



GELDESTON PARISH COUNCIL

Parish Council Minutes

Geldeston Village Hall

14th July 2021, 7.30 PM

Parish Councillors present: I. Ansell (chairman), J. Crowfoot, J. Hayward and L. Rowntree.

1. Chairman's Welcome

- a. To receive apologies for absence: Apologies were recorded and accepted for Cllrs Ashfield, Keep and Shave.
- b. To receive declarations of interest other than those registered with South Norfolk District Council: None
- c. To record the number of members of the public present: 4

2. Minutes of last meeting

- a. To approve minutes of the meeting held on 4th May 2021: The minutes were approved as being an accurate record (Prop: JC; Sec: JH) all in agreement.

3. Matters arising from last meeting:

- a. (January 4g) Cllr Ansell to provide an update on the Barclays Mandate: This has been completed and will be with the Clerk by the weekend.
- b. (May 7g) Clerk to send the Asset Register to Councillors for review: The asset register appears to look OK.

4. Chairperson's report: The Chairman would like to thank everyone for their perseverance through Lockdown and virtual meetings.

5. New issues

- a. Reports from the County Councillors and District Councillors: None attended.

b. **The meeting will be adjourned for public participation (maximum 10 minutes) for items to be discussed on the Agenda only:**

During two weeks in August, Waveney River Trust takes the south wall of the lock apart. Cleans the bricks and rebuilds. There is a need for volunteers from the village to help with the dismantling.

There have been horses riding along the river footpath, this is not really suitable for horses.

There is need for more dog bins. **Action IA** to update the dog bin map and advertise in Tidings and on the website.

We could do with more dog bins, for example at the bottom of Snakes Lane and The Clumps. **Action Clerk** to obtain prices, for the bins and emptying.

c. To receive an update on the parish footpaths: Thank you to JA and JH for completing the list of footpaths. **Action Clerk** to write to all footpath owners and get them cut.

d. To receive an update on the Street Library: IA's son will make the bookcase. If a Perspex door is needed that will be added at a later date.

e. To discuss the Let's Play 21 project and note the completion of the land transfer, agree any outstanding issues. The Benches has been ordered. We need more funding for picnic benches. There is a draft proposal for the Sensory Garden. Aizat, JC and LK are meeting at the playground for accurate designing of the Sensory Garden. There is a need for more topsoil, before the new play equipment is delivered.

We are through to the next phase of the lottery funding. Thank Linda for getting us this far.

Could the Let's Play 21 working group be upgraded to a Sub-committee? With Cllrs LK, LR, JC and the RFO members of the sub-committee, this would not be a problem. (Prop: LR; Sec: IA) all in agreement. **Action Clerk** to set up a Terms of Reference.

There are two cut through areas of the hedge, where people walk their dogs. These will need to be filled in with more hedges in the future. This will be for additional security to the site.

We will need to obtain quotes for the stock proof fencing as soon as possible.

We have a stall at the village fete, with flyers and questionnaires. Hopefully, we will be able to raise some more funds.

f. To discuss the balance of the mutual aid grant and agree an action to return it: The balance of £910.09 which has not been spent. If this has not been spent by the next meeting, then it will be returned.

g. To discuss and review the internal audit report: Overall it has a good report:

- Recommendation 1, To include reference to GDPR in the Council's Risk Assessment – this will be done for review at the Septembers meeting.

- Recommendation 2, To ensure the Annual review of Risk Assessments and Internal Controls is carried out during the year of audit. It was noted that this was a problem with the pandemic. The Clerk will sort out a document to help with the Internal Controls, and factor this in six monthly.

- Recommendation 3, Copy of P60 to be maintained in the Audit File as part of the year end process. Clerk has noted this.

- Recommendation 4, It is a requirement to appoint an internal auditor and record the decision in the minutes of the meeting. This has been noted and will be on the September's agenda.

- h. To receive an update on the Archiving records: The Clerk reported that the archiving had finally been delivered to Norfolk Records Office. This was not previously possible due to the pandemic. However, she has since then received an email stating that they cannot accept bank statement. She will be picking these up next week.
- i. To discuss South Norfolk plan for village clusters: The area that has been allocated is to the left of the playground, where there GEL2 was going to be! However, 20 houses are considered to be too many houses. The pumping station already has proven that it cannot cope with the number of houses there is now. It is suggested that all residents log in and state their comments. **Action JC** to see if there are any TPOs on the site. Councillors to visit the neighbouring houses and make them aware. **Action IA** to leave the information in the pub for people to view. **Action IA** to write a statement for the Parish Council. Closing date is 2nd August 2021 5pm. Website is <https://south-norfolk.oc2.uk/document/1/283#d283>. Questions 56 – 60 refer to Geldeston and surrounding area.
- j. Issues from Councillors (for information only)
JC – mentioned the churchyard will be cut in the next few weeks. There are two very experienced strimmers. There is a need for volunteers to help rake the cuttings up. At the Village Hall meeting, it was mentioned about acquiring a ventilator, more information will be obtained
- k. Clerk's report (for information only) None.

6. Finance

- l. To approve invoices for payment

Payments up to and including 14th July

10/05/2021	Waveney IDB	Water Drainage	£20.50
10/05/2021	Roberts and Son	Printers	£30.00
13/05/2021	T Page	Expenses	£93.50
25/05/2021	Heelis and Lodge	Internal audit	£97.50
25/05/2021	Poor Allotment Trust	Allotment rent	£200.00
26/05/2021	PlayForce	Phase 1 Play equipment	£10,110.00
07/06/2021	Zurich	Insurance	£406.78
07/06/2021	Red Maple	Ground Maintenance	£575.00
22/06/2021	Anglian Water	Allotment waters	£27.47
28/06/2021	Nicholsons	Solicitors	£620.00
28/06/2021	British Recycled Plastic	Benches	£1,506.41

Payments to approve.

14/07/2021 Tina Expenses £202.00

- b. To note Bank balances to 6th July 2021
Community Account £1,588.34

Business Premium £ 29384.21
of which Let's Play = £10646.98

To agree an ad hoc VAT Claim. It was considered a good idea to claim the VAT on a quarterly basis whilst we are purchasing play equipment etc.

- c. To receive an update on the budget summary: We are doing well and on course.
d. To note the approval of the bank reconciliations. Not completed yet.

7. Updates from village committees & groups

- a. Village Hall Management Trustees: First face-to-face meeting went well. There is the Village Fete on 24th July 2021.
- b. GREEN project: This is becoming really popular, there are lots of people walking their dogs. There is some ragwort in the field. If people could pull this out whilst they are walking their dogs and place on the side of the footpath, ML will pick it up. There are 10 active allotments. Volunteers are needed for the Autumn to cut back the brambles.
- c. Conservation Area: All the houses that were empty are now occupied, which is good.

8. Planning applications and other planning matters

South Norfolk District Council.

2021/1485 Trees in conservation area, Kells Acre, This has been already approved.

Broads Authority

To note the correspondence regarding 2 Little Row – all ok, nothing contentious

Update on previous applications. SNC updates

Receive an update on The Three Rivers Application: **Action Clerk** to request a site visit from the planning people.

Correspondence

To note correspondence sent and received.

New Rangers Partnership. Noted.

A parishioner asked the following:

- If there is sighting of any Minks, please report these to Norfolk Rivers Trust – Stephen Mace.
- Can the Council meetings be live streamed? This is not possible due to there being no internet.
- All papers should be seen by the public? The Clerk publishes what is required by law. Some information would not be published due to the data protection laws.

The tidings article about the hole in the road. **Action IA** to provide photo evidence and **Action Clerk** to report to Highways.

Date of next parish meeting: 8th September 7.30pm in the Village Hall

There being no more business to discuss the meeting closed at 9.10pm