

WOOD DALLING PARISH COUNCIL

Minutes of Wood Dalling Parish Council Meeting held on Tuesday 5th March 2024 at 7.30pm
in the Village Hall, Wood Dalling

Present: Jonathan Wilton (Chairman), Kerry Oldfield (Vice Chair), Sarah Ambrose, Alex Clark-Rudd, Rory Harrold and Jeff Topp

Officer: Laura Trabucco (Clerk)

Member of the Public: Broadland District Councillor Dave Thomas was present

To consider apologies for absence

24/17: Apologies were **accepted** for Cllr John Rawlinson.

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

24/18: Sarah Ambrose declared an 'other' interest for Min 24/21 (i) as she is Chairman of the Village Hall Committee, Jonathan Wilton declared an 'other' interest for Min 24/21 (iv) for a white caravan on Red Pits land.

To confirm the minutes of the meeting held on Tuesday 9 January 2024

24/19: These were **agreed as a true and accurate record of proceedings.** The Chairman signed the minutes.

Public Open Forum

24/20: None

24/21: To receive Committee reports and recommendations

i Village Hall – Noted as received.

1. The Village Hall Committee has five active members and are always seeking new membership from Wood Dalling residents.
The committee meets once a month, usually for around an hour.
2. Repairs to the foyer, following the significant damage caused by the leaking roof, are complete. This was funded by Align Roofing who had initially undertaken the roof repair that had failed.
3. We have submitted an application to GrantScape for £42,000 for new play equipment for the playing field adjacent to the hall, however we will not hear the outcome until August.
4. We are in the process of seeking quotes for the external decoration of the fascia, to be undertaken in the Spring.
5. Noted the oven in the kitchen trips the fusebox. PAT test is due and being arranged. Jonathan & Amanda Rodwell have kindly offered to donate an oven, free of charge, but this poses logistical issues regarding transportation from Reephams and would also need PAT testing.

6. Our monthly Film Nights continue, usually with good attendance, as well as our coffee mornings, held on the first Saturday of the month. We are considering opening doors for 'pub nights', with a BYO and charge for corkage, to encourage more residents to get involved in social events. Trail date Friday April 26th, 7-9pm.
7. We are planning another Quiz & Supper Night at the Village Hall on Friday 28th June (TBC) tickets will cost £10 each to include a fish and chip supper (or alternative).

ii **Newsletter** – No update.

iii **Church** – No update received.

iv **Norfolk County Councillor (NC Cllr) & Broadland District Councillor (BD Cllr)**

BD Cllr Dave Thomas gave an update on matters relating to Broadland District Council and mentioned that the Council Tax has been increased to an extra £5 a year on a Band D property. No services are cut and the budget is balanced.

The Compliance Officer at Broadland District Council is looking after the case for the white caravan and an update will be given at the next meeting.

The District Councillor Members Ward Grant is being renewed from April 2024 for a £1,000 to go towards helping Community and Local Groups.

The next date for the Councillor Surgery is on the 16th March 2024 at Foulsham New Frost Hall.

24/22: Planning

- a To consider a response to planning application. **None**
- b To receive a report on plans refused/accepted by Broadland District Council (BDC).
To note BDC had approved with conditions planning application 2023/3752 for 9 Church Lane, Wood Dalling.
- c To consider including CPRE's Standard Light Pollution Clause in all planning applications.

It was agreed to use this clause when responding to planning applications:

National Planning Policy Framework (NPPF) Clause 191c Norfolk County Council's Environmental Lighting Zone Policy both recognise the importance of preserving dark landscapes and dark skies. In order to minimise light pollution, we recommend that, if this application is permitted, any outdoor lights associated with the proposed development should be:

- **Fully shielded (enclosed in full cut-off flat glass fitments)**
- **Directed downwards (mounted horizontally to the ground and not tilted upwards)**
- **Switched on only when needed (no dusk to dawn lamps)**

- **White light low-energy lamps (preferable LED's ideally with a colour temperature of 3,000K to 3,500K) and not orange or pink sodium sources**

24/23: Matter Arising from Minutes

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

- Noticeboard.** Jeff mentioned that a slight delay with the clear Perspex acrylic order had pushed the completion of the repairs to the end of March.
- Village Sign.** Kerry had not met the carpenter but she may have found a compromising solution replacing the rotten post with an old oak post that should be the same size and would need cleaning and carving. The option to replace it with a metal post would require special fixing to allow general maintenance and costs would be higher. An update will be given at the next meeting.
- Town House.** Rory had nothing to report as the wet weather had delayed the progress to look at options and costs to repair the retaining wall behind the house. An update will be given at the next meeting.
- Highways issues/potholes/hedge cutting/verge cutting**
The heavy rain had caused roads to flood and Crabgate Lane North had been reported to Norfolk County Council Highways using the 'what3words' location of the flooding as it was not safe to drive a normal size car due to the high level of water.
- Windfarm projects** (if any). No update.

24/24: Periodic Items

- To review The Freedom of Information publication scheme – guide to information and schedule of charges
The Guide of Information and Schedule of Charges were reviewed and adopted.
- To review the Data Protection Policy
The Data Protection Policy was reviewed and adopted.
- To review the Privacy Statement
The Privacy Statement was reviewed and adopted.
- To review the Information Audit
The Information Audit was reviewed and adopted.
- To review the Internal Control Policy
The Internal Control Policy was reviewed and adopted.
- To review the Complaints Policy
The Complaints Policy was reviewed and adopted.

- g To review the Retention of Documents Policy
The Retention of Documents Policy was reviewed and adopted.
- h To review the Asset Register
The Asset Register was reviewed and adopted.
- i To review the Risk Management Policy
The Risk Management Policy was reviewed and adopted.
- j To review the Financial Risk Assessment
The Financial Risk Assessment was reviewed and adopted.
- k To review Standing Orders
Standing Orders were reviewed and adopted.

24/25: New Items

- a To consider adopting the LGA's new model Code of Conduct
The LGA's new model Code of Conduct was received and adopted.
- b To consider adopting the Reserves Policy
The Reserves Policy was received and adopted.
- c To consider applying for 'Ørsted's Hornsea 3 Community Fund' available from GrantScape
It was agreed to apply for the grant for the Village Sign restoration project.
- d **To encourage community groups to take part in the Big Broadland Litter Pick scheme running parallel to the Great British Spring Clean, commencing on 1st March until 31st May 2024.** The Chairman read John's report: this year's efforts will be centred around dates 16th and 24th March 2024. Contact has already been made with last year's volunteers and actual routes will be finalised later this week. More volunteers always welcome - contact John Rawlinson.

24/26: Finance

- a The following payment made since the last meeting was **noted**:
 - i Cheverton & Son Ltd Jan/Feb 2024 Newsletter £ 50.00
- b The following payments were **approved** for payment:
 - i. Mrs L Trabucco January Salary/Expenses/back pay £250.38
 - ii. Mrs L Trabucco February Salary £178.48
 - iii. Lycamobile Mobile sim only January £ 4.90
 - iv. Lycamobile Mobile sim only February £ 4.90
- c The following payment received since the last meeting was **noted**:
 - i. Barclays Complaint for mandate £ 25.00

- d To consider and sign Mandate Change Form to remove previous Clerk
The Clerk informed Council that despite all previous forms sent to Barclays they required a final authorisation form in order to finalise the mandate.
The Mandate Change Form was agreed and signed by the Chairman and Councillor
- e To consider and sign letter to Barclays to change address for all bank correspondence
The letter to Barclays was agreed and signed by the Chairman and Councillor
- f To consider paying the Clerk’s salary on a monthly basis.
It was agreed to pay the Clerk’s salary on a monthly basis.

24/27: To consider correspondence received. **Noted**

Email	Norfolk County Council	Norfolk Minerals and Waste Local Plan – Notification of Submission	For information
Email	Norfolk Rivers Trust	Aviva and WWF UK to launch a new fund	For information
Email	East of England Ambulance Service	Public Access Defibrillator Norfolk	For information
Email	Community Horsea3	Community Newsletter	For information
Email	South Norfolk and Broadland District Council	Parish/Town Councils can obtain a free portrait of His Majesty The King via NACO	Deadline for applications is 28 th March 2024
Email	South Norfolk and Broadland District Council	Broadland and South Norfolk Town & Parish Council Meeting	7 th March at 11am to 12pm
Email	Norfolk County Council	Receipt of the Greater Norwich Local Plan Inspectors' Report	For information

It was agreed to apply to obtain a free portrait of His Majesty The King.

24/28: General Parish Issues (for information only)
None.

24/29: The date of the next Annual Parish Meeting was **agreed** as Tuesday 7th May at 7pm followed by the Annual General Meeting to start shortly after.
Councillors and volunteers were reminded to send their reports to the Clerk by Monday 29th April 2024.

24/30: The meeting closed at 8.40pm

Chairman signature

Date