

Minutes of the meeting held on Tuesday 21st August 2018 at 19:45 in Felmingham Village Hall

1. **Present were** Chairman Tim Papworth, Vice Chairman Neil Thrush, Cllr. John Gouldsmith, Cllr. Desmond Fern, Cllr. John Newstead
2. **Apologies** Cllr. Syd Arksey, Cllr. Saul Penfold
3. **Minutes from the last Meetings**
 - a. The Chairman signed the AGM minutes of the meeting of 22nd May 2018 as a true and accurate record.
 - b. The Chairman signed the minutes of the ordinary meeting of 22nd May 2018 as a true and accurate record.
4. **Matters Arising**
 - a. AGM no matters arising.
 - b. Ordinary meeting
 - i. Jon Winnett (highways) has added this work to the work program and has said that the work will be undertaken within the next few weeks.
 - ii. The Clerk was asked to email Jon Winnett regards the Parish Council's intention to apply for 50% funding through the Parish Partnership funding scheme for the work to be carried out in front of the bus shelter and to copy in Cllr. John Timewell.
 - iii. The Clerk was also asked to email Jon Winnett regards the cones placed alongside the boundary wall of the house on the south side of the corner of Aylsham Road/North Walsham Road which are creating a problem for traffic. Also to copy in Cllr. John Timewell.
5. **Bryants Heath and Stow heath**
 - a. Stow Heath
 - i. The Clerk will be invoicing Mr Van Poortvliet for the use of the heath over the next few days.
 - ii. There has been no progress on the work to be carried out by Jonathan Cheatham.
 - b. Bryants Heath
 - i. Cllr. Neil Thrush reported that he was hoping to get a working party together for this winter through the job centre and local parishioners to carry out the usual maintenance on the heath paying attention to some of the issues raised in the report received from Natural England.
 - ii. Historically, wells have been created on the heath to provide water table level statistics. These statistics were to be made available as part of the agreement made between the parish and the environment agency, none have been received. The Clerk is to investigate.
6. **Allotments**
 - a. Following a discussion about certain points that should be included within the tenancy agreement it was agreed that the Clerk would draw up a revised agreement to include the following points and pass to Cllr Neil Thrush and the Chairman for comment.
 - i. New tenants to pay a £25 deposit to cover any clearance costs at the end of their tenancy.
 - ii. Fruit trees will be restricted to being Dwarf rooted fruit tree stock and must not be allowed to grow to more than 2m in height.
 - b. The Parish Council had received a letter from Norfolk County Council advising of an increase of the annual rent from £600 per annum to £750 per annum (25% increase). It had also not taken into account the land taken to build the affordable housing. The Chairman has contacted them to say that we will not be paying this increase.
 - c. Cllr. Neil Thrush had submitted an application to erect a hybrid polytunnel, this was approved
 - d. Cllr. Neil Thrush reported
 - i. that there was a nice community on the allotments
 - ii. he is maintaining the pathways

- iii. Anglian Water sewage plant work is complete and now appears to be working effectively, the fencing has been completed and the site is being kept tidy.
- e. The Clerk is to advertise the vacant plots.

7. Highways

- a. Parking for the new houses along Goulders Lane is proving to be a problem as some of the occupants have more than 2 cars so they are parking on the pavement/road narrowing the road which makes the road impassable for larger vehicles and farm machinery.
- b. There are potholes still at the top of Hall Lane outside the houses.
- c. Cllr. John Timewell said that he would report a) and b) to highways.

8. Planning

- a. No planning applications have been received.

9. RFO and Clerk's Report

- a. Bank balance as at the end of June 2018 £3863.06 including £456 transparency fund balance and £81.75 SAM balance
- b. The Clerk reported some necessary changes required to the website to maintain its GDPR compliance that had cost implications. The spend was proposed to go ahead by Cllr. Neil Thrush and seconded by the Chairman
 - i. Cookie policy update £80
 - ii. Contact form update £40
- c. The Parish Council failed to appoint a Data Protection Officer at the last meeting. The Chairman is to talk to Cllr. Syd Arksey to see if he is willing to take on the role.
- d. The annual accounts were discussed and signed by the Chairman.

10. Any other business

- a. Cllr. Neil Thrush informed the meeting that he was training for a ½ marathon in aid of the air ambulance
- b. The dog bin at the village hall was not in a good place as it obstructed the footpath and was too close to the bar door. Cllr. John Newstead said that they would have a look at it and put in a more suitable location, however there was concern as to whether NNDC would then empty it.
- c. The positions for the SAM camera may not be as effective as they could be. This would be discussed with Cllr. Mike Pepperell.
- d. The Chairman reported that he had received an email on 21st informing him of the next Police engagement surgeries to be held on 22nd which he would not be attending.

The meeting closed at 8.55pm.

The next meeting will be held on Tuesday 23rd October 2018 at 7:45 in Felmingham Village Hall

Signed by Chairman

Date