

MINUTES OF A MEETING OF FIELD DALLING AND SAXLINGHAM PARISH COUNCIL

Held on Monday 8th July at 7pm in the Villagers Hall.

Present: Cllrs J Everitt, I Farmer, C Gadsby, T James, P Moore.

Clerk: Sarah Hunt

Five members of the public were present.

1. Chairman.

The meeting received confirmation that Cllr C Gadsby has signed the Declaration of Acceptance of Office as Chair witnessed by the Proper Officer.

2. To receive and consider apologies for absence.

The meeting RESOLVED to accept apologies from Cllr S Rawlinson due to an alternative commitment and extend the permitted period of absence from 6 months to 12 months. PROPOSED Cllr Gadsby, seconded Cllr Everitt.

3. To consider any applications for co-option.

One Councillor position remains unfilled. No applications for co-option.

4. To record declarations of interest and approve any requests for dispensations.

Cllr J Everitt declared an interest in item 8.1 - payments.

5. Minutes.

The minutes of the Parish Council meeting held on 13th May 2024 were AGREED as a true and correct record and signed by the Chair.

6. Public Form.

6.1 Apologies were received from Michael Dalby, County Councillor. Report previously circulated to Councillors.

6.2 Item taken later in the meeting. Sarah Butikofer, District Councillor reported that the homelessness crisis was impacting North Norfolk District Council financially – expense incurred on housing has risen from around £300,000 to over a million pounds which is a big uptick. The Council currently has sufficient reserves. Rocket House in Cromer is only closed temporarily. The newbuild swimming pool at Fakenham is now under review as the previously anticipated government levelling up funding may not be available.

6.3 To receive any information from the Police if available.

6.4 This item was taken out of order:

6.4.1 It was notified to the meeting that Lottery funding had been obtained for the composting toilet to be installed at the Church.

6.4.2 The Chair of the meeting thanked the village hall committee for the provision of a village noticeboard, and Cllr J Everitt for undertaking the work to erect it.

6.4.3 The Chair further thanked the village hall committee for allowing the installation of the pétanque court – along with Albanwise farming for the labour and support, and Wordingham Plant Hire for the equipment.

6.4.4 Thanks were extended to all local residents who work to keep footpaths clear in the parish.

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07776151735

Email: fdandspc@gmail.com

6.4.5 It was NOTED that the village charity money should be distributed shortly.

7. Updates on previous Matters.

To receive reports on progress of items not on the agenda.

- 7.1 Painting of Roundels on the road at Langham End 30mph limit. No update available.
- 7.2 Village Gateways. No update available.

8. Finance and Governance Matters.

- 8.1 The payments at Annex A were PROPOSED Cllr Gadsby, seconded Cllr Moore and AGREED.
- 8.2 The meeting received an up-to-date bank reconciliation as at 30.6.24:

Unity Trust Current (3647)	£5621.55
Unity Trust Deposit (3663)	£2288.42

The meeting also reviewed the year to date against budget and AGREED the following virements:
Administration + £450.00 taken from general reserves.
Audit +£20.00 taken from contingency.
S137 + £400 taken from Grants/Donations.
Misc. + £100 from general reserves (camera repair to be costed here).
Defibrillator + £200 from general reserves.
- 8.3 It was RESOLVED to instruct Mrs Sonya Blythe to conduct the 2024/25 Internal Audit at the cost of £120.00 as this year PROPOSED Cllr C Gadsby, seconded Cllr P Moore.
- 8.4 NOTED that P K F Littlejohn logged the exemption receipt as at 11.6.2024.

9. Planning.

- 9.1 To consider consultee response to applications received from North Norfolk District Council prior to the meeting date:
 - 9.1.1 PF/24/0875 – 1 – 18 Highfield, Field Dalling, Holt, Norfolk, NR29 7LF. Installation of package sewage treatment plant and associated works to replace existing septic tank. Comments by 4th July 2024. Extension requested. NOTED provisional comments sent. Additional concerns to be raised regarding the blocked pipe.
 - 9.1.2 PF/24/1026 – The Old Bakehouse, 50 Langham Road, Field Dalling, NR25 7LG. Conversion of redundant flour store to holiday let. Comments by 10.7.24.
 - 9.1.3 LA/24/1027 – The Old Bakehouse, 50 Langham Road, Field Dalling, NR25 7LG. Internal and external works to facilitate conversion of redundant flour store to holiday let. *Closing date for comments was 26.6.24. Extension requested.
 - 9.1.4 PU/24/0995 – Grain Store, Langham Road, Field Dalling. Change of use of farm building to one 'larger' dwelling and associated building operations necessary for the conversion. *Closing date for comments was 12.6.24. Extension requested.
- 9.2 NOTED responses sent between meetings to applications received from North Norfolk District Council.
 - LA/24/1027 – The Old Bakehouse, 50 Langham Road. Objection sent.

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07776151735

Email: fdandspc@gmail.com

9.3 NOTED notification of decisions and comments taken by North Norfolk District Council:

9.3.1 PF/24/0620 – Cross Shaft in graveyard east of St Andrews Church, Langham Road, Field Dalling. Erection of shed for use as toilet facilities with access path. APPROVED.

9.3.2 PF/24/0520- The Old Gamekeepers House, Smokers Hole, Saxlingham, NR25 7JU. Conservatory to the side elevation of dwelling. APPROVED.

9.3.3 LA/24/0621 – The Old Bakehouse, 50 Langham Road. Internal and external works associated with change of use from redundant flour store to single dwelling. WITHDRAWN.

9.3.4 PF/24/0627 – The Old Bakehouse, 50 Langham Road, Field Dalling, NR25 7LG. Change of use of redundant flour store to dwelling. WITHDRAWN.

9.4 RECEIVED notification of appeal:

PU/23/2274 – Grain Store, Langham Road, Field Dalling, Norfolk. Change of use of an agricultural building to one 'larger' dwellinghouse and associated building operations necessary for the conversion. To consider any additional representation. No additional comments to be submitted.

10. Correspondence.

None.

11. Village Matters.

11.1 To receive an update on sewerage/flooding matters. Cllr C Gadsby reported that a site meeting is being arranged now that the Member of Parliament is in place. It was NOTED that there are two separate issues currently, and that Flagship have only been informed of the detail on one. Clerk to rectify.

12. Administrative Matters.

12.1 It was RESOLVED to purchase a screen for flashing speed sign. £75.00 plus delivery. PROPOSED Cllr J Everitt, seconded Cllr T James.

12.2 It was AGREED to adopt the Disciplinary Policy as presented. Unchanged.

12.3 It was AGREED to adopt the Expenses Policy as presented. Simplified.

12.4 It was AGREED to adopt the Sickness Absence Policy as presented. Unchanged.

12.5 It was AGREED to adopt the Grievance Policy as presented. Unchanged.

12.6 NOTED insurance renewal is due 8th September 2024 – this is under a three year contract (year 2) with BHIB.

13. Highways and Footpaths.

13.1 RECEIVED - notification of confirmation of diversion order – Footpath 8.

13.2 The meeting received the Highways response following request of 'Pedestrians in Road' sign. The clerk was asked to confirm that it is a regularly used stretch of road.

14. Date of next meeting.

Monday 9th September 2024 at 7pm.

Monday 11th November 2024 at 7pm.

Monday 13th January 2024 at 7pm.

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07776151735

Email: fdandspc@gmail.com

15. Matters for next agenda.

Financial Regulations

Standing Orders

Asset register

Projects for 2025/26 for inclusion in the draft budget

Annex A

Payments - Field Dalling and Saxlingham Parish Council				
July 2024 meeting				
Sarah Hunt	July salary (incl office cost)	£277.13		£277.13
Sarah Hunt	August salary (incl office cost)	£276.93		£276.93
HMRC	July	£62.60		£62.60
HMRC	August	£62.80		£62.80
J Everitt	Grounds maintenance	£480.00		£480.00
J Everitt	Play ground Inspections/repair	£150.00		£150.00
countrystyle	recycling	£15.00	£3.00	£18.00
Vodafone	May	£14.40	£2.88	£17.28
	June	£14.40	£2.88	£17.28
	July	£14.40	£2.88	£17.28
	August	£14.40	£2.88	£17.28
	TOTAL	£1,367.66	£2.88	£1,344.74
Income				
HMRC	PAYE Credit	£69.51		£69.51

The meeting closed at 7.51pm

Signed:

Dated:

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07776151735

Email: fdandspc@gmail.com