

# NORDELPH PARISH COUNCIL

## Minutes of a *virtual* meeting of Nordelph Parish Council, Monday 1<sup>st</sup> February 2021 via Zoom at 6.30pm

**Committee Members:** Councillor Gott, Councillor Balls, Councillor Dawson, Councillor Lansdell-Hill, Councillor Gray, Councillor S Waters, Councillor C Waters, Councillor Russell-Smith

**Those Attending:** Councillor S Waters, Councillor C Waters, Councillor Gott, Councillor Gray, Councillor Dawson, Councillor Lansdell-Hill, Councillor Balls, Borough Councillor Spikings, Borough Councillor Rose and County Councillor Humphrey

**Public:** 0

**Apologies:** None

## MINUTES

### 1 Welcome

The Chairman welcomed everyone to the meeting.

### 2 Apologies

Apologies were given as listed above and approved.

### 3 Declarations of Pecuniary Interests & requests for dispensations

No declarations of pecuniary interests were given this month and no dispensations were required.

### 4 Open Forum for public participation

There were no members of the public present.

### 5 To approve the minutes from the last meeting

It was resolved to accept the Minutes of the last meeting (16<sup>th</sup> December 2020) as a true record. These will be signed at a later stage.

### 6 Matters arising from the Minutes of the last meeting

No report.

### 7 Village Matters

- a) It was resolved to set a provisional date of Monday 10<sup>th</sup> May 2021 for the Annual Parish Meeting. This will be held via Zoom if legislation still permits otherwise an alternative date may have to be diarized.

### 8 Finance

- a) It was resolved to approve the outstanding payments since last meeting as listed below. Councillor Gray and Councillor Dawson to authorize on the Unity Trust Bank website after the meeting.

Payee	Net	VAT	TOTAL	CHQ.NO.	SUPPLIER/SERVICE
Kate Bennett	253.76	0.00	253.76	dd	Monthly salary - January
sse	10.48	0.52	11.00	dd	December 2020 energy charges
British Telecom	52.99	10.59	63.58	dd	December 2020 broadband charges
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Doctor Tree	450.00	90.00	540.00	EP	Provide tree survey in cemetery
South Lincs Consulting	470.00	94.00	564.00	EP	Provide a structural survey for the village hall
Eastern Frames	145.83	29.17	175.00	EP	Balance due for replacement window at village hall
Kate Bennett, expenses	£65.42	£0.00	65.42	EP	Mileage, postage, stationery, broadband, home allowance etc.
Emneth Design	£38.25	£0.00	£38.25	EP	Quarterly website update fee
Norfolk Parish Training Support	£50.00	£0.00	£50.00	EP	New councillor training
	1,589.72	234.87	£1,824.59		

- b) The Current Account balance as at 31/12/20 = £15,802.76 (no other funds).
- c) There has been £0.00 income since last meeting.
- d) It was resolved to approve expenditure of £80.00 to Db Pickets for the provision of a new picnic bench for The Staithe. Councillor Russell-Smith to action.
- e) It was resolved to appoint Helen Carrier, Clerk to Denver Parish Council as internal auditor for the financial year 2020/21.
- f) It was noted that bids are currently being invited to the Borough Council's Community Infrastructure Levy fund for eligible local projects for grants ranging from £2,000.00-£10,000.00. Contact the Parish Clerk for further information and to confirm eligibility.
- g) It was resolved to approve expenditure of £75.00 for the annual subscription to *Norfolk Parish Training Support*.

### 9 Village Hall matters

- a) Community Garden; not much progress has been made since last meeting due to Covid19 and the weather. On-going.

# NORDELPH PARISH COUNCIL

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- b) It was noted that the financial accounts for year ending 2019/20 are currently with the auditor.
- c) A joint meeting had been held with the Village Hall Committee and the Parish Council on 28<sup>th</sup> January 2021 to discuss a way forward with the damp works and structural repairs required at the village hall as well as the need to locate the drainage system.<sup>1</sup> A preliminary investigation of the drains by a Member of the parish council would appear to show that the septic tank is still in good working order as the drains appear clear and there is no obvious leakage or complaints of foul smells but this needs confirming by the appointed contractor for the structural repairs to the village hall.
- d) It was resolved for the parish council to ring-fence £5,000.00 from their *reserves* for works at the village hall with the following caveats attached,
- No funds will be released until the parish council has had sight of the Village Hall's audited accounts for the last financial year and is satisfied with the findings.
  - The parish council is satisfied that the Village Hall Committee has a strong membership and is working towards building a profitable village hall.
  - The Village Hall Committee will match this £5,000.00 donation with the same amount or more from their savings.
  - Further discussion needs to take place regarding who will be negotiating the final price for works required and who will be overseeing/managing the project.
- e) A quote had been received for repairs/installation to two sections of fencing to the rear of the village hall. Clerk to source two further quotes before proceeding any further. It was noted that the playing field suffers from a lot of dog foul. Clerk to arrange for some signage.
- f) It was noted that the Clerk has raised an invoice to the Village Hall Committee to recharge the insurance costs from 2019/20 and 2020/21. Payment is awaited.

## 10 To discuss Cemetery issues

- a) A tree survey had been provided by Doctor Tree and now three quotes are awaited for the recommended remedial works. On-going.
- b) The Clerk had considered the current cemetery fees and done a comparison to neighbouring parishes and it was resolved to make no amendments at this time.

## 11 To discuss the provision of garden allotments in the parish

- a) It was noted that x10 parishioners are interested in working a garden allotment should any become available in the parish.
- Councillor Cate Waters is making investigations with the Diocese of Ely into renting the land owned by the church behind the site of the old church.
  - The Diocese is currently requesting a set-up fee of £750.00 + VAT to raise a tenancy agreement etc. which seems exorbitant.
  - They are proposing for the first year's rent to be free of charge and then £25.00 per annum.
  - A suggestion was made to apply to the Community Infrastructure Levy fund at the Borough Council for funds for this project.
  - It was noted that the National Allotment Society offers the services of their in-house solicitor which might be a way forward for producing a tenancy agreement.
  - Other issues to investigate are insurance, drainage rates and whether or not the area is within the conservation area<sup>2</sup>.

## 12 To discuss any progress with a play area for the village<sup>3</sup>

- a) It was noted that a survey has been sent out to the parish and responses are currently being collated.
- b) The parish council would like to see budget proposals for the project, confirmation of any risks and liabilities, insurance, maintenance arrangements etc. Comments were made regarding the suitability of this location for a play area taking into account it being hidden behind the cemetery and village hall area and whether or not it falls within the constraints of being in the village conservation area.

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<sup>1</sup> See separate Minutes of 28<sup>th</sup> January 2021

<sup>2</sup> Richard Fisher, Tree Officer at the Borough Council of King's Lynn and West Norfolk

<sup>3</sup> Councillor Lansdell-Hill and Councillor Russell-Smith are progressing this project

# NORDELPH PARISH COUNCIL

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- c) An application is being investigated into funding from the Borough Council's Community Infrastructure Levy funding for this project.

## 13 Planning

- a) **Planning application 20/01829./F** single storey extension to rear at Beck Lodge, Birchfield Road, Nordelph. It was resolved to recommend *approval* to this application.

## 14 To discuss Norfolk County Council issues

- a) County Councillor Humphrey had tried to chase up costings for the removing or up-righting or up-righting and repairing the railings within the conservation area along the riverbank with Norfolk County Council Highways but to date had not had a response.
- b) Clerk to circulate a list of the outstanding highways improvements promised at least two years ago.

## 15 To receive a report from the Borough Council

- Vulnerable people within the Borough as a result of the current coronavirus pandemic are invited to dial in to 01553 616 200 for help and support during these difficult times.
- Many meetings have now been cancelled to allow staff to aid with the Covid19 vaccination process.
- Regular updates on the coronavirus pandemic are circulated as they become available.
- The budget is currently being drafted.

## 16 To receive a report from County Council;

- The budget will be considered on 22<sup>nd</sup> February 2021. There will be a 1.99% increase in council tax and 2% allocated to adult services.
- Regular updates on the coronavirus pandemic are circulated as they become available and staff are assisting the Director of Public Health with Covid-19 arrangements.
- Libraries and Museums are hosting on-line project sessions whilst they remain closed.

## 17 To note any Police issues

- a) Borough Councillor Rose is pursuing concerns with speeding along Silt Road.
- b) Safer Neighbourhood Action Panel meetings are now being held on-line. Next one is 28<sup>th</sup> April 2021.
- c) The Chairman would like a Member of the parish council to represent the village at SNAP meetings.

## 18 Agenda items for the next meeting

- To receive a copy of the Village Hall's audited accounts year ending 2019/20
- To discuss finding a contractor to carry out the findings of the damp report and the structural survey for the village hall
- To discuss the *removing or up-righting or up-righting and repairing* of the railings along the riverbank
- To note progress with quotes following the tree survey for the cemetery
- To note any progress with the provision of a new picnic bench for the Staithe and repairs to the front door of the telephone kiosk along the High Street
- To provide a report on any progress made with the provision of some garden allotments for the parish
- To note any progress with the provision of some play equipment for the village
- Painting of village hall; £1570.00 + VAT
- Further quotes for fencing at the playing field and behind the village hall
- Dog fouling signs
- To publicize the need for pedestrians to wear hi- vis jackets - Facebook, Newsletter, Nextdoor
- To note County Councillor Humphrey will be retiring in May 2021
- Pay Norfolk Parish Training Support subscription - £75.00

There being no further business, the meeting closed at 8.15pm.

The next meeting will be on Monday 22<sup>nd</sup> March 2021 via Zoom at 6.30pm.

Signed..... Date .....

