesting a copy of the email and she was disappointed that the resident did not forward a copy given it was criticising the work of Norfolk County Council, which was working the Parish Council as the Parish Council had requested. CM stated that the (mitigation) work was not behind closed doors or clandestine. The document was for the discussion of the Parish Council only and it was not in the public domain. The Parish Council had made no decisions about any of the options offered.

The resident asked if CM felt it was appropriate to share her email and felt that they had the right under the Data Protection Act to sue the council. The resident felt that her correspondence should not have been distributed to a 3rd party. CM responded that the correspondence was not marked confidential and concerned actions of the Parish Council. CM disagreed with the resident and felt there was a legitimate interest.

Councillors were reminded that they needed to be mindful of what is for public consumption so that the council may have a discussion amongst themselves that is not open to the public. PC reminded all that everyone at the meeting was reminded that the documents were not for distribution however the documents were not marked confidential, and the documents were passed on by a councillor who was not at the meeting in person to hear that request to keep the documents confidential.

In the future any item that is not for the public would be clearly marked.

The meeting closed at 21:50

17. To confirm the date and venue of the next meeting: Monday February 12th, 2024, in the Hall for All.

Signed:

Date:

15.2 Payment List

November Meeting

For Authorisation

Dawn Clarke	Expenses / WFH Allowance / Mileage	
Dawn Clarke	Clerk Salary - Oct	241.80
Dawn Clarke	Dawn Clarke - November	259.13
Dawn Clarke	Dawn Clarke - Back Pay	121.31
Peter Ross	Royal British Legion	24.99
Norse	Second Payment	692.40
Gary	Materials for Kennel Installation	Up to £50

To note the payment

All Saints PCC	Balance of Toilet Grant	3664.00
Dawn Clarke	Clerk Salary - September	241.80

Income

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

Weston Green Resident's Group: Submission to Weston Longville Parish Council 12th February 2024

The timeline for the completion of the Norwich Western Link, if it goes ahead, is now 2029. The dualling of the A47 will be completed well before this date and so mitigation measures will be put in place in the parish to reduce the impact of 2000 plus additional vehicle movements per day. Weston Green residents are unanimously agreed that this is too long to wait to mitigate the existing impact of the volume and speed of traffic at Weston Green. Weston Green residents are therefore requesting the support of the WLPC for a proposal to Norfolk County Council to develop and implement traffic calming measures now. This scheme would be independent but complementary to any proposals being developed for other parts of the parish on a longer timescale.

A recent meeting, where attendees represented almost all the residents of Weston Green, highlighted clearly why a traffic calming scheme now is essential, and provided evidence of the impact the speed and volumes of traffic has on resident's daily lives.

- The crossroads is dangerous because of poor visibility in all directions, and the speed of the traffic. Weston Green has much the same volumes of traffic as pass through the village but has a speed limit of 60mph. The only mitigation being two Weston Green name signs and the two small triangular 'crossroad' signs.
- The crossroads is the second highest place in the parish for accidents, which often occur when traffic is diverted.
- It is important to realise that unlike other parishioners, residents of Weston Green have no alternative but to use the crossroads to turn right or left or to cross over. No one should feel at risk of an accident every time they leave their home. When coming from the war memorial direction some residents feel it necessary to turn left and then turn in a field entrance closer to the village rather than turn tight.
- Agricultural vehicles avoid the crossing, again turning left then crossing fields to access Weston Green Road.
- Many residents may cross to get to Lenwade but return via the village because a car will be halfway across the road before it's possible for the driver to see whether the road towards Weston is clear.
- Walking between properties is dangerous because the verges have disappeared and the extent to which the verges are increasingly being eroded is evidence of the speed at which traffic is travelling.
- One resident has direct vehicular access to the road, and despite a mirror placed on the opposite verge, access is frequently hazardous, again because of the speed of traffic and lack of visibility.
- Cycling from and to the village to Weston is dangerous, and at certain times of day impossible, so it involves diverting round Weston Road and Weston Green Road for safety's sake.

Proposals

Residents discussed possible options and agreed that they would wish the following mitigation measures to be supported by WLPC and recommended for action to NCC.

- A 30 mph speed limit from the Wood Lane/ Paddy's Lane junction to the Weston Green Road sign. There is already a precedent for this in the newly introduced 30mph limit to protect the National Highways compound on Wood Lane,
- Raised platforms located on either side of the crossroads.
- Visibility mirrors on either side of the crossroads.
- There was also discussion as to the value of flashing speed signs, and further evidence is needed of their effectiveness before including them in the mix.

Benefits to the Parish

If these proposals, which are proportionate and by no means excessive, were implemented there would be benefits to the parish as a whole in so far as more traffic would be encouraged to stay on the B1535 and a safer crossroads would mean a more equitable distribution of side road traffic.

Attendees Weston Green Residents Meeting:

Mark Fitzsimmons, Julie Davies, Jon Hills, Gary Cannell, Kevin Heaton, Joanne Heaton, Paul Southgate, Helen Southgate, Paul Cowley, Ruth Goodall, Michael Rutterford, Craig O'Brian, Becky Turner, Clare Morton.

Apologies: Tim Cotton, Sandra Cotton, Julie Cowley, Vanessa Bridges, Kevin Bridges.

Ruth Goodall

1 February 2024

Shared SAM2 Speed Camera Rota

Parishes in shared ownership

East Tuddenham, Hockering, Honingham, Ringland, Weston Longville.

Notes

The rota works on a 6-week rotation allowing for a week for handover/installation, 4 weeks on site, and 1 week for removal/handover. Signs are approved to be in their location for 4 weeks and must not return to that location within 8 weeks. Individual Parish Council's should hold records of their approved locations by Norfolk County Council and should each ensure they have the correct insurance cover in place. Please ensure arrangements are made for the handover to be completed by the specified dates. Current user delivers to next one on the list, with batteries charged ready for use. These arrangements should be made directly between each parishes SAM2 coordinator in the first instance, alternatively please contact the Parish Clerk or Chairman (see details below).

Rota

Start Date	End Date	Village
8 January 2024	11 February 2024	Honingham
12 February 2024	24 March 2024	Hockering
25 March 2024	5 May 2024	Ringland
6 May 2024	16 June 2024	Weston Longville
17 June 2024	28 July 2024	East Tuddenham
29 July 2024	8 September 2024	Honingham
9 September 2024	20 October 2024	Hockering
21 October 2024	1 December 2024	Ringland
2 December 2024	12 January 2025	Weston Longville
13 January	3 March 2025	East Tuddenham

Contact Details

Parish Clerk (contact if no coordinator details available)	Parish Council Chairman	SAM2 Coordinator (where details available)
East Tuddenham Parish Council Lorraine Trueman, Parish Clerk easttuddenhamclerk@gmail.com	Kathryn Horton kathryn.horton@turningfactor.com	
Hockering Parish Council , Parish clerk hockeringparishcouncil@gmail.com	Jonty Blackwell jonty.b@btinternet.com	
Honingham Parish Council Fiona Johnston, Parish Clerk 8 Chapel Street Hingham NR9 4GH 01953 850426 Clerk.honinghampc@gmail.com	Ryan Harvey	
Ringland Parish Council Sarah Hunt, Parish Clerk c/o Ringland Village Hall The Street Ringland NR8 6JA 01603 881640 parishclerkringlandpc@gmail.com	Nick Adams (Chairman) cllr.nick.adams@gmail.com	
Weston Longville Parish Clerk Dawn Clarke weston.longville@yahoo.co.uk	Clare Morton clare.morton@tiscali.co.uk 2 The Cottages Breck Rd Weston Green NR9 5LQ	Bob Banks robert47gb@hotmail.com Orchard House, Honingham Road, Weston Longville, NR9 5JU

Grant Policy

Weston Longville Parish Council will consider applications for funding from groups that can demonstrate 'local village interest.' This is by membership of more than half of the group or meeting location of the group within the boundaries of the Parish.

Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Weston Longville Parish.
- The group must be able to demonstrate that there is a 'need' for the funding.
- The group must be formally constituted and have a management committee, written records of decisions made.
- The group must have sound financial records and demonstrate sound financial planning.

No grants can be made to organisations that have received funding in the previous financial year.

Scope of Grants

Applications will be considered for the following purposes:

- For purchasing equipment either in part or in full.
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the group
- For running costs (rent or re-occurring fees) of a viable group that is experiencing a period of hardship but not for providing insurance or costs that would be usual for the operation of the group.
- For hosting special events or celebrations
- For the provision of recreational facilities

Conditions

- Multiple applications within a 12-month period will not normally be considered.
- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified in the application.
- All awards must be properly accounted for, and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- Awards will only be paid to the group who have made the application, into an account in their name as demonstrated in the supporting documentation.

Promotion

The Parish Council will ask for recognition from successful groups in the form of promotion of the Community Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to residents.

Application Process

Applications should be made by email to the clerk, using the application form.

Payment will only be made into an account in the group's name.

The Clerk will respond to the contact who submits the application and let them know if more information is needed and when the application will be considered. Applications that fall outside of the remit of the policy will be informed without the application being considered by council.

For new organisations, evidence of a planned budget will be required.

Applicants will be invited to a council meeting to answer questions and be informed by the clerk of the outcome within 7 days of that council meeting.

Grant Application Form

Name of organisation		Charity number (if applicable)	
Address of organisation (if applicable)		When were you established?	

Main Contact		Second Contact	
Address		Address	
Email		Email	
Phone		Phone	

Value of the Grant requested?		Is this a full payment or part?	
Why do you need this Grant?			
Which members of the community will benefit from this grant?			
Outline the structure of the group and how the management meet.			
Any other information that is thought to be significant.			

feel free to expand your explanation on another sheet.

Checklist of documents:

All organisations, with respect to the grant:

- No less than 3 quotes for the work.
- A written narrative explaining the choice of the quote.
- Evidence of due diligence regarding the choice of quote.

And,

Established organisations:

- 2 years of audited accounts.
- The current year cash book.
- The last 3 months bank account statements. These can be downloaded. This cannot be a summary of balances. It should show the daily transactions. Investments and long-term holdings. (There may be multiple accounts)
- 1-year financial forecast including the grant payment.

Or,

For newly formed groups:

- Evidence of a planned budget (cash flow plan).
- The current year cash book.
- The last 3 months bank account statements. These can be downloaded. This cannot be a summary of balances. It should show the daily transactions. Investments and long-term holdings. (There may be multiple accounts)

The form and labelled scanned supporting documents listed above should be sent to the Clerk clerk@westonlongville-pc.gov.uk

Should there be too many then they may be posted or delivered by arrangement.
All documents will be treated as confidential.

Pride in Place Community Grant Application Form

Clean Up & Bloom

Project Applicant			
Name of Parish		WESTON LONGVILLE PARISH COUNCIL	
Lead contact		CLARE MORTON	
Name		[REDACTED]	
Address		[REDACTED]	
Telephone number		[REDACTED]	
Email address			
Which District Council area:			
☐ South Norfolk			
☒ Broadland			
Project Description			
Type of project		Clean Up & Bloom Only ☒	
Total project cost:	£300.00	Grant requested:	£300.00
		See guidance for maximums	
Has the application been approved by the Parish or Town Council?		Yes ☐ No ☒	Date approved: include minutes Agreed at meeting 11 th July 2022 to pursue a verge greening agenda. See minutes 2022-07-minutes.pdf (norfolkparishes.gov.uk)



I/we confirm that all the information given in this form is correct to the best of my/our knowledge.

Successful applicants will be expected to acknowledge the support and involvement of Broadland & South Norfolk Councils and the UK Shared Prosperity Fund (UKSPF) in any communications regarding the project, as well as on all relevant marketing or promotional materials. This includes use of the Levelling up logo.

Progress on your project will be monitored by the Council's Pride in Place team throughout, and possibly beyond, the period of its delivery. We reserve the right to visit any grant recipient to ensure the grant has been used for the purpose stated in the Offer Letter, inspect records to show that costs have been evidenced and make a formal assessment of the impact of the project. Grant recipients are obliged to cooperate with this process.

Please sign below. This document should be signed in accordance with the organisations normal signing arrangement. By signing this agreement, you agree to provide images of flowers in bloom, litter picking, etc. as well as the numbers of volunteers who have been engaged with the project.

Name (please print) CLARE MORTON

Position: CHAIR, WESTON LONGVILLE PARISH COUNCIL

Signed: 

Date: 24/1/24

Internal use only

Date Application Form received	
Project Reference No.	
Form fully completed & signed	☐
Eligibility confirmed	☐

Economic Growth Project Coordinator:

Signed:	
Name in block letters:	
Date:	

Internal use only

Finance checks completed	☐
Appraisal completed	☐
Funding awarded	£

Pride in Place Relationship Manager:

Signed:	
Name in block letters:	
Date:	

Norfolk ALC Renewal Pricing

Dear Dawn,

We hope you are finding the support, training and information we offer to you helpful. Please see below for next year's renewal pricing so you can include in your Councils budget. Plus we have an exciting announcement about gov.uk domains, see page 2!



Norfolk ALC Membership 2024-25

Weston Longville Parish Council

Membership Renewal = £144.36

Website Fee = £70

nalc

Total = £214.36

NO PAYMENT IS REQUIRED YET - Your renewal invoice will be issued after 1st April 2024.

At a local level Norfolk ALC provides:

• Up to date advice and guidance on the smooth running of Councils	• Model templates, policies and guidance
• CILCA training with the only accredited CILCA trainer in Norfolk *	• Training for Councils and Clerks, including customised training
• Website hosting and support (Norfolk Parishes) *	• Gov.uk Service - domain, website and email *
• Associates who offer specialist advice in HR, Legal, VAT, Burial, Accounts, Data-Protection, Community Engagement, Compliance and more	
• Internal Audit service *	• Topical webinars
• Locum Service *	• Advertising job vacancies
• Recruitment Service *	• Signposting to help in a crisis
• Community well-being and climate change resources	• Payroll service *
• Job Evaluations *	• Governance Checks *

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

Norfolk ALC membership also grants **exclusive access** to the invaluable support of 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	• Model employment contract and pay scales

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

Norfolk ALC Launches New Gov.uk Service

We are delighted to announce the launch of our new gov.uk service. After a successful pilot during the past 6 months we are now opening this new service to all members. This offers your Council a gov.uk domain name of your own, website and unlimited email addresses for all councillors and staff.

Guidance from government, National ALC and JPAG is that local councils should have their own domain name and email services, preferably on a gov.uk domain name.

Using our service with a gov.uk domain name:

- Demonstrates your official local government status - Registrations are manually verified and are only available to government organisations
- Helps to build trust, credibility and visibly demonstrates authenticity
- Offers unlimited email accounts for your councillors as well as for your Clerk and other officers
- Provides the ability to control email accounts by removing councillor/officer access when they leave
- Means emails are more likely to be cleared by security/spam filters
- May improve your websites search engine ranking
- Greatly helps with Freedom of Information requests and means personal email accounts won't need to be searched so personal/family data is not put at risk of disclosure
- Fulfils best practice outlined in the JPAG Practitioners' Guide and by government and National ALC

This service is directly managed by us and we have partnered with a domain host who has been established 15 years and whom already host 400+ local councils and are also used by other County Associations throughout the UK. We want as many Councils in Norfolk to benefit from the above features as possible so have priced our service as competitively as we can to provide you the best value for money:

Gov.uk domain name registration: £112 + VAT for **2 years** (so effectively £56 + VAT per year)

Norfolk ALC administration charge: £70 per year

Even better, if you are an **existing Norfolk Parishes** user you can transfer to this new service for **no additional administration charge**, so you just pay the gov.uk domain registration then continue to pay us £70 per year – the same low price as Norfolk Parishes.

Would you rather keep your existing Wix website? No problem, if you pay for a Wix subscription you can use your new gov.uk domain name with your existing Wix site and we can help set this up. Unfortunately this option isn't available to free Wix website users.

Please note the following:

- This service is currently offered to Norfolk ALC **members only**
- The gov.uk domain can only be registered with the contact details of a paid officer (eg not a councillor) and this contact detail will be publicly visible on the domain name records
- Payment in full must be received before your domain name can be registered and any work starts
- Only councils who do not use a .gov.uk domain name at present are eligible for this pricing
- Our service does not provide Microsoft 365 (you can use the email within Outlook, if you have it)
- If you have an existing Norfolk Parishes website it will be moved to this new service at no additional administration charge

For more information and to sign up please visit: <https://www.norfolkalc.gov.uk/gov-uk-service/>

Preparing For Your Council's Internal Audit

Before we know it, the end of the council financial year will be upon us. If you're not adequately prepared, this can result in a last minute scramble to find and appoint an auditor. This can result in getting an audit that doesn't do justice for your council.

If you haven't yet appointed an internal auditor and you're currently looking, you may be interested to know that Norfolk ALC are now providing internal audits for small councils. All internal auditors working for Norfolk ALC have undertaken internal audit training and work to a standard level of service. For your council, this means that you get an internal audit that provides an accurate picture of your council and an opportunity for your council to improve.

Norfolk ALC provides value-for-money internal audits priced according to the needs of your council. Prices start from as little as £125 + VAT for smaller parish councils.

Sometime during the audited year usually September to November, a trained internal auditor from Norfolk ALC will visit your council to check evidence related to governance and accounting; and, after the end of the financial year, a separate visit will take place to allow the internal auditor to complete their checks, write a report and sign the internal audit form of the AGAR.

The internal audit is a health check of your council. Don't let your council suffer from poor health: appoint an internal auditor who will give your council the health check it deserves. Contact Dan at admin@norfolkalc.gov.uk to find out more.

Need Someone To Stand In Temporarily?

Norfolk ALC has a Locum Service to help with the unexpected. Sometimes Councils find themselves in need of a Temporary Clerk or RFO or both. This could be because of illness, increased workloads or loss of staff. Whatever the reason Norfolk ALC will do our best to provide you with cover to get you through. We have qualified Locum Clerks that can help. Please give us a ring or email your requirements.

Norfolk ALC Now Offers Payroll

Ensure accurate and compliant payroll, reduce the risk of errors and fines. Payroll can be very time-consuming, using our service allows your clerk to focus on their main role, plus:

- Provides the council with net salary amounts paid to employees.
- Provides the council with details of amounts to be paid to HMRC / NI and deadlines.
- Informs council of pension contributions deducted from employees into staff pension schemes to be paid to the council's pension provider and deadline dates and calculates pension deductions paid under net pay arrangements in that pay period.
- Produces payslips emailed in pdf format.
- Provides the council with year-end documentation for HMRC and production of employee P60s.
- Calculation of PAYE, National Insurance, Statutory Sick Pay, Statutory Maternity Pay for all employees.
- A portal will be accessible by the Clerk to view salary details etc which is all on the cloud and easily accessible from an electronic device.

Members price: 1 employee with auto enrolment £8.00 per month + VAT, additional employees £5.00 per month + VAT. Contact Dan at admin@norfolkalc.gov.uk to find out more. Also available to non-members.



Hall For All

A Veolia Cre8 Project

For the Attention of:
Clerk, Weston Longville Parish Council

Invoice Date: 29th January 2024

Hire of Hall for All, Weston Longville April 1st 2023 -31st March 2024
Hire dates

24th April, £15

22nd May £30

10 July ££30

17 August £20

11 Sept. £30

25th October £20

13th Nov. £30

12th February £30

4th March (7 Parishes) £20

Name: Parish Council Meetings April 2023 – March 2024

Total £225

Remittance payable by cheque to Hall for All and sent to Nick Barber, 12 Station Road, Attlebridge, Norwich NR9 5AA. Online payments details below: **Please include name and the date for reference purposes.**

Hall for All
30-90-90
38247860

Nick Barber
12 Station Road,
Attlebridge
Norwich
NR9 5AA

Parish Clerk Weston Longville

From: Information Commissioner's Office Renewals Confirmation
<dpfee_confirmation_renewal_dd@ico.org.uk>
Sent: 07 February 2024 02:03
To: Dawn Clarke
Subject: ICO - Renewal confirmation ICO:00015741300

Organisation name: **Weston Longville Parish Council**

Reference: **ZA316199**

Dear Dawn Clarke

Confirmation of payment

We confirm receipt of your payment and new expiry date of 10/02/2025.

The contact details we hold for you are:

Title:
Name: Dawn Clarke

Address:

Line 1:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Country: United Kingdom

Email address: weston.longville@yahoo.co.uk

Telephone number:

Mobile phone number: [REDACTED]

To view your organisation details, and get a copy of your certificate please visit ico.org.uk/register. Click on 'Search the Register' and enter the above reference number to download your registration certificate.

Please check your details carefully. If you want to tell us about a change to your details please go to ico.org.uk/update. The online change service is very quick and easy to use. You will need your reference above and your security number, which we sent to you when you first applied.

Please have a look at our website (ico.org.uk/registered) for information about your responsibilities as a data controller.

Yours sincerely

Michael Fitzgerald
Director of Digital, IT and Business Services
Information Commissioner's Office



CLOTHES SWAP



Monday 19 February 2024

**AYLSHAM TOWN HALL,
Market Place, NR11 6EL**

Drop-off: 12pm to 1.45pm, Swap: 2pm to 3.30pm

SWAP RULES

- 10 items maximum, quality books and clothing only -
 - No stained or torn items -
 - No accessories or shoes -
 - Children and Baby size only -
 - No underwear, nightwear or swimwear -
- Bring your own reusable bags to take items home -

southnorfolkandbroadland.gov.uk/reuse-recycling-events



**Good for your
wallet and the
planet!**

ton 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
12/1/2023	Working from home allowance	Decemb	NA	26.00	0.00	26.00
	Working from home allowance	January	NA	26.00	0.00	26.00
11/13/2023	Mileage Meeting	Novemb	NA	9.45	0.00	9.45
TOTALS				£61.45	£0.00	£61.45

Signed (claimee) _____

Signed (authorised) _____

Bank details if we've not paid you before by bank transfer:

Sort code:

Account number:

Signed (authorised) _____

Date:

* 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.

Weston Longville Parish Council

February 2024 Meeting

For Authorisation

	Dawn Clarke	Expenses / WFH Allowance / Mileage	61.45
	Dawn Clarke	Clerk Salary - January	
	Clare Morton	G Cannell - Base for kennel	260.00
		Norse	
	Hall For All	Whole Year rental	225.00
	NALC	2024/25 Subscription - Due April	214.36
	NALC	Training (Ruth H)	36.00
	Wave	Allotment Water	70.25
	Clare Morton	Land Regisrty Fee	30.00

To note the payment

	Dawn Clarke	Clerk Salary - December	
	NALC	Domain Name	134.40
	ICO	Subscription (DD)	35.00

Income

	BSNDC	Bloom Grant	300.00

SECTION 50 - LOCAL GOVERNMENT FINANCE ACT 1992

PRECEPT 2024/25

To Broadland District Council being the appropriate
billing authority for the below named Parish:

You are hereby required to pay to:

Weston Longville Parish Council

The total Parish Precept required is £ 10,650 —
Ten Thousand, Six hundred and fifty Pounds -
from Broadland District Council's General Fund to meet expenses payable by the
Parish.

AUTHORISED at the meeting of the Parish Council held on

the 13th day of November 2023

Signed

(KEDS)
Dawn Clarke

Designation Clerk and RFO

(the Officer designated for this purpose)

BANK DETAILS

Bank name Lloyds Bank

Sort code 30-96-17 Account No. 00441584

Bank address NORWICH BRANCH
P.O. BOX 1000 ANDOVER, BX1 1LT

Is this detail the same as last year?
(If different, please provide a copy of a recent bank statement)

YES

tax base 150 = band d £71 -

Norfolk Association of Local Councils

County Hall,
Martineau Lane,
Norwich NR1 2UF



Weston Longville Parish Council
Dawn Clark

INVOICE

Invoice No **1285**

Account No 5526466

26 January 2024

Due 26 February 2024

Item Details	NET	VAT
Gov.uk domain Gov.uk domain name (2 years)	112.00	22.40
SUB TOTAL	112.00	22.40

VAT Registration Number 249372187

TOTAL £ **134.40**

BACS PAYMENT - Please use the invoice number as the reference and use the bank details below -

Account name - Norfolk Assoc of Local Councils - Sort code - 09-06-66 - Account number - 41067941

CHEQUE PAYMENT - Please write the invoice number on the back of the cheque and send to the address shown below

Norfolk Association of Local Councils, County Hall, Martineau Lane, Norwich NR1 2UF
www.norfolkalc.gov.uk