

Weston Longville Parish Council.

Meeting of the Parish Council - Agenda

Monday July 8th, 2024 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
July 3rd, 2024

The public and press are welcome.

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- 2024/044 Chair's welcome and to receive apologies for absence.
2024/045 To receive declarations of interest in items on the agenda and consider any requests for dispensations.
- 2024/046 To approve the minutes of the meeting held on May 13th, 2024.
2024/047 To report on items not on the agenda from the last meeting
2024/048 Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.
- 2024/049 Planning (Portfolio CM) Verbal update
By Delegation.
- 49.1 2024/1399 Weston Covert Field Road Weston Longville Norfolk NR9 5JN
Change of use from private swimming pool for residential use, to use by small groups as health spa and pool. (objection)
To Consider a response.
- 49.2 FUL/2024/0033 Pump Farm, Weston Green Road Weston Longville
Change of use of dwelling and converted barn (C3 Use Class) to a temporary care home (C2 Use Class)
- 49.3 Any application received after the publishing of this agenda.
- 2024/050 Roads(Portfolio RH) Verbal update
- 50.1 To receive an update and agree next steps on A47 and Norwich Western Link.
a..To ratify the response to the mitigation proposals.
b. To ratify the response to the NWL planning application

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

- 2024/051 To receive any update respect to the Weston Green Crossroads – Junction of Weston Green Road and Paddy's Lane/Honingham Rd, residents' group
- 2024/052 To progress the blanket 40 mph Speed Limit parish wide.
- 2024/053 Parish Infrastructure (Portfolio BB) Verbal update
- a. To discuss the current Allotment arrangements.
 - b. To consider increasing rent.
- 2024/054 An update regarding Land Registry progress
- 2024/055 To discuss purchasing a replacement (shared) SAM2 machine
- 2024/056 To resolve maintenance requirements for the Parish SAM2 machine
- 2024/057 Environmental Considerations (Portfolio PC) - Verbal update
- a. To receive an update on the Hornsea 3 and Equinor SEP and DEP.
- 2024/058 Seed Planting (Clean & Bloom).
- 2024/059 Parishioner Engagement (Portfolio RP) - Verbal update
- 2024/060 Update in the booklet of Walks / Footpath Map and to resolve the next step.
- 2024/061 Communications (Portfolio JC) - Verbal update
- 2024/062 Mobile phone Signal Improvement
- 2024/063 Inter stakeholder Liaison (Portfolio PR) - Verbal Update
- 2024/064 To receive a progress update regarding the Playing field.
- 2024/065 Administrative Matters - Clerk's Report (Verbal Update)
- 2024/066 To resolve to adopt updated policies.

Finance

- 2024/067 To note the dates of the Electors Rights.
- 2024/068 To agree the payment list
- 2024/069 To note any income and payments made since the last meeting.
- 2024/070 To note and sign the bank balances and reconciliation dated June 1st 2024
- 2024/071 To consider a grant request from All Saints Church.
- 2024/072 Correspondence
- 2024/073 Any other business (for information only) and items for the next agenda
- 2024/074 To confirm the date and venue of the next meeting:
Monday September 9th, 2024 at 19:30 in the Hall for All

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

Weston Longville Parish Council.

Meeting of the Parish Council - Minutes

Monday May 13th, 2024 at 7.40pm
Hall for All, Church Street, Weston Longville

Parish Councillors present: Peter Ross PR (Vice Chairman)

Bob Banks	BB
Justin Cohu	JC
Paul Cowley	PC
Ruth Horton	RG
Rick Parsons	RP

Dawn Clarke	DC (Clerk)
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6 Members of the public, including District Councillor Peter Bulman (DCPB)

2024/0020 Chair's welcome and to receive apologies for absence.

In the absence of Councillor Clare Morton (CM) Councillor Peter Ross welcomed everyone to the meeting and accepted apologies from Councillor Clare Morton and District Councillor Greg Peck.

2024/0021 To elect The Chair

Councillor Clare Morton was proposed by PR, Seconded PC.
It was agreed that the declaration of acceptance would be accepted before the next meeting of the council.

2024/0022 To elect The Vice – Chair

Councillor Peter Ross was proposed by PC, Seconded JC

2024/0023 To receive declarations of interest in items on the agenda and consider any requests for dispensations.

All council members noted their interest in the A47/Norwich Western Link, SEP and DEP projects.

Item 2024/033.2 PC as they are residents in that area.

2024/0024 To consider Co-option of any candidate present.

Item added in error to the agenda.

2024/0025 To consider the portfolios held.

It was agreed to keep portfolios as they currently are.

2024/0026 To consider the bank signatories.

Signatories are Clare Morton, Dawn Clarke, Paul Cowley, Peter Ross and Ruth Goodall.

It was resolved to remove Ruth Goodall from the bank accounts in all capacities. Proposed PR, Seconded PC, Agreed.

A letter was signed by Peter Ross and Dawn Clarke.

Letter to the bank was witnessed by Ruth Horton

2024/0027 To note the contractual and re-occurring payments.

Noted and agreed.

It was agreed to add NALC Website hosting and NALC membership to this list without a term.

It was clarified that the Website hosing also includes the email service.

2024/0028 To confirm the Asset Register.

The total value of the asset list was agreed at £33,300.

The removal of 50% of the value of the 'Cut Out Policeman' was agreed due to loss.

2024/0029 To approve the minutes of the meeting held on February 12th, 2024

The name of a piece of land was clarified – as the land opposite Dairy Farm Cottages. It was suggested that What3Words be used in the future.

The minutes were accepted as a true record.

2024/0030 To report on items not on the agenda from the last meeting (information only)

A member of the public reminded the council that the donation to the church had not been paid for 2 years – this was moved to the item 40.9

2024/0031 Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

A resident updated the council to the area of land opposite Dairy Farm, that there was little progress in resolving the issue of the unauthorised access and container for commercial use. There was now an additional building on the plot that was being used to store furniture. There is a scheduled visit by the Planning Department. The resident is very upset with the lack of progress to resolve the original issue and a perception of leniency. The resident has a considerable archive of evidence. Councillor Peter Bulman (DCPB) agreed to chase the enforcement team and request a written statement updating him as to progress.

It was resolved that the parish council will contact the Enforcement Team also support the resident.

Councillor Rick Parsons asked if there was a role in the parish council to engage with residents to resolve these issues.

It was agreed to ask Councillor Clare Morton the role the parish council can play.

DCPB updated council with respect to the progress of the A47 scheme, there was as much progress as can be made in the background, the legal challenge and the bats are a concern. These issues were waiting for a review.

Since the last meeting the District Council has decided to increase council tax.

A member of the public spoke about the Freedom of information requests he has made in respect to the Natural England ruling in respect to the Bat Licence – but was waiting for the information.

A member of the public asked about the numbering of individual pages. The clerk address this - these are numbered sequentially by item as required by law.

2024/0032 Planning (Portfolio CM)
By Delegation

32.1. 2024/0620 - Annexe Ivy House, Weston Green Rd. Certificate of Lawfulness for use of an annexe as a single dwelling house. - No Objection.

- 32.2. 2023/3339 - Thatched Cottage Weston Green Road Weston Longville Norfolk NR9 5LB: Proposed rear single storey extension and balcony and 1.5 storey side extension. amended plan – No Objection.
- 32.3. 2024/0798 Land Opposite The Cottage, Weston Green Rd: New Self Build Dwelling: No Objection
- 32.4. 2024/0899 The Long Meadow, Rectory Road: Demolition of existing storage buildings and erection of new indoor archery range building. – No objection
For consideration:
- 32.5. 2024/1059 The Paddocks, Three Corner Covert: Garage Conversion, Ground and first floor extensions.
- 32.6. Any application received after the publishing of this Agenda.

32.1-32.5 were noted.
32.5 - No objection made.
32.6 None.

2024/0033 Roads (Portfolio RH)

- 33.1. To receive an update and agree next steps on A47 and Norwich Western Link.
- 33.2. To receive any update respect to the Weston Green Crossroads – Junction of Weston Green Road and Paddy's Lane/Honingham Road, residents' group.
- 33.3. To discuss and resolve the next steps with respect to approaching Norfolk County Council for a parish wide speed reduction.

33.1 Councillor Ruth Horton (RH) noted the meeting held between Weston Longville Parish Councillor and 3 representatives from Norfolk County Council (NCC) to discuss the modelling so that council can bring options to public consultation with respect to mitigations however NCC had not produced the numbers that were requested.

NCC have committed to provide the information before the next Parish Council meeting so that there will be a definitive plan to update residents.
33.2 A resident asked for monitoring of Morton Lane, RH responded that a plan was not yet defined as the modelling does not give a clear impact analysis.

The July meeting will bring the proposals and then the Parish Council will consult with the village. There will be additional traffic, these mitigations are intended to address the additional 1,500 additional vehicles a day that are expected to drive through the parish in the time between the A47 being finished and the Western Link's completion – they are not to address the current traffic levels and are designed to cause delay and slow down so that drivers to make the village route less palatable and

encourage use of the HGV route.

A resident said that Morton Lane and Field Road have not been recently surveyed so any inclusion of data from these locations would be incorrect and they objected to any plan including out of date data.

RH responded that the modelling that was provided so far by NCC did not give a clear view of the impact on those roads and NCC are looking at including more historic data and other modelling methods. RH reminded the resident that the modelling is a tool and would never be 100% accurate. The resident felt that any modelling would be void if old data was used.

RH recognised that information based on old data was not the best but it was the only option. Working to get the least bad outcome which generates the most advantages to the parish is the goal.

The parish council is reluctant to pursue revisions based on new data as time is limited.

The whole Parish will be consulted before mitigations are agreed.

A resident asked for details regarding the mitigations. With the mitigations the intention is to maintain the current level of traffic and not increase traffic, the expected increase without mitigations is 1,500 vehicles per day. Councillors have asked for other highways amendments – traffic lights and a roundabout. Blocking roads and putting no left or right turns may force drivers onto the smaller roads. There are no cost-free solutions, and residents will have to live with any solution. It will be unavoidable unless steps are taken to deter vehicles. Success is the status-quo being maintained.

33.2 There has been a mirror installed at the Weston Green Crossroads. A resident noted that it has made the exit a lot safer.

2024/034 Parish Infrastructure (Portfolio BB)

- 34.1. To discuss the current Allotment arrangements.
- 34.2. To consider the water bill and emergency repairs.
- 34.3. To consider increasing rent.
- 34.4. An update regarding Land Registry progress.
- 34.5. To discuss purchasing a replacement (shared) speed camera.

34.1 Councillor Bob Banks (BB) noted that people were using the water and leaving the tap on, not closing doors to the tap and not respecting the previous agreements. BB will be holding a meeting with all the allotment holders soon to discuss the situation and it may be that they are all required to purchase their own water meter so that the bill can be fairly distributed.

34.2 The repair has been made to the mains pipe and the meter monitored.

BB was confident that the leak was repaired and has closed up the hole. The value of the water lost has not yet been determined.

The work was completed on an emergency basis, costing £126 this included the digger and the new check-valves.

34.3 The Clerk advised that The Auditor advised that if council does not wish to increase the rent this needs to be minuted. Similarly, if council wishes to increase the rent then a years notice is needed to the tenants. A decision was deferred

34.4 Councillor Clare Morton (via the Clerk) noted that when contacting Land Registry for a progress report the time frame is 17 months.

34.5 Great Witchingham have an additional SAM machine which they have offered to the 7 councils' group to replace the damaged unit.

BB noted that the WLPC unit's battery may need replacing shortly as it is struggling to maintain charge.

It was resolved to understand the financial implications at the next 7 chairs meeting.

2024/035 Environmental Considerations (Portfolio PC) - Verbal update

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

35.2. Seed Planting.

35.1 Councillor Paul Cowley (PC) updated with respect to Orsted. The preparation is in place for the dry weather when trenching will start. SEP and DEP, this is progressing, and it has been noted that compulsory purchase notices have been issued locally. PC will start engaging with the liaison officer.

35.2 Deferred.

2024/036 Parishioner Engagement (Portfolio RP) - Verbal update

36.1. To develop and print a booklet of local walks

36.1 Councillor Rick Parsons (RP) brought a mock up showing footpaths and walks around the parish with the intention to distribute freely.

The design is a trifold, with some information about the village and spots to pause.

Royal Norwich Golf Course are opening a 3 mile walk around the boundary of the course, unfortunately access is via the main gate.

RP would approach a printer to understand the cost and also speak to CM for advice. There was the idea of asking local businesses for sponsorship and including the information on the website.

2024/037 Communications (Portfolio JC) - Verbal update

37.1. Mobile phone signal improvement

Councillor Justin Cohu (JC) approached mobile phone providers asking if it was possible to boost the village signal. Only Vodafone responded however they noted that they were approaching residents who they felt were vulnerable.

The loss of connection in the event of a power cut was featured in the

Wensum Diaries and JC was contacted by 2 residents. A home visit in turn provided useful that the battery was already in situ but the resident had some confusion as to knowing their service provider. JC is very happy to help any other residents and maintaining dialogue via the Wensum Diaries over the coming months as lines are changed over. JC will return to Vodafone to understand the definition of 'adequate' connectivity as there are many dead spots in the parish.

2024/038 Inter stakeholder Liaison (Portfolio PR) - Verbal Update.

38.1. To receive a progress update regarding the Playing field.

38.1 Lady Anne is progressing the gift of the playing field it is a complex situation.

Councillor Peter Ross updated the council regarding the 'Seven Parish Chairs' group who met on the 4th of March 2024 at Weston Longville to share information so that they are equally informed, to share best practice where we can and equipment when appropriate and to share common issues. To seek consensus when the joint response would carry more weight than individual responses.

The group will allow chairs to develop informal working relationships that were confidential. It was agreed that the meeting would have no authority and any agreement would require all parishes to agree. No minutes would be produced only actions. The next Seven Chairs Meeting will be held on the 27th of May in Ringland. The consensus was that it was a worthwhile exercise, and everyone wished to continue.

2024/039 Clerk's Report (Verbal Update)

The Audit went through without issue.

Unfortunately, there will be no CiL payments made at the moment.

The picture of The King has arrived, it is quite substantial and ready framed – it is with the Clerk.

NALC have produced new Financial Regulations, in advance of adapting the new regulations there will be some amendments to other policies and additional actions for the Clerk to increase transparency. These have started at this meeting. The financial regulations are very overdue and a whole re-write.

Budget against actual spending. The council has kept within the planned budget. The toilet grant was agreed in the 2022/23 year and was not included as a budget line, however operational costs stayed within the planned budget. There were planned purchases that were not made in 23-24, notably maintenance to the SAM machine.

- 2024/040 Finance
- 40.1. To note the Internal Auditors report.
 - 40.2. To appoint an Internal Auditor for the 2024-25 year.
 - 40.3. To agree that the council should certify the council exempt and delegate authority to the Clerk and the Chair to fulfil the AGAR responsibilities.
 - 40.4. To agree the payment list.
 - 40.5. To agree any items for payment received after the Agenda publishing.
 - 40.6. To note any payments made since the last meeting.
 - 40.7. To note any income since the last reconciliation, 14th of February 2024.
 - 40.8. To note and sign the bank reconciliation dated 8th of May 2024.
 - 40.9. To consider the grant request from
 - a. The Hall for All
 - b. All Saints Church.

40.1 The Report was accepted.

40.2 Sonya Blythe is happy to continue next year at a fee of £100. Audit was completed entirely online. This worked well.

It was agreed to accept Sonya Blythe as the internal auditor for 2024/25.

40.3 It was agreed agree that the council should certify the council exempt and to delegate authority to the Clerk and Councillor Clare Morton to fulfil the AGAR responsibilities

40.4 The payment list was agreed. It was noted that wave removed all of the sewage charge prior to the bill being paid in March.

For Authorisation

1 Dawn Clarke	Expenses / WFH Allowance / Mileage	87.45
2 Dawn Clarke	Clerk Salary - May	259.13
3 Dawn Clarke	Epsom Printer Ink	35.55
4 Norse	Grass Cutting	747.79
5 NALC	NALC Website	70.00
6 NALC	NALC 2024/25 Subscription	144.36
7 Wave	Allotment Water	221.25
8 Tony Finch (CM)	Emergency Waterpipe repair	126.00
9 Marion Barnes	Payroll Services	78.00
10 Sonya Blythe	Internal Audit Fee	100.00
11 John Hurst	Hedge Cutting 2024	78.00

To note the payment

12 Dawn Clarke	Clerk Salary - February	259.13
13 Dawn Clarke	Clerk Salary - March	259.13
14 Dawn Clarke	Clerk Salary - (March) April	259.13
15 Wave	Allotment Water	221.75
16 Clare Morton	Wild Flower and Clover Seed	313.48

Income

17 BSND	Precept payment 1 of 2	5325.00
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40.5 None

40.6 Noted

40.7 The first payment of the precept has arrived.

40.8 A balance of £38,067.78 (General £23,889.80 and Solar £14,177.98)

40.9 a. The Hall For All wishes to update the play equipment.

The charity has applied for a grant of £500, as it needs to provide 20% match funding to apply for a grant from Hornsea. Grants have been sought from multiple sources prior to going to Hornsea.

Conditional on the other grants being achieved the Parish Council agreed to fund the match funding with £500.

The applicant noted that they felt the application form asked for too much information and was not easy to use.

The Clerk responded that the previous form was from 2012 and was not in line with good practice. The comments were noted and council asked for suggestions to improve the form – Clerk to review.

40.9 b. A resident noted that the donation to the church had not been paid for 2 years.

The clerk confirmed that there had been a grant application made on the old form, the applicant had been asked to re-submit and the item added to the agenda awaiting a return of paperwork on April 9th. The grant form was 12 years old and the change is to partly to conform with financial transparency.

The resident maintains that the application in 2023/24 was previously made, granted and not paid. Clerk to check the minutes.

2024/041 Correspondence (information only)

41.1. Email : Environment Agency River Maintenance.

41.2. Any item received after the publication of this Agenda.

41.2 This has been uploaded to Facebook and is for information.

41.2 None.

2024/042 Any other business (information only) and items for the next agenda.

Meting Closed at 9.50pm

Speed Camera/SAM repairs – Seed Planting

To consider increasing rent for the allotments.

Grant Application Form

To confirm the date and venue of the next meeting:

Monday July 8th, 2024, at 19:30 in the Hall for All.

Signed:

Date:

Weston Longville Parish Council

Expense Claim Form

Name:

Dawn Clarke

July 2024 Meeting

Date of Expense	Description of goods/service purchased	Reason	Receipt Y/N	Amount before VAT	VAT*	Total
01/05/2024	Working from home allowance	May	NA	26.00	0.00	26.00
01/06/2024	Working from home allowance	June	NA	26.00	0.00	26.00
13/05/2024	Mileage Meeting	May	NA	9.45	0.00	9.45
					0.00	0.00
		TOTALS		£61.45	£0.00	£61.45

Signed (claimee) _____

Signed (authorised) _____

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

Signed (authorised) _____

Sort code:

Account number:

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.

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Weston Longville Parish Council

July 2024 Meeting

For Authorisation

1	Dawn Clarke	Expenses / WFH Allowance / Mileage	61.45
2	Dawn Clarke	Clerk Salary - July	
3	Dawn Clarke	Microsoft	59.99

To note the payment

4	Wave	Allotment Water	292.52
5	Westcotec - Bus Shelter	Full Payment	7268.40
6	Dawn Clarke	Clerk Salary - June	

Income

7	Allotment Holders	RN, PH, TD, EF, BB	50.00

2023

Appendix 1

WESTON LONGVILLE PARISH COUNCIL
APPLICATION FOR GRANT AID

Name of organisation and status (charity, trust etc) :

All Saints Parochial Church Council, Weston Longville. Charity.

Contact details :

Mrs. M. Briggs [REDACTED] U. Tel. [REDACTED]
 Email: [REDACTED]

In what ways does your organisation benefit people in Weston Longville?

All Saints' provides a place for Worship, Marriages, Funerals etc.

For parishioners the Churchyard provides a burial site as well as an area for cremated remains.

The Churchyard provides walkers with a safe passage between part of the village and the lane at the rear of the Hall for All.

Amount requested ?

£750.00

What will this money be used for ?

Please indicate specific expenses that the grant will be used to cover. Please do not state 'general maintenance', or 'for funds'. How much money do you need to raise overall? How much have you raised already? What other sources of funding have you applied for? Continue overleaf if necessary.

The grant would be used solely for grass and hedge cutting.

The annual cost is in the region of £1500.00

The only income specifically for the Churchyard is a fee when a burial takes place or a memorial is installed.

Applicant's signature :**For Parish Council Use**Decision by PC:Any conditions to be placed when making donation :

Grant Application Form

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

Main Contact		Second Contact	
Role in the Organisation		Role in the Organisation	
Address		Address	
Email		Email	
Phone		Phone	

Value of the Grant requested?		Is this for full or part funding? If part funding how will the rest of the project be funded?	
What will the grant be used for?			

WESTON LONGVILLE PARISH COUNCIL

How will your project benefit the community?	
Please supply your organisation's bank details. Name, account number and sort code.	
Use this space to provide any other information thought to be significant.	

Feel free to expand your explanation on another sheet.

Checklist of documents:

1. For any request where the total project sum exceeds £500 (regardless of requested contribution size):

- No less than 2 quotes for the work.
- A written narrative explaining the choice of the quote.

And,

Established organisations:

- A copy of last year's audited accounts.

Or,

For newly formed groups:

- A project plan indicating how the funds will be spent.
- A recent bank statement

2. For any request where the total project sum is below £500 (regardless of requested contribution size):

Established organisations:

- A copy of last year's audited accounts or a recent bank statement.

Or,

For newly formed groups:

- A project plan indicating how the funds will be spent.
- A recent bank statement

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

All documents will be treated as confidential.