

# NORTON PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON 1<sup>st</sup> FEBRUARY 2021

MINUTES of the MEETING held on Monday 1<sup>st</sup> February 2021 at 7.30pm by ZOOM VIDEO CONFERENCE.

### PRESENT (by video)

**In the chair:** Mr. D. Etchells-Butler,

Mr. B. Aket, Mr. C. Fakes, Mr. R. Lenko, Mrs. T. Long, Mr. J. Morgan,

Mr. S. Sadler, Mr. A. Sedgwick, Mrs. J. Tottie, Mrs. J. Rowland (Clerk)

LGA 1972 s12 para 40

District Councillor H. Richardson

District Councillor Wendy Turner

County Councillor Jane Storey

Four members of the public.

1	<b>OPENING</b> The Chairman opened the meeting reminding all of the Video Protocol and welcomed Mr. Sedgwick to the Council.	
2	Declarations of pecuniary and local non-pecuniary interests a)To receive declarations of pecuniary, local non-pecuniary interest(s) and personal interests in items on the agenda and their nature inc. gifts of hospitality exceeding £25 – none declared b)To receive declarations of lobbying for planning matters on the agenda – none received c)To receive requests for dispensations – none received	

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3 **PUBLIC FORUM**—to receive reports for information

- Members of the public—to receive questions and matters of concern from those in attendance - none
- Members of the public – to receive comments submitted via email.

Mr. Walton had emailed concerning the worsening situation with litter in the village and asking for a subtle approach by the Council that litter will not be tolerated. Mr. Walton felt there needed to be a village approach to the problem. The Clerk stated the street cleaner had recently picked up 10 large black bags of litter. Mr. Sedgwick questioned whether there had been a change in litter clearing by MSDC or SCC due to the pandemic and Mr. Lenko wondered whether another person should be paid to collect litter as he agreed there was a lot of litter in particularly areas. Unfortunately, the annual village pick had had to be cancelled last year. Mr. Lenko felt an annual litter pick was probably not sufficient given the problem. Mr. Aket enquired of the District Councillors present about MSDC procedure. Councillor Richardson stated litter clearance was the responsibility of the County Council and he could pass on concerns to Councillor Storey. He was unaware of any changes to procedure. Mr. Walton stated he had never seen Council teams clearing litter in the village and felt it should be a targeted village approach. Mr. Aket stated a number of years ago there was an “adopt a road” scheme with residents encouraged to clear near them. Mr. Etchells-Butler agreed to include this in his Messenger article. Mrs. Long felt that with so many people out walking they could take responsibility for the tidiness of their area. Mrs. Tottie questioned whether litter bins in the village laybys might help. Mr. Sedgwick stated he would be disappointed if the amount of litter had been discarded by residents, and wondered

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4	<p><b>REPORTS FOR INFORMATION</b> - to receive written reports for information only</p> <ul style="list-style-type: none"><li>•Report from District Councillors Harry Richardson and Wendy Turner</li></ul> <p>Mrs. Long enquired of Councillor Turner about the brown bins costing residents £50 a year, but were not getting emptied. She asked about reimbursement to householders. Councillor Turner felt that in the past, householders had been reimbursed or payment delayed for a month.</p> <ul style="list-style-type: none"><li>•Report from County Councillor Jane Storey</li></ul> <p>Councillor Storey stated the vaccination programme at Woolpit was progressing well and the West Suffolk College was now a testing station. Leaflets on recycling had gone to all households, and she reiterated that tetra packs cannot be recycled as they are of mixed material. Mr. Aket mentioned the poor state of the road on the A1088 just past the Spinney. Councillor Storey stated Highways were aware, and it appeared temporary repairs had broken down. When asked about litter clearance on the main roads, she felt this was the responsibility of the District, but was told that District Councillors had said it was responsibility of County. She agreed to clarify this.</p>	
5	<p><b>MINUTES</b></p> <p>To note the minutes of the following meeting: (as previously circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting</p> <ul style="list-style-type: none"><li>• Virtual Parish Council Monthly Meeting 4<sup>th</sup> January 2021</li></ul> <p>Following amendments from Mr. Etchells-Butler and Mrs. Long the minutes were agreed and will be signed outside of the meeting.</p>	
6	<p><b>MATTERS ARISING</b></p>	

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<p>1. Litter policy – see comments made in public forum. Mr. Sedgwick proposed purchase of litter picks to enable villagers to look after the road near them. Seconded by Mr. Lenko. The Clerk will order. Mrs. Tottie suggested a litter bin along the path to the school at the top end of the field. The Clerk reminded this would be outside of the general emptying by MSDC, but Mr. Sedgwick agreed to empty any bin placed there. Mrs. Long felt signs should be put up saying “Norton is litter free. Pick up and take it home”. It was agreed to get 4 signs, locations to be decided. Mr. Lenko will ask Dan from Gadd Bros if he is able to get signs.</p>	<p><b>Clerk</b></p> <p><b>Mr.Lenko</b></p>
<p>2. Wildlife policy Mr. Etchells-Butler had spoken to a Risby resident who had developed a policy, and he felt one for Norton could encourage everyone to create wildlife areas. He suggested a working party to develop this further. Following discussion and agreement, the group will consist of Mr. Etchells-Butler, Mr. Aket, Mrs. Long and Mr. Morgan.</p>	<p><b>Working Party</b></p>
<p>3. Platinum Jubilee Mr. Aket has placed an item in the Messenger for a Zoom meeting on 9<sup>th</sup> March. Mrs. Tottie and Mr. Sedgwick volunteered to join, and Mrs. Tottie stated the village hall has been preliminary booked for this weekend.</p>	<p><b>Mr. Aket</b></p>
<p>4. Additional Dog Bins The Clerk has received the two additional bins and will arrange for these to be put on suggested sites. Mr. Sedgwick suggested the addition of poo-bag holders on these posts. This will be investigated.</p>	<p><b>Clerk</b></p>

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<p>5. Water to allotments</p> <p>The Clerk informed that a trial hole had been carried out which looked quite positive and she explained the findings as given by the drilling company owner, who has offered to do a question and answer session if members wished. Mr. Aket and Mr. Etchells-Butler request to attend so the Clerk will arrange. The Council formally agreed to undertake the project following the meeting. Mr. Sedgwick mentioned using a solar pump which can be investigated.</p>	<p><b>Clerk</b></p>
<p>6. New Norton sign on the Thurston Road</p> <p>Mr. Lenko informed that the sign has now been installed, and thanked Mr. Cracknell for carrying out this work FOC. He also thanked Mr. Partridge-Hicks for use of the land and trimming the hedge to ensure visibility.</p> <p>Mr. Etchells-Butler mentioned there was no sign coming into Norton from Tostock and questioned whether there should be one along this road. Mr. Lenko confirmed a sign would cost around £400. Mr. Morgan stated there was no sign coming into Norton from Great Ashfield, but Mr. Etchells-Butler stated signs had been put up for Norton Little Green so the Council had felt there was no requirement to have one further along the road for Norton. Mr. Lenko commented there was also an issue as to where to site it.</p>	
<p><b>7 PLANNING</b></p>	

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### PLANNING APPLICATIONS

7.1 Conifers, Ashfield Road, Norton, DC/20/05702

Conversion and extension of single detached garage to provide annexed residential accommodation.

**The Council supported this application.**

7.2 Norton Village Hall, Ixworth Road, Norton DC/20/05537.

Erection of single storey front, rear and side extensions. External alterations and raising of roof height of the main hall. Construction of additional parking spaces. re-consultation: Revised drawing and agent email received 07.01.21.

**The Council supported this application.**

7.3 Pine Trees, Ashfield Road, Norton - DC/21/00181

Full Planning Application - Erection of 1 No dwelling and garage.

**The Council had no objection to this application.**

7.4 8A School Close, Norton, DC/21/00101

Change of use of Common Room to dwelling house (bungalow) to include parking upgrades. (Retention of works to building under COVID19 permitted development)

**The Council had no comment to make on this application as the work had already been undertaken**

Land South of Little Owl Lodge, Ashfield Road, Norton DC/21/00522

Full Planning Application - Erection of 1 No 3-bed dwelling with parking and access (re-submission of DC/20/05005). As this had only been added to the agenda for this meeting, the Council requested it to be put on next Month's agenda.

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8	FINANCE	
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## 8.1 To approve the accounts awaiting payment:

Clerk's salary £140.10 (cheque no 022303)

LGA1972 s112

Street Cleaner £64.00 (cheque no 522304)

LGA1972 s112

HMRC £51.00 (cheque no 022305)

LGA1972 s112

Tenhats, January, £242.00 (cheque no 022306)

LGA1972 s142

Glasdon, dog bins, £258.17 (cheque no 022307)

Litter Act 1983

ss5,6

Suffolk Accident Rescue Service, £150.00 (cheque no 022308)

LGA 1972 s137

## 8.2 Request for financial assistance from SARS.

As the Council has an allocated donation budget of £150 Mr. Aket proposed, Mrs. Long seconded with all members in favour to pass on the donation.

LGA 1972 s137

## 8.3 Norton Parish Precept 2021/22

Councillors informed of the confirmation of receipt by MSDC

Local Government Finance Act

1992, s41

8.4 The Clerk informed Councillors of the requirement to appoint an internal auditor for financial year 2020-2021 and proposed SALC should be appointed. Councillors agreed.

8.5 To receive Budget Statement. Councillors confirmed receipt, noted and accepted the budget forwarded by the Clerk.

8.6 The Clerk confirmed receipt of Cleansing Grant for £283.40

8.7 Quote received for tree work on playing field from Urban Forestry at a cost of £1582.00 +VAT. Further quotes will be sought.

Public Health Act 1875 s164

## 8.8 Street Lights

The Clerk informed that as well as the light upgrades already approved, two other lights now required attention. Unit 38 in Ashfield Road had been removed as it was hanging in a dangerous position and Unit 4 in Ixworth Road was missing. Mr. Aket proposed the work is undertaken, Mr. Lenko seconded, with all in

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9	<p><b>STANDING ORDERS AND POLICIES</b></p> <p>9.1 The following Council Orders and Policies were Reviewed and confirmed for the following year:</p> <ul style="list-style-type: none"><li>VAT</li><li>Public participation</li><li>Travel and Expenses</li><li>Social Media</li><li>Apologies and Non-attendance</li><li>Filming</li><li>Dispensation</li><li>Environmental</li><li>Equality and Diversity</li></ul> <p>Reserves</p> <ul style="list-style-type: none"><li>Risk Assessment</li><li>Code of Conduct</li></ul> <p>Mr. Etchells-Butler asked that the CCTV policy be changed to reflect that the users only need to sign in as they enter the Village Hall stating reason for entry as access to CCTV room, instead of signing in on entry to the Hall and then again on entry to the CCTV room. After discussion on legality, Councillors agreed this would cover users.</p>	
1 0	<p><b>ACTION PLAN</b></p>	

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1. Train

Mr. Lenko commented the train project would be in the spirit of the Little Orchard Railway carrying 6 children, running 6-8 times a year, and he asked for comments on the idea of the train as a fun idea for the village. Mr. Aket commented this project did not compare, as Little Orchard was a private venture, run by a private individual using his own funds, whereas now it would be on public land using public finance. However, Mr. Lenko stated he was purely asking for comments on the spirit of the project. The financial proposal would be to raise the funds elsewhere over the next 6 months or so and not through the public purse. The Council would only be responsible for support, possibly for the insurance and other ancillary expenses, and possibly another planning application of a simpler track, with additional signs as now only running on a single line of 100 metres. The capital costs would come from money raised elsewhere. He asked for a vote to carry the project forward on this basis. Mr. Etchells-Butler felt this would provide a unique facility and experience for youngsters 5 years and up. It could start simple and move on further if successful. It would just need support from the Council to use the designated area and for Mr. Fakes and Mr. Lenko to go forward to obtain outside funding. Mrs. Long felt if there was little cost incurred by the Council, she would support. Mr. Sedgwick stated he would like to see funds available as a buffer for future maintenance etc. but supported the funding proposal. Mr. Etchells-Butler stated a Norton Train Trust would be set up. Mr. Aket enquired about the insurance cost and whether this would come out of the funds raised, so the train could be excluded from the Budget. Mr. Fakes stated funding may

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	<p>2. Additional VAS Mr. Lenko stated two VAS have been ordered at a cost of £4397, but poles will be required. He suggests one at Woolpit end of village near the 30-repeater sign near the pond which has an existing pole to use but needs a site for another at the Ixworth end closer to the middle of the village. There is already a battery speed indicator at Mill House and asked for clarification on using this pole, or siting elsewhere. Mr. Sedgwick suggested the layby on the left as the hill drops down, but Mr. Lenko stated it ideally needed to use an existing post. He also stated he has ideas for the siting of other two VAS which he will bring to the next meeting.</p>	Mr.Lenko
1 1	<b>PLAY AREAS</b>	
	<p>1. Play area adjacent to Village Hall – general and repairs Mr. Lenko stated the gate to the field has broken and he has spoken to Dan about repair. The concrete pad at the gate entrance will be installed this week.</p> <p>2. Play area in Prospect Road – general and repairs Mrs. Long stated receipt of one quote to repair the chains for £495. She will also ask Dan to quote. She is also looking at various brochures about additional equipment.</p>	
1 2	<b>CORRESPONDENCE</b>	

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<p>1. Flooding in Ixworth Road Mr. Etchells-Butler said he had received an email from a resident in Ixworth Road stating when there is heavy rain, drains overflow with raw sewage through the manhole and gardens are flooded. Anglian Water had been out and jetted pipes but she felt the infrastructure cannot cope with the increased demand of rainwater going into it from new builds. Mr. Sedgwick commented he understood all new builds had to have rain water soakaways and not have the water diverted into the system so it was probably the case the sewage system cannot cope with the additional tapping into. The Clerk was asked to write to Anglian Water about the pressure on the facility and what is being done.</p>	<p><b>Clerk</b></p>
<p>2. SURVEY: PCC's proposals for the policing element of the council tax Suffolk's Police and Crime Commissioner, Tim Passmore's proposals for the policing element of the council tax precept for the next financial year. Noted</p>	
<p>3. Village Hall committee liaison Mr. Sedgwick stated he is now on the Village Hall Committee so asked for this item to be put on each agenda to assist with communication between the two groups.</p>	<p><b>AGENDA</b></p>
<p>4. Neighbourhood watch. Mr. Sedgwick stated he has taken on this substantial task, which could be a project on his own but felt should be with Council's support. He has liaised with the Area Commander and will have an officer allocated to expand the project. He intends to utilize social media.</p>	<p><b>Mr. Sedgwick</b></p>

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	<p>5. MSDC Street Naming &amp; Numbering New Development at Land South West of Rose Cottage Ashfield Road Norton – request for new road name from MSDC. Following Mr. Burt’s email, Councillors proposed and agreed Ashwarren</p>	<p><b>Clerk</b></p>
	<p>6. Clerks and Councils Direct - noted</p>	
<p>1 3</p>	<p><b>Questions and Comments from Members and suggestions for next Zoom meeting.</b></p>	
	<p>13.1 Mr. Aket enquired about a date for the APM as he would like to inform residents about the Quiet Lane proposal, a requirement of which is to have an open meeting to publicise. The Clerk will liaise with a date in April, but is awaiting clarification from SALC.</p>	<p><b>Clerk</b></p>
	<p>13.2 Mr. Morgan enquired about public speaking at meeting and when members of the public could speak outside of the Public Forum. Mr. Etchells-Butler stated it is only the Public Forum unless the Chairman allows the public to speak. Mr. Sedgwick suggested as in Parliament a system to request “give way” to allow Councillors to speak. Mr. Etchells-Butler stated Councillors have a right to speak, but being on Zoom does present a problem.</p>	
	<p>13.3 Mr. Morgan suggested identifying a few bad areas of litter problem and for a Councillor to take charge and thereby encourage residents in that area.</p>	<p><b>Mr. Morgan</b></p>
<p>1 4</p>	<p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed - none</p>	
<p>1 5</p>	<p><b>To confirm the date of next meeting:</b> 1<sup>st</sup> March 2021 –full Council Meeting –via zoom –commencing at 7.30pm</p>	
<p>1 6</p>	<p><b>Close of the Meeting</b> - there being no other business the meeting was closed at 21.42</p>	

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