

**MINUTES OF THE PARISH COUNCIL MEETING HELD VIA ZOOM ON
THURSDAY 6 MAY 2021 AT 7.30 P.M.**

Present

Councillor S. Boyce (Chair)
Councillor R Richmond
Councillor L. Cissell
Councillor P. Metcalf
Councillor T. Scott

District Councillor R Atterwill
District Councillor R. Duffield

Two members of the public.

1. Election of Chairman.

Councillor Richmond proposed and Councillor Cissell seconded the resolution that Councillor Boyce be elected Chairman. All were in favour and Councillor Boyce was duly elected Chairman. The Declaration of Acceptance of Office was duly signed and witnessed. Councillor Boyce assumed the Chair and thanked the members for voting him as Chairman again.

2. Election of Vice-Chairman.

Councillor Boyce proposed and Councillor Metcalf seconded the resolution that Councillor Richmond be elected Vice-Chairman. All were in favour and Councillor Richmond was duly elected Vice-Chairman. The Declaration of Acceptance of Office was duly signed and witnessed.

3. Apologies for absence.

Apologies for absence had been received from Councillor Baldwin and these were accepted. Apologies had also been received from County Councillor M Kiddle Morris.

4. Declarations of Pecuniary Interest.

There were no declarations of pecuniary interest.

5. Minutes of the Previous Meeting.

Councillor Richmond proposed and Councillor Cissell seconded the resolution that the minutes of the meeting held on Thursday 1st April 2021 having been circulated be approved. All were in favour and the minutes were duly signed by the Chairman.

6. Councillors Responsibilities.

6.1 Planning.

Councillor Boyce.

6.2 Deputy for Planning.

Councillor Cissell

6.3 Grass Cutting and Safety Inspections at Beetley River Meadows.

The Assistant Clerk.

6.4 Monthly Safety Inspections at Beetley River Meadows Play Area.

Councillor Metcalf and Councillor Scott.

6.5 Bottle Bank.

Councillor Baldwin.

6.6 Footpaths.

All Councillors had specific footpaths.

6.7 Community Car Coordinator.

Angela Leigh.

6.8 Inspection of Pavilion and Defibrillator.

Pavilion- Councillor Boyce. Defibrillator- Councillor Metcalf.

6.9 Planning Advisory Committee.

Councillors Boyce, Cissell, Metcalf, Baldwin.

6.10 SNAP meetings.

Councillor Richmond.

6.11 Patient Participation Group.

Councillor Richmond.

6.12 Councillor to check Financial Documents.

Councillor Baldwin.

7. Deputy Community Car Coordinator.

Mrs Pat Williams was confirmed as Deputy Coordinator.

8. Internal Auditor for 2021/22.

Max Bergin was confirmed as the Internal Auditor.

9. Signatories for the Barclays Account.

Councillors Baldwin, Boyce and Richmond be authorised to sign and that 2 signatories are required for each cheque. All were in favour.

10. Public Participation.

10.1 County and District Councillors Reports.

County Councillor Mark Kiddle Morris had forwarded the following report.

Covid-19 Trusted sources of information

- The most recent **verified data on cases in the UK and Norfolk** is available from Public Health England [here](#) and the Norfolk Insights website [here](#).
- Everyone has a key role in promoting www.nhs.uk/coronavirus and www.gov.uk/coronavirus as trusted sources of information to the public. It is really important to ensure people go to the right sources of information and keep up to date with how to look after themselves.
- **Keep up to date:** We have [a dedicated webpage for coronavirus updates](#) in Norfolk and impact on Norfolk County Council services. This is updated regularly so please do re-visit this page.
- **Service updates** - The most up to date information on council services can be found at [Norfolk County Council services disruptions](#). The council will continue to monitor its services and, if regulations and circumstances change, it will review its current plans.

Latest national announcements

- **Health Secretary's statement on coronavirus** - On 28 April, the Health Secretary, Rt Hon Matt Hancock MP, gave a [statement](#) on coronavirus, and:
 - confirmed that the government's Vaccines Taskforce has secured a further [60 million doses of the Pfizer/BioNTech vaccine](#), as part of the booster programme from later this year
 - provided an update on a [new study](#) by Public Health England (PHE). The study has shown that people who have had one dose of the COVID-19 vaccine were between 38% and 49% less likely to pass the virus on to their household contacts than those who were unvaccinated. Protection was seen from around 14 days after vaccination, with similar levels of protection regardless of age of cases or contacts. This protection is on top of the reduced risk of a vaccinated person developing symptomatic infection in the first place, which is around 60 to 65% four weeks after one dose of either vaccine.

- **Encouraging vaccine take-up** - Earlier this week, NHS England and Improvement launched a new national campaign called 'Every vaccination gives us hope', to encourage under-50s to take up the offer of a COVID-19 vaccine during the second phase of the roll-out. The campaign includes a TV advert which highlights the significant role the vaccine is playing in preventing infections, hospitalisations and deaths. It aired for the first time on ITV on 26 April and showcased the health workers and volunteers involved in the rollout across the UK, as well as those who have had the vaccine. The advert will also run across radio, multicultural media and social media.

Messages for residents

- **Take a test – help protect** - Taking a few simple preventative steps could help us all protect each other as COVID-19 restrictions lessen over the next couple of months. Residents now have a number of different ways of accessing symptom-free tests which have been shown to identify cases we would otherwise not find, allowing people to isolate, preventing further spread of the disease and saving lives. It is important to also remember that even with a negative test result, people must continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required. Details on how to get tested can be found [here](#).
- **Out and about in Norfolk** – Norfolk has a wonderful environment and heritage, and with the May bank holiday approaching, residents have the opportunity to explore both. Information on the Norfolk Trails, Norfolk Museums, cycling routes and activities for children and young people can be found [here](#). Please make sure you comply with all the social distancing rules.

Covid-19

- **Vaccination** - The COVID-19 vaccine is being offered to [people who are eligible](#). The NHS will contact you when it is your turn. The [NHS website](#) also provides information on who can book an appointment without being contacted first.

Social care

- **Free PPE for Carers who live separately to those they care for** - Norfolk County Council is now able to provide a free PPE pack to any unpaid carers who live separately from the person they are caring for. This is being funded by the Department for Health and Social Care.

The packs will include Personal Protective Equipment (PPE) to support them in their role as a carer. We have included gloves, masks, aprons and bottles of hand sanitiser.

If you know anyone who would like to receive a pack, please direct them to the link below where they can register their details, tell us about their caring situation, and request a pack to be delivered to their home or nearby collection point.

Please click on the link below which will take you straight to the form:

https://www.careplace.org.uk/Information/PPE_UnpaidCarers/?LA=Norfolk

Education and settings

- **Schools** - All schools are fully open to all children and attendance of pupils in Norfolk schools remains in line with the national average. Overall last week attendance was 96.2% in primary schools and 90.9% in secondary.
- **Post 16's** - Planning for year 11 and 12 transitions into post 16 education has begun including targeting vulnerable cohorts e.g. home educated, CME and SSFN. Year 11 and 12 enhanced transition support into post 16 education through identification of Y11 at risk of NEET and planning for Summer 2021

Transition programme

- **Early Years** - We currently have 675 settings open, which leaves 35 as still closed and these are predominantly childminders. 14,053 children attending of which 4,508 are children of critical workers, and 713 of those are vulnerable - 240 have a social worker and 121 have an EHCP. As you will already know we are no longer offering workplace testing as the DfE have now allowed all providers to access LFTs to use at home.

General updates

- **Fire Service** -
 - **Outdoor fire safety** - Patio heaters, barbecues and fire pits have been involved in a number of accidental fires attended by our crews in recent weeks, as people are keen to socialise outdoors and stay warm on cooler evenings. These devices have been placed near to flammable materials, causing fences, sheds, trees and homes to catch fire. Following two fires at licensed premises started by patio heaters, businesses are being asked to ensure they have carried out risk assessments if utilising outdoor spaces in new ways. The fire service is available to provide advice and support to Norfolk businesses. As it has been very dry and the weather is warming up ahead of the Bank Holiday weekend, there is also concern about the spread of wildfires. This week our crews were at a large forest fire in Suffolk and we are asking the public to be careful outdoors and not to use disposable barbecues or discard smoking materials in the countryside.
 - **Water safety** - Our water safety work with partners including police and RNLI has been well received by business owners, who were offered throwline training to help them save people in the water. The week's activities have received some good media coverage on TV, radio and in the press.

District Councillor Atterwill reported that he had assisted the play area working party with an application for funding. He was pleased to see the shop had opened in Beetley at Otters Mead Holiday site. He had assisted a resident with a problem with Flagship Housing over heating which had broken down and Flagship stated that it would not repair until the next week. Flagship Housing have subsequently amended their maintenance regime so that vulnerable people have their heating repaired within twenty four hours. District Councillor Duffield stated that planning is still a problem at Breckland Council and that more working would be done using mobiles although this will be a problem as there are so many dead areas within the District.

10.2 Public Participation.

There were no matters raised by the public..

11. Matters to Report.

11.1 SNAP meeting.

Councillor Richmond reported he had attended the last SNAP meeting and felt embarrassed as he was the only member of the public attending and stressed that they are important meetings and wanted to encourage other Parishes to attend. The three priorities for the next three months are. Tackling anti-social behaviour in Dereham town centre where youths are climbing onto the roofs of commercial properties. Tackling drug misuse although County lines are not as big a problem as has been in the past. Tackling speeding in villages and Beetley was highlighted as one village which has regular attendances by the traffic Police. Councillor Scott stated he had talked to two officers from Suffolk police who were outside of the New Inn carrying out speed checks. Norfolk and Suffolk Police are in partnership over traffic matters. The Speed Watch co-coordinator for Beetley stated that a member of the public informed him they were going slow as he had nearly been caught by the East Bilney Speedwatch team just previously.

11.2 Consultation on Virtual Meetings.

A discussion was held on the consultation and the responses to the questions confirmed.

The Clerk will forward them onto the Ministry of Housing, Communities and Local Government.

11.3 Mid Air Collision over Hoe.

The Clerk reported that he had been contacted by a member of the public in connection with a mid-air collision during the Second World War One aeroplane went down in Gorgate and the other at Northall Green. The Clerk had contacted Hoe Parish Meeting who knew nothing about the collision and after discussion it was decided that either the triangle of land at Mill Lane or the car park for Hoe Roughs could have a memorial sited there. The member of the public has also contacted Gressenhall Parish Council but will not be doing anything further until the Summer.

11.4 Training for Councillor Cissell.

Councillor Cissell has been booked on an induction course on the 11 and 12 May.

11.5 Welfare of the Elderly within the Parish.

A lengthy discussion was held as Councillor Cissell raised the matter that a lot of elderly parishioners had been isolated during the pandemic. She was querying whether the Parish Council could instigate connecting with them. It was raised by Councillor Metcalf that Beetley is well resourced for activities for the older parishioners. However not all parishioners know about these activities or even wish to take part in them but maybe would like to have contact with other parishioners. District Councillors Duffield and Atterwill suggested Silver Social, Councillor Atterwill suggested that Councillor Cissell contact him and he would forward it onto the responsible person at Breckland Council. Councillor Scott queried where there is a list of these clubs, he was informed by Councillor Metcalf that the list is on the Village Hall notice board and in Link up, the parish magazine, and on the Beetley Parish Council website. Councillor Metcalf suggested a flyer is delivered to all properties possibly in September. Councillor Cissell stressed that in a pandemic some parishioners do not go out and become withdrawn and these are the susceptible parishioners and this is where befriending could be the answer. Councillor Boyce queried whether the community car can take parishioners to Dereham Meeting Point. The Assistant Clerk confirmed this was possible and stated a list of those parishioners is required. The Chairman stated this would be a general topic for each meeting.

11.6 Pavilion

Councillor Boyce stated that a Smart Meter was installed in the Pavilion on the 20th of April and because the electricity company had to cancel an appointment a credit of thirty pounds was given. He also stated that the hole in the plasterboard was getting bigger which was being gnawed by a rat. The Assistant Clerk confirmed that a Contractor would be there as soon as possible to re-felt the roof.

11.7 Housing for Local People.

The Clerk had received an e-mail from the housing enabler at Breckland Council regarding Affordable Housing for the Parish. It was agreed to invite the Breckland Council representative to a meeting in the future.

12. Highways

12.1 Report on Highways Matters.

The Clerk reported that he had contacted the County Councillor regarding a road closure on Holt Road to ensure that the minor roads near to the road closure, for example Gorgate Road, Green Lane and High House Road are not used as rat runs. Norfolk County Council are making sure that the signs are visible at Corners Nursery and the junction of B1110 and B1145 in North Elmham. East Bilney Speedwatch team had confirmed that 350 vehicles had used the B1146 instead of the 220 vehicles normally reported in an hour. The Clerk had had to remind Breckland Council that he had not had a response to the request for road name plates on School Road. Breckland then replied that the request has been temporary placed on hold because Breckland Council is currently switching to a new street name plate supplier/installer. This should be resolved in the next four weeks. The reinstatement by Anglian Water on the B1146 in East Bilney near the Drift had been

reported as it had now sunk so that it is a highway safety issue. The 30 mph roundels had been painted onto the B1146 in East Bilney courtesy of the County Councillor who had used some of his budget for this. A litter pick along the B1146 had been requested.

12.2 New Problems.

Councillor Richmond stated that he was reluctant to report more pot holes when the existing back log has not been cleared. The Clerk will chase Norfolk County Council regarding the pot holes outside the Boat House Church Road East Bilney and along Fludges Lane. The Assistant Clerk stated that Anglian Water are no better having not marked the leak on the B1146 outside of Phoenix House let alone repaired it.

12.3 Report on Footpaths.

The Chairman reported that FP17 and FP18 are ok but muddy. He also informed the meeting that the footpath maps are now on the website. Councillors Richmond and Metcalf stated that the footpaths which they walk are satisfactory. Councillor Scott stated that FP13 and FP14 are clear as a track has been marked across the field, but FP12 has a broken fingerpost and no visible route across the field. He had reported this to the Clerk who had forwarded the complaint to Norfolk County Council. The Clerk reminded all of the Councillors not to wait until the next meeting to report any issues but to inform him before so he could report them to the correct authority. Councillor Cissell reported that the footpaths she walks are satisfactory but cyclists are using FP4 despite her requesting them not to. The Clerk had contacted the County Councillor to attempt to eliminate the use of this footpath by cyclists.

13. Planning.

13.1 Applications.

13.1.1 3PL/2021/0435/VAR-10 Elmham Road-Variation of condition No.2 on 3PL/2013/0993/F-Re design and position of Garage.

The Chairman shared the plans with all Councillors that the garage is now further forward of the dwelling. Breckland Council is concerned with damage to tree roots caused by construction of the garage. The Parish Council previously objected to the siting of the garage and the Chairman suggested that the Parish Council objects again. Councillor Richmond stated that the garage is distant from the main dwelling and Councillor Scott stated that the garage would stick out dramatically. Councillor Boyce proposed and Councillor Cissell seconded the resolution that an objection be raised to the application. All were in favour.

13.1.2 TRE/2021/0103&0105/TPO-Lakeside East Bilney-Tree work as TPO.

The Clerk had contacted the Tree Officer following an enquiry from a parishioner concerning the amount of felling of trees at Lakeside. The Tree Officer had confirmed to the Clerk that he had advised the owner what work could be undertaken without making an application. The Tree Officer is to visit site again.

13.2 Decisions.

The following decisions were noted.

13.2.1 3PL/2021/0025/HOU-2 Ashley Road-Erection of Porch to front of Property N/O Approved.

13.3 Section 106.

The Clerk explained that he had received an email from Breckland Council stating that there is £55000 in an Affordable Housing Contribution account and that the Benjamin Foundation had applied for this money to be used for work experience construction skills and the opportunity to refurbish a property which could become their home. The S106 contribution was from the development at Highfield Meadows East Bilney. The Clerk has been in communication with Breckland Council and the last communication requested when the section 106 money was paid to Breckland Council and how the Benjamin Foundation has become involved. The S106 contribution can only be used for Affordable Housing. Councillor Boyce who is also a trustee of the charity which owned the Alms Houses in East Bilney stated that if it had been known that there was £55000 which could have been used

for the Alms Houses these could have been refurbished for one bedroom affordable housing. Unfortunately the Alms Houses have now been sold at auction. Councillor Richmond stated that there was also funding available from the historic buildings officer which could also have been used. District Councillor Atterwill informed the members that he had spoken to officers at Breckland Council stating that this situation is not acceptable and no one has known about this contribution. He is pursuing the matter and feels that Breckland should fund the Benjamin Foundation from the new homes bonus money that it has received. It was agreed unanimously not to support the S106 contribution being used by the Benjamin Foundation.

14. Beetley River Meadows.

14.1 Report.

Councillor Metcalf stated that herself, Councillor Scott and the Assistant Clerk had met on site to investigate damage to the play area fencing. This had been cut away deliberately but there were no sharp edges and therefore no repair was needed. Councillor Scott stated that the welds had come apart on the goals. The Contractor had been informed. The planks had been unscrewed from the picnic table at the Beach and he had repaired the table and will monitor as this was deemed as being deliberate vandalism. Councillor Scott informed the members that where the funding had been raised by parishioners then they are much more concerned regarding vandalism and are more vigilant.

14.2 RoSPA Inspection.

This will take place in June.

15. Open Spaces.

15.1 Problems.

There were no problems to report.

15.2 Maintenance at East Bilney Town Lands.

It was agreed that Councillor Richmond and the Assistant Clerk would walk the site as in previous years. The Chairman requested that when the site is visited he could accompany them. The County Councillor is to be contacted regarding improvements to the lay by opposite the Town lands and hopefully it could be funded from his annual budget.

16. Finance.

16.1 Budgets.

The budget sheets and financial information had been circulated and Councillor Metcalf proposed and Councillor Richmond seconded the resolution that these be approved. All were in favour.

16.2 Balances and Cheques for Authorisation.

Councillor Cissell proposed and Councillor Richmond seconded the resolution that the balances and cheques for authorisation be approved. All were in favour.

Balances

Barclays Community Account

| | |
|--|----------------|
| Balance at 28 02 21 | 13516.43 |
| Plus | <u>0.00</u> |
| Balance at 28 02 21 | 13516.43 |
| Less cheques authorised 04 02 21 - £190.00 | |
| cheques authorised 04 03 21 - £1197.63 | |
| D/Debit E-on 10 03 21 - £5.73 | <u>1493.36</u> |
| Balance at 31 03 21 | 12023.07 |
| Less unpresented cheques authorised 03 12 20 - £160.00 | |
| unpresented cheques authorised 01 04 21 - £1689.54 | <u>1849.54</u> |
| Balance at 01 04 21 | 10173.53 |
| Float for Community Car co-ordinator | <u>250.00</u> |
| Balance at 01 04 21 | 10423.53 |

| | |
|---------------------|----------|
| Play Area funds | 4006.00 |
| Balance at 01 04 21 | 14429.53 |

Amount available for Section 137: 1213 x £8.32 = £10092.16

Spend to Date: 18.00

Cheques for authorisation:

| | | | |
|-----|-----------------------------------|---|--------|
| 332 | B J Leigh | Monthly Contract April 572.85 less PAYE -123.60 | 449.25 |
| 333 | HMRC | PAYE April | 123.60 |
| 334 | Mrs A Leigh | Drivers Payments Community Car-March | 54.00 |
| 335 | Zoom | Monthly Contract March | 14.39 |
| 336 | Max Bergin | Internal Audit | 12.00 |
| 337 | Norfolk Parish Training & Support | Planning Training Course for the Chairman & Induction training for Councillor Cissell | 84.00 |
| 338 | Community Action Norfolk | Bronze membership | 20.00 |
| 339 | FT Grounds Maintenance Ltd | Grass Cutting | 360.07 |
| 340 | Inter-Logic Norfolk Ltd | Computer support-annual fee plus balance for 2020-2021 | 546.00 |

16.3 To note the Annual Internal Audit.

This had been circulated and the Chairman informed the meeting that the internal auditor had noted that the fixed assets are incorrect on the web site. This has now been rectified.

16.4 Annual Governance Statement for the Year ending 31 March 2021.

The Clerk explained that as the expenditure was greater than £25000 this financial year the Parish Council could not exempt itself.

This had been circulated and Councillor Richmond proposed and Councillor Cissell seconded the resolution that this be approved. All were in favour.

The Annual Governance Statement was duly signed by the Chairman and the Clerk

16.5 Accounting Statement for the Year ending 31 March 2021.

This had been circulated and Councillor Richmond proposed and Councillor Cissell seconded the resolution that this be approved. All were in favour.

The Accounting Statement was duly signed by the Chairman.

16.6 Norfolk PTS Summer Seminar.

It was agreed that no one would be attending.

16.7 Recording device.

Councillor Boyce proposed and Councillor Metcalf seconded the resolution that a recording device be purchased to record Parish Council meetings at a cost of approximately £50. All were in favour.

17. Correspondence received for circulation.

There was no correspondence for circulation.

18. Matters for the Next Meeting.

18.1 Care of the Elderly.

18.2 S106 contribution.

21. Date of the next Parish Council Meeting.

This was confirmed as Thursday 3rd June 2021 at 7.30 p.m. Venue to be confirmed.

The meeting closed at 2141 hours..