

14th July 2020

MELTON CONSTABLE PARISH COUNCIL
Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB
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MINUTES of the Melton Constable Parish Council meeting held on 14th July 2020 7.30pm via Zoom (online).

Present:	S Unsworth	D Carter
	S Meacock	J Cox
	A Crawford	E Smith
	K Cotgrove (Clerk)	
	0 members of the public	

3247 Apologies for Absence

On a PROPOSAL by Cllr Meacock, SECONDED by Cllr Smith, it was AGREED to accept apologies for Cllr Crawford and County Cllr Aquarone.

3248 Minutes of the Parish Council Meeting held on 10th March and 12th May 2020

On a PROPOSAL by Cllr Carter SECONDED by Cllr Meacock it was AGREED to accept the minutes of the meeting of 10th March as a true and accurate record.

On a PROPOSAL by Cllr Meacock SECONDED by Cllr Carter it was AGREED to accept the minutes of the meeting of 12th May as a true and accurate record.

3249 Declarations of Interest

None.

3250 Matters Arising from Last Minutes, not covered on the agenda

None.

3251 County & District Councillor reports

County Cllr Aquarone sent an email report to the Clerk, who will forward to Councillors.

3252 To adjourn the meeting for public participation

No members of the public were present.

3253 Members' Reports

Churchyard: All looking good.

Southside: Concern was raised that tree felling has been taking place at the Spinney. The Clerk confirmed that planning permission was granted for housing on the site, and tree removal should have been included in the application. She will check and let Councillors know.

Bus shelter: All tidy.

Play area: Cllr Meacock has sourced a fence panel for £30, and can replace it himself. All agreed that he can go ahead and purchase. The gate to the Mews has been left open, so people have been accessing the play area. It was agreed that this gate will be locked.

There are vines etc. growing over the fence, which is putting weight onto it. The Clerk will contact the Mews to request they cut them back. The insurers have agreed the play area can reopen, following receipt of the Risk Assessment and signs. Following discussion, on a PROPOSAL by Cllr Cox, SECONDED by Cllr Meacock, it was AGREED to wait and to reopen the play area on 25th July; unless the situation changes and needs reassessment.

Recreation Ground: All ok.

Northside: Cllr Smith will speak to the owner of the property with the Echium, to request they tie them back. There are large holes appearing again, in the area treated for vermin problems last year. The holes are too big for vermin, and it is thought that they have

appeared over drains. The Clerk will contact Anglian Water to ask them to come and have a look.

Allotments: Cllr Unsworth carries out another inspection of the uncultivated plots, and they are still not being cultivated. There is a waiting list, and one notice to quit the plot was sent in early June. On a PROPOSAL by Cllr Cox, SECONDED by Cllr Smith it was AGREED to send a notice to quit to two tenants, and that the Clerk should write to the third tenant to request they give up one of the plots. A resident on Meadow Lane has complained that rats have been entering her garden from the allotments. Cllr Unsworth looked at the two plots backing onto her garden; one has no poultry, and the poultry on the other plot are being kept in accordance with the tenancy conditions. There was no sign of any food being left out. It was agreed that the Clerk will write to the allotment holder to ask if he has noticed an increase in vermin. Cllr Smith reported that plot one has become more of a dumping ground. Cllrs Unsworth and Meacock will have a look to see if the area can be fenced with Heras panels, and in future skips can be hired to clear the area. Cllr Smith will look into the possibility of Pocket Park funding.

3254 To update on a license arrangement with the Felbeck Trust to create an allotment restoration project on allotments at present unsuitable for cultivation

The Clerk spoke to the agent, who reported that Mr. Harrold thinks there may be a more recent tenancy agreement. He promised to chase Mr. Harrold, but has not yet come back to the Clerk.

3255 To consider increasing frequency of grass cutting on Grove Road land

A Parishioner has asked if the land on Grove Road could be cut more often. On a PROPOSAL by Cllr Cox, SECONDED by Cllr Unsworth, it was AGREED to ask the grass cutter to carry out an additional cut in the summer holiday

3256 Planning

(i) to discuss planning application

(a) LA/20/1034. Melton Park, Dereham Road, Melton Constable. On a PROPOSAL by Cllr Carter, SECONDED by Cllr Unsworth, it was AGREED that the Parish Council have no objection to this application.

(b) PF/20/1054. Lady's Wood, Hindolveston Road, Melton Constable. On a PROPOSAL by Cllr Cox, SECONDED by Cllr Smith, it was AGREED that the Parish Council have no objection to this application.

(ii) to ratify consultations between meetings

(a) PF/20/0773. 179 Fakenham Road, Melton Constable. The Parish Council had no objection to this application, but queried if permission had been given for residential accommodation at the property in question.

3257 Finances

(i) Financial Statement - On a PROPOSAL by Cllr Carter, SECONDED by Cllr Unsworth, the monthly statement and budget update was approved

(ii) Payments - On a PROPOSAL by Cllr Cox, SECONDED by Cllr Unsworth it was AGREED to approve the following payments:

	E.on	Electricity direct debit	£30.90
102113	P Collins	March grass cutting	£202.00
102114	P Minns	March grass cutting	£400.00
102115	K Cotgrove	April salary	£147.40
102116	HMRC	April and month 9 2019/20 tax	£45.36
102117	Westcotec	Lighting maintenance	£13.25
102118	NPT&S	Annual subscription	£132.65
102119	G Harrold	Six-month allotment rent	£400.00

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102120	Play Inspection Co	Playground inspection	£162.00
102121	P Collins	April grass cutting	£202.00
101222	P Minns	April grass cutting	£400.00
102123	K Cotgrove	May salary	£147.40
102124	HMRC	May tax	£22.60
102125	J Boxall	Internal audit	£75.00
102126	Westcotec	Lighting maintenance	£13.25
	E.on	Electricity direct debit	£29.90
102127	P Minns	May grass cutting	£400.00
102128	P Collins	May grass cutting	£202.00
102129	K Cotgrove	June salary	£147.20
102130	HMRC	June tax	£22.80
102131	Westcotec	Lighting maintenance	£13.25
102137	CAS insurance	PC liability insurance	£614.46
102139	Mallets	Asbestos removal	£420.00
102140	Playscape Playgrounds	Rope replacement	£714.00
	E.on	Electricity direct debit	£30.90
102132	P Minns	June grass cutting	£400.00
102133	P Collins	June grass cutting	£202.00
102134	K Cotgrove	July salary	£170.00
102141	Community Heartbeat Trust	Electrodes	£45.60
102142	E Smith	Covid 19 response team reimbursement	£104.90
102142	Westcotec	Lighting maintenance x 2	£26.50
	E.on	Electricity direct debit	£29.90
TOTAL			£6012.02

(iii) Receipts – The Following receipt was noted:

Norfolk Community Foundation	Covid 19 grant	£500.00
North Norfolk District Council	Precept 1 st instalment	£6633.00
Various	Allotment rents and deposits	£84.00
Cheque 102122	Cancelled cheque 2019-20	£311.00

3258 To review the following policies

On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Cox, the following policies were reviewed and AGREED:

- (i) Annual Review of Internal Audit
- (ii) Annual Review of Internal Control
- (iii) Financial Regulations
- (iv) Financial Risk Assessment
- (v) Risk Management Plan

3259 Correspondence

- (i) Parish Partnership Invitation to bid – A SAM2 sign was discussed, but it was agreed to chase Highways to repair the speed sign at the entrance to the village.
- (ii) Parishioner complaint regarding overgrown land – A Parishioner complained that overgrown land at the corner of Grove Road is obscuring vision to the Fakenham Road. The Clerk wrote to the landowner and it is thought that they have cut it back.

3260 Items for February agenda

Plot one, Felbeck update, Anglian Water response to holes, possibility of faster broadband to village.

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3261 Date and time of next meeting

Tuesday 11th August 2020, 7:30pm. Either via Zoom or in the Country Club.

20:45: Meeting Closed

Clerk Chair Dated