

## LONGHAM PARISH COUNCIL

Minutes of a meeting of Longham Parish Council held at 7.30pm on Monday 19<sup>th</sup> July 2021 in the Village Hall.

**Present:** Cllr Sue Douglas (Chair)  
Cllr Margaret Dye  
Cllr Paul O'Brien  
Cllr Roddy McLeod  
Cllr Dawn Dewar  
Cllr Clare Mitton  
  
D/Cllr Roger Atterwill  
C/Cllr Mark Kiddle-Morris  
Two members of the public  
Sheryl Irving (Clerk)

### **1. Welcome and apologies for absence.**

The Chairman welcomed everyone to the meeting. Apologies from Cllr Donna McLeod and D/Cllr Richard Duffield were approved.

### **2. To receive any declarations of interest.**

Cllr McLeod declared an interest in item 9a) Relocated Recycling Facility and will take no part in the decision.

### **3. To approve the minutes of the meeting held on 17<sup>th</sup> May 2021.**

Cllr Douglas proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Dye and agreed by Council. The Chairman duly signed the minutes.

### **4. To receive an update re the vacancies for the parish councillor and consider the co-option of new councillors.**

Council noted that there were now two vacancies to be filled by co-option and two volunteers, who had introduced themselves at the previous meeting in May, were in attendance. Cllr Douglas proposed that both Dawn Dewar and Clare Mitten be co-opted onto the Council, this was seconded by Cllr McLeod and agreed by Council. Cllrs Dewar and Mitten duly signed their declaration of acceptance of office form.

### **5. To receive an input from Breckland Housing re Affordable Housing for Local People.**

Mr Heaton, from Breckland Council, and Mr Martin, from Community Action Norfolk, gave a presentation: Housing for Local People.

Mr Heaton said there was likely to be a need for social housing in the village to enable local people to stay near friends and families and this scheme was an opportunity to provide that housing.

Under the Rural Exception Site scheme, an assessment is carried out to determine the need in the village and then a site is identified, normally a small patch of agricultural land which would not usually get permission for housing, with an average of four to nine homes being built on it but no large-scale executive developments. Any site should be adjacent to the village and is sold to the housing association at a slightly higher price than normal agricultural land. No developers are involved in the scheme, there are no profits to be made and all housing is built by the housing associations. The properties are then either rented or offered as shared ownership (up to 80% and sold at full market value). There is a clear allocation policy giving local people the first opportunity, and this policy remains in perpetuity.

Mr Martin outlined the Community Led scheme whereby a community group becomes the landlord, examples include schemes for older people to reduce loneliness, to support well-being, for families or young people. Again, this scheme is not for profit and will provide affordable housing. This option does give the parish council more control over what is built and who can live there. Access to suitable experts is available for any council wishing to go down this route.

Both schemes are backed by Government grants. Once a scheme is identified it must go through the normal planning process.

Cllr Douglas queried as to whether the Village Hall House would be suitable and was informed that grants were unlikely to be available for this option although she will be put in touch with the Private Sector Housing Department at Breckland to discuss alternative options.

The Chairman thanked both officers and Council will consider the way forward at the next meeting of the Council in September.

**6. To receive an input from Debbie Murray re Grant Applications for the Clay Pits Project.**

Unfortunately, Debbie Murray was no longer employed by the TCV and until her replacement in in post, this item was remitted.

**7. Meeting open for public participation.**

No matters were raised by members of the public.

**8. To receive County and District Councillors reports.**

County Cllr Kiddle-Morris reported that the One Million Trees scheme is open for applications and details are on the NCC website. If there is a scheme the Council is considering, he may be able to assist with additional funding as his personal budget can now include environmental projects as well as highway matters.

He continues to take forward the 50mph speed limit request for the Litcham Road and it appears likely that an opportunity for funding will arise in the near future.

In respect of the pull-in at Hoe Road, he is yet to meet the highway engineer on site but will be doing so in the near future.

NCC are considering the budget for next year and consultation is now ongoing.

Complaints were raised about the verge cutting this year and the C/Cllr agreed that a poor job had been done and will continue to raise this with Highways. The Chairman noted that some junctions had been cut by parishioners as they had become dangerous with the poor visibility; Council were grateful.

District Cllr Atterwill reported that a Green Grant Scheme was now open for environmental projects; the Parish Council will be considering an application for the Clay Pits project.

He reported issues with Serco and the Breckland grass cutting contract, this is around the village sign and at the front of the Council bungalows in Longham. The new machines are much smaller, take more time to do the job and there are less personnel too. Many green bins were not collected recently, also due to smaller vehicles and less personnel. There is also an issue with the late supply of Brown Bins, with some people waiting up to 12 weeks for a bin which they had paid for. D/Cllr Atterwill is trying to take these matters forward.

The Future Dereham draft report is awaited and the D/Cllr hopes that his suggestion for a link road from the Corner Nurseries junction to the A47 is included.

The Chairman thanked both Councillors for their input and C/Cllr Kiddle-Morris then left the meeting.

## **9. Planning issues:**

### **a) Applications for consideration.**

- 3PL/2021/0894/F – Land adjacent to Southview, Hoe Road - the construction of a 1.5 storey, 3 bedroom timber framed dwelling (self build) – Cllr Douglas proposed a ‘no objection’ response with a comment regarding the proposed pedestrian access point to the Clay Pits site. This was seconded by Cllr O’Brien and agreed by Council.
- To consider a pre-application request relating to Bittering Quarry: Relocated Recycling Facility: Raymond McLeod (Farms) Ltd – no issues were raised and Cllr Douglas proposed a ‘no objections at this stage’ response, this was seconded by Cllr Dye and agreed by Council.

### **b) Decisions to note.**

There were no planning decisions for Council to note.

## **10. Highway issues.**

### **a) To receive updates on matters previously reported.**

Council noted the following updates:

- Speed Limit request – Litcham Road – see item 8. above.
- Surface of road at junction of Hoe Road/Litcham Road – this was reported to Highways and has been resolved.
- Large gully at junction of Litcham Road/Beeston Road – this was reported to Highways and has been repaired.

- Flooding on Hoe Road – reported to Highways and no action to be taken at present time. Cllr Mitten will send the Clerk photos of the flooding next time it occurs to send to Highways.

**b) To receive an update regarding the pull-in on Hoe Road.**

This issue had been discussed at item 8. above.

**c) To consider any further planting around the Village Sign (Highways Land).**

This item was remitted to the next meeting.

**d) To consider researching setting up permissive pathways, in conjunction with local landowners.**

Council noted that permissive pathways can be set up, with a payment from the Parish Council being made to local landowners for the use of a pathway and maintenance. Any pathway could not become a permanent footpath and the landowner has the option to withdraw from the scheme at any time. However, it does allow safer routes to be made and Cllr Mitten will consider options and report back to the September meeting.

**e) To consider any applications under the NCC Parish Partnership Scheme.**

Council noted that the closing date is in December but no possible schemes were proposed at this time.

**f) To consider any new highway issues.**

No new highway matters were raised.

**11. The Playing Field.**

**a) To receive an update in respect of the football pitch resurfacing.**

Cllr McLeod reported the pitch will be reseeded in the autumn and it had been moved slightly due to the location of a 10,000V cable at the far end.

**b) To consider any new issues.**

There were no new issues raised.

**12. To receive an update regarding the Clay Pits (a county wildlife site).**

Cllr O'Brien reported that the project will be progressed once a replacement officer had been appointed at TCV, the Volunteer Charity. However, he continued to keep on top of the annual growth.

Cllr O'Brien had approached Beetley School and the Headteacher is very keen for the children to be involved in the project. Further discussions will take place in the new academic year, with a view to commence visits in the Spring of 2022. Cllr McLeod raised concerns about the adequacy of the Council's public liability insurance and this will be checked before the site re-opens but it was thought no increase in premiums will be required.

An application to the Breckland Green Grants Scheme will be submitted to help further progress the project.

**13. To receive an update regarding the Village Hall.**

Cllr Douglas reported that improvements to the bar area, new fire doors and replacement chairs were in hand and this was only possible due to the Covid-related grants received from Breckland.

**14. To consider any parish council commemoration to mark the Queens Platinum Jubilee in 2022.**

A commemorative tree and a Big Lunch event were suggested and Council will further consider this at the September meeting.

**15. To receive a report regarding the Hastings Charity Land.**

This item was remitted to the next meeting.

**16. Finance and Governance**

**a) To receive a financial report for the year ending 31<sup>st</sup> March 2022.**

No issues were raised and the financial report (attached) was noted.

**b) To consider approval of the following policy documents:**

Cllr Douglas proposed approval of the following policy documents, this was seconded by Cllr Dewar and agreed by Council.

- Asset Register
- Financial Regulations
- Risk Assessment & Management Policy
- Code of Conduct
- Information & Data Protection Policy
- Publication Scheme
- Retention & Disposal Policy

**c) To authorise financial payments as set out below:**

Cllr Douglas proposed approval of the following payments, this was seconded by Cllr Dye and agreed by Council.

• Clerk – Salary/Allowance (June/July) & HMRC Refund	£280.95
• Donation to the Village Hall	£1,000.00
• PCC – Donation for Grass Cutting	£900.00
• Norfolk Citizens Advice	£25.00
• Defib – Replacement Fused Connection Unit	£28.00
• TCV – Claypit Works	£600.00
• Play Area Inspection	£72.00
• For information:	
• Council Insurance Renewal	£337.18

**17. Correspondence for circulation**

There was no correspondence for consideration.

**18. To receive any new items for the next agenda.**

No new items were received for the next agenda.

**19. To note the next meeting of the parish council will be held at 7.30pm on Monday 20<sup>th</sup> September 2021 in the Village Hall.**

Council noted the date of the next meeting and the meeting closed at 8.43pm.

Signed:

Date:

LONGHAM PARISH COUNCIL					
YEAR ENDING 31ST MARCH 2022					
FINANCIAL REPORT - JULY 2021					
<b>BUDGET UPDATE</b>	<b>Budget</b>	<b>To</b>	<b>%</b>	<b>Balance at 01.04.2021</b>	<b>11,378.18</b>
	<b>2021/22</b>	<b>date</b>	<b>Spend</b>	Plus Receipts at 30.06.2021	3,597.29
				Less Payments at 30.06.2021	<u>1,200.61</u>
<b>PAYMENTS*</b>				<b>TOTAL</b>	<b><u>13,774.86</u></b>
Admin	1107	614	55%	<b>Bank Balance at 30.06.2021</b>	
Salary	1600	520	32%	Unity Trust Current Account	13,774.86
Open Spaces	500	0	0%	Unity Trust Instant Access	0.00
Donations	1925	1925	100%		<b><u>13,774.86</u></b>
Defibrillator	0	28.00		<b>including:</b>	
<b>TOTAL</b>	<b>5132</b>	<b>3059</b>	<b>60%</b>	Clay Pits Reserve	3,810.33
Clay Pit Reserve	4100	790		Village Hall Reserve	1,700.00
				Football Pitch Resurfacing	3,000.00
<b>RECEIPTS</b>				<b>General Reserve</b>	<b>5,264.53</b>
Precept	6000	3000	50%		
Bank Interest	0	0			
HMRC	0	6			
Recycling	200	97	49%		
<b>TOTAL</b>	<b>6200</b>	<b>3103</b>	<b>50%</b>		
<b>SURPLUS/DEFICIT</b>	<b>1068</b>	<b>45</b>			
<i>*includes payments awaiting approval on this agenda.</i>					