

Wood Dalling Parish Council

Minutes of Wood Dalling Parish Council meeting held on Tuesday 5th September 2023 at 7.30pm in the Village Hall, Wood Dalling

Present: Jonathan Wilton (Chairman), Kerry Oldfield (Vice Chair), Rory Harrold, John Rawlinson

Officer: Laura Trabucco (Clerk)

Members of the public: One member and Dave Thomas (Broadland District Councillor) were present.

To consider apologies for absence

23/66: It was **agreed** to approve apologies from Jeff Topp and Alex Clark-Rudd - other commitment.

To receive declaration of interest for items on the agenda and to consider any dispensation

23/67: Jonathan Wilton declared an 'other' interest for a white caravan on Red Pits land.

Minutes

23/68: To confirm the minutes of the meeting held on Tuesday 9 May 2023

It was mentioned that Mins 23/44 (vi) Cheverton Printers - Newsletter should read '£48.00' not '£68.00'.

It was agreed to approve the minutes with the above amendment. The Chairman signed the minutes.

23/69: To confirm the minutes of the meeting held on Tuesday 4 July 2023

These were agreed as a true record of proceedings. The Chairman signed the minutes.

To consider the co-option of a councillor to fill the vacancy after the election

23/70: Consideration was given and options were mentioned. The Chairman of the meeting reminded Council that following the uncontested 2023 Election, a Councillor vacancy was available for co-option. Mrs Sarah Ambrose had put herself forward as candidate. After much discussion the following votes took place:

No Co-option:	In Favour: 0	Against: 4
Co-option for Mrs Sarah Ambrose:	In Favour: 3	Against: 1
No Co-option and advertise the vacancy:	In Favour: 1	Against: 3

It was **RESOLVED** to welcome Mrs Sarah Ambrose as Councillor. The Declaration of Acceptance of Office was signed and witnessed by the Proper Officer/Clerk.

Public Open Forum

23/71: None

23/72: To receive Committee reports and recommendations

i **Village Hall** – Sarah had sent her report ahead of the meeting. **Noted**

- 1 The Village Hall Committee continues to seek additional members, in particular, PR and secretarial support. Currently, we have 6 members although we often only have 2 or 3 attending meetings due to other commitments.
- 2 Despite these long-term vacancies, we have a strong cohort of volunteers who support events such as the monthly Coffee Morning and Film Night. Both events are popular and attendance, particularly at coffee mornings, is very good. Our last coffee morning on Saturday 2nd September, we had 25 attendees, and raised £99 from the sale of beverages / cakes and the raffle.
- 3 On Friday 23rd June we held a Quiz Night, which proved very popular. We had 54 quizzers and 7 teams. Fish & Chips were cooked on site (in a van) so they were piping hot and fresh. The event raised over £400, from the sale of tickets, bar and raffle, and will become a regular annual event.
- 4 Unfortunately, the roof repair that was carried out earlier this year proved not to be effective. Following a recent spell of rain, the roof started to leak and the ceiling in the foyer collapsed. The roofing company admitted complete liability and the leak has been repaired. We are still awaiting a plasterer to repair the ceiling and a new light fitting.
- 5 The village hall has recently been fitted with new blackout blinds, which will help reduce the glare from sunlight during the summer firm nights. We are very grateful to Jim Beckerleg and the Salle Metal Detectorists who donated the money to cover the cost.
- 6 We are in the process of applying for grants from Vattenfall and Orsted to replace the children's play equipment that we had to remove due to it not being safe. We are optimistic that we will receive some funding.
- 7 The Village Hall is available for hire as well as a range of furniture (tables and chairs) and marquees of varying sizes.

ii **Newsletter** – Jeff Topp had sent his report ahead of the meeting. **Noted.**

The last newsletter issued at the end of July included two sets of minutes – the AGM in May and the meeting in July. This accounted for a huge amount of space in our

newsletter thus forcing a reduction in some of the usual contributions from parishioners – most notably the farming report from Peter Perry-Warnes. However, I was able to include a report on the farm tour that Peter had organised earlier in the year.

Now that the Clerical issues within the PC have been stabilised I hope that we can continue to include matters relevant to all different individuals and groups within the village, including the publication of the PC minutes as well as matters relating to the village hall, church and farming community. Anyone who feels that they have anything to contribute to the newsletter is always very welcome to send me copy.

As always I am grateful to our deliverers who take the newsletter to every household in the village, to Cheverton's at Cromer for printing and to the PC for funding and to Debby, my wife for helping put the final touches to the newsletter and ensuring that type-sets are correct.

iii **Church** – No update was received. Kerry informed Council of the forthcoming events:

A concert at 6.30pm on Saturday 9th September at St Andrew's Church. Local young musicians playing acoustic classics, old and new. Picnic to follow on the church field, with options of eating inside the church if it rains. Free entry;

The Harvest Festival will take place at Page's Farm at 3.30pm on Sunday 17th September;

A concert by the Wood Dalling Singers & Brass at 5pm on Saturday 30th September at St Andrew's Church. An evening of 20th Century Classics, show tunes, folk songs, jazz, the Beatles and more. Refreshments available / free entry.

iv **Broadland County Councillor & Broadland District Councillor**

District Councillor Dave Thomas gave a general update and mentioned that the Government has announced a U-Turn on nutrient neutrality being a material consideration, and therefore it may affect the current planning applications in situ. A further update will be given from Central Government. Broadland District Council can offer the Community Grant Scheme (CGS) by application. Depressed Road surface on Corpusty Road was reported on 6th July and an update from Highways was received giving a timeline of 6 weeks, since then no further update has been received. Dave left the meeting shortly after giving his update.

23/73: Planning

a To consider a response to planning application (if any). **None.**

- b To receive a report on plans refused/accepted by Broadland District Council
 - i Planning application 2023/1787 Claire Smith, Land North And South Of Blackwater Lane Heydon Norfolk. Installation of pre-construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development). **Noted.**

23/74: Matter Arising from Minutes

To hear an update and to consider any necessary action with regard to the following:

- a **Noticeboard:** The Clerk is waiting to receive a quote on the 9th September. Unfortunately, the other two suggested contacts were not responding. A further update will be given at the next Parish Council meeting.

- b **Village Sign:** Kerry gave an update and mentioned that quotes were extremely high given the extent of woodwork needed. The brick work around the bottom of the post needed to be sorted before re-erected. Suggestions were made to replace the post to a plain post. It was agreed for the Clerk to email other Parish Clerks and ask if they could suggest a company to use.

23/75: An update was given for:

Min 23/56 - *Town House: to agree any payments necessary to replace the rotted back door:* Rory advised Council of the two quotes received for a composite door. **It was agreed to go with SSGE quote in the amount of £1,575.00.**

Min 23/60 - *Church field grass cut:* Jeff's notes were circulated at the meeting.

Thanks were expressed to Jeff, Matt and John Rodwell for looking into this, and Council was happy with the findings and recommendation. Kerry suggested to arrange a quick visit upon Jeff Topp return to the area were the bramble looks overgrown and thistles are taking over the area, as it used to be maintained a few years ago.

23/76: Highways issues/potholes/hedge cutting/verge cutting.

It was mentioned that road markings at Blackwater Lane and Corpusty Road junction have not been sorted and that the hedges on Church Lane are overgrown. The Clerk suggested sending an email to the Rangers with a list of outstanding issues might help on their next visit.

- i To note the Advance Work Notice – Black Lane, Norton Corner – Road Closure from Monday 4 September to Friday 15 September at all times, as part of the preparation for construction of the Hornsea Three cable route. Temporary closing Blackwater Lane, Norton Corner between these dates. **Noted.**

- ii To consider [Norfolk County Council scheme to Bid for Parish Partnership 2024/25](#) – for local highway improvements – all bids to be submitted by 8th December 2023.

It was agreed not to take part.

23/77: Finance

- a The following payments made since the last meeting were **noted**:

CIA Insurance	Town House renewal insurance	£325.22
HMRC PAYE	NI quarterly payment for June & July	23.71
Aylsham Computers	New hard drive for Parish Laptop	£189.90
Matt Packman	Grass cut no. 6 on 25.06.23	£335.00
Cheverton & Son Ltd	Newsletter for July/August	£ 48.00

- b To following were **approved** for payments:

Melanie Eversfield	May/June/July Salary	£481.75
Laura Trabucco	July Salary & expenses	£188.85
Laura Trabucco	August Salary	£153.55
Zurich Municipal	WDPC Liability insurance (annual cover)	£235.00

- c **To receive an update on the Mandate**

An explanation from Kerry had been received. Melanie Eversfield (previous Clerk) had left the council in July 2023, and it was **resolved** to:

Remove Melanie Eversfield from all Barclays accounts. Parish Clerk - Laura Trabucco is the Responsible Financial Officer and is the main contact going forward for the Council accounts.

- d **To agree internet banking access for the Responsible Financial Officer.**

Internet banking access was **agreed** for the Responsible Financial Officer. The Mandate form was signed by the Responsible Financial Officer, the Vice Chair and the Chairman.

- e **To add extra signatory to the bank account.**

It was decided not to add any extra signatory at this time.

- f **To review WDPC Financial Regulations**

The Clerk advised Council that the current version needed improvement and clarification highlighting every step of control the council take to conduct its financial affairs. The new draft version was circulated ahead of the Parish Council meeting for comments and suggestions. It was **agreed** to make amendments and bring it back to the next Parish Council meeting for approval.

- g **To note the Internal Audit Report and consider any actions.**

An explanation was given of the unprecedented recent events. Actions were explained and these will be rectified by the current Clerk. **Noted.**

- h **To approve the Internal Auditor for year end 2023/24.**

It was **agreed** to appoint Mrs Cathrine Moore as Internal Auditor for year end 2023/24.

23/78: Administrative Matters

- a To agree monthly payments can be made between meetings. **Agreed.**
- b To note that the Clerk has now administrative access to Wood Dalling Parish Council website <https://wooddallingpc.norfolkparishes.gov.uk> **Noted.**
- c To consider a mobile phone contract on a low monthly cost for the Clerk.
A briefing document highlighting two options was circulated ahead of the Parish Council meeting. The mobile number will be the main contact number for WDPC. A proposal was made to go for option one as a trail. **Agreed** to purchase SIM only from Lyca Mobile for £1.95 a month for the first three months and then pay £4.90 thereafter.

23/79: To consider correspondence received. **None**

23/80: General Parish Issues. **None**

23/81: The date of the next Parish Council meeting was **confirmed** as Tuesday 7th November 2023 at 7.30pm.

23/82: Resolved to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 in consideration of the following item due to the confidential nature of the items to be discussed. There was no member of the public or press.

ITEMS MAY BE HEARD IN CONFIDENCE / BELOW THE LINE

23/83: To receive an update on financial matters

The Chairman informed Council of a possible charge fee from the External Auditor. The Clerk to inform Council when in receipt of findings.

23/84: To receive an update on HR matters

An explanation was given, and an update was received. Thanks were expressed for Kerry and the Clerk.

23/85: The meeting closed at 9.30pm

Chairman Signature

Date