

NORTON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 1st MARCH 2021

MINUTES of the MEETING held on Monday 1st March 2021 at 7.30pm by ZOOM VIDEO CONFERENCE.

PRESENT (by video)

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

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

Two members of the public.

1.	OPENING The Chairman opened the meeting reminding all of the Video Protocol by putting hand up in full view as a request to speak.	
2.	APOLOGIES Council to receive apologies for absence. The Clerk informed of the resignation received from Mr. Fakes and Mr. Sadler. The Clerk stated Mid Suffolk has been informed and the process to advertise and coopt commenced. Mr. Etchells-Butler thanked both Mr. Fakes and Mr. Sadler for their work on the Council over the past couple of years.	

So approved at the meeting of 12.04.21 with agreement for minutes to be signed by the Chairman away from the meeting.

122/21

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NORTON PARISH COUNCIL

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| <p>3. Declarations of pecuniary and local non-pecuniary interests</p> <p>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</p> <p>Mr. Lenko stated he had ordered posts for the SIDs which had had to be returned as SCC stated they must provide posts. These will incur a shipping charge. Mr. Lenko enquired if the Council can make payments by other means as this firm did not accept cheques. The Clerk stated Councils are allowed to use BACS payments but currently Norton is not set up for this process although she is looking into how this can be achieved for the future.</p> <p>b) To receive declarations of lobbying for planning matters on the agenda – none received.</p> <p>c) To receive requests for dispensations – none received.</p> | |
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| <p>4. PUBLIC FORUM—to receive reports for information</p> <ul style="list-style-type: none">• 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.
Email received from Prof. Jaggard commenting on the number of signs in the village with the Council considering additional signs for Quiet Lanes. Mr. Aket stated the quiet lanes sign should be a small discreet one either end of the lane and enquired whether the Council wished to still proceed. Mr. Aket stated the next step would be to discuss this item publically which will take place at the APM. Mr. Tottie commented whether existing posts (e.g. street name posts) could be used.• Email from Mr. Walton concerning litter - this item will be discussed in full by the Council on the agenda. He further commented on the village CIL income with nothing being allocated to the village hall refurbishment which is a village asset. Mr. Lenko felt more financial help could be allocated and Mr. Sedgwick enquired whether a Village Hall request has been put to the Council. Mr. Walton felt some of the CIL could be allocated for the major upcoming refurbishment. When enquired about finances Mr. Walton stated the Hall has about £20,000 but a lot of this is earmarked for current projects, with perhaps £6000 earmarked for the refurbishment. Mr. Aket felt this item could be fully discussed with the budget in the New financial year. Mr. Walton also asked about tree planting and for the Council to commit to tree planting in the winter of 2021. The Clerk had replied to Mr. Walton's | |
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| 5. REPORTS FOR INFORMATION - to receive written reports for information only <ul style="list-style-type: none">•Report from County Councillor Jane Storey
Mr. Sedgwick asked about the COVID response in the area and why certain doctor surgeries are ahead of others. Mrs. Storey stated some surgeries are more proactive, with Woolpit being one of the first to get the Pfizer vaccine just before Christmas. She stated some other practices have actually referred their patients to Woolpit either because they didn't want or didn't have the facility to do mass vaccination. Mr. Sedgwick commented on some age groups being called before others and why there was some disparity. Mrs. Storey stated the Woolpit Centre patient list will be called but it is possible to go to SCC website and under COVID to find SNEE vaccines where it is possible to send an email and ask why you have not been vaccinated or when it might be. She commented some surgeries would dispose of left over vaccine at the end of the day whereas if Woolpit knew some would be left at the end of the day, they would phone around to get people in. The Clerk asked Cllr Storey about litter clearing responsibility and she confirmed she has sent a message to Highways for clarification. Cllr. Richardson commented he felt it would be MSDC environment team responsibility and not SCC.•Report from District Councillors Harry Richardson and Wendy Turner
Mr. Etchells-Butler asked Cllr Turner about the Needham Lake visitor centre and when it would open. Cllr. Turner will clarify the date.
Mr. Aket commented about the reapplication of the Hawes Lane proposal and asked for the same support as previous from District Councillors. | |
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6.	<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">• Virtual Parish Council Monthly Meeting 1st February 2021 <p>Mr. Etchells-Butler requested two minor alterations to the draft minutes (10.1 and 13.2), which were agreed by Councillors, with minutes to be amended prior to signature.</p>	
7.	MATTERS ARISING	

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<p>7.1 Litter and fly tipping along Ashfield Road. The Clerk stated she has 16 litter pickers and enquired if were they on loan or gifted when given out to residents. It was stated they should be on loan so when a village litter pick can once again take place they can be called in for use. Mr. Etchells Butler suggested giving a picker to each councilor in the first instance. Mrs. Long proposed a vote of thanks to Mr. Walton and Mr and Mrs. Lenko for clearing away the recent fly tipping in Ashfield Road. When asked about his contact with the Police, Mr. Sedgwick stated the incident had been passed to the Stowmarket Police but as it had not been witnessed it would be difficult to take forward.</p>	<p style="text-align: center;">APM</p>
<p>2. Wildlife policy. This item will be put on the APM agenda for village discussion. Mr. Etchells-Butler has put together a draft which has been circulated to the working party. Mr. Aket commented the National Trust are suggesting circles of flowering trees around the Country and he felt the Council could consider flowering trees along the main roads as entering the village. With this in mind Mr. Etchells-Butler felt there needs to be a Council budget for wildlife, eg provision of bat boxes, and Mrs. Long felt the school could be encouraged to partake. Mr. Etchells-Butler felt that at some stage it may require someone in the village to spearhead this project.</p>	<p style="text-align: center;">Mr. Aket</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
<p>3. Platinum Jubilee. Mr. Aket stated he had arranged a preliminary meeting on 9th March via ZOOM.</p>	<p style="text-align: center;">Mr. Lenko</p>
<p>4. Water to allotments. Meeting held between allotment holders and drilling company to explain how this could work. It was suggested to do several drills at various places on the day. The Company will liaise with the Clerk as to when this could commence.</p>	
<p>5. Flooding in Ixworth Road, reply from</p>	

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8.	PLANNING	
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PLANNING APPLICATION

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

Full Planning Application - Erection of 1No dwelling and garage. re-consultation: Minor amendment to the site location plan (point of access) received 10.02.21

The Council supported the minor amendment to the site location plan of this application

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

Full Planning Application - Erection of 1No 3-bed dwelling with parking and access (re-submission of DC/20/05005)

The Council objected to this proposed application on the same grounds as previous.

8.3 Arch Farm Barn, Woolpit Road, Norton DC/21/00931

APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) -

Proposal: Application under S73a for removal or variation of a condition following grant of planning permission relating to 1019/03 dated 29/09/2003 Town and County

Planning Act 1990. Planning (Listed Building and Conservation Areas Act) 1990 -

Retention and completion of (Change of use from builders yard/storage to self-catering tourist accommodation (revised fenestration to that previously approved

under planning permission ref: 1315/01) without compliance with Condition 2 to allow unrestricted occupation of existing holiday let (to form 1no. dwelling)

The Council had no objection to this application.

8.4 Land Off Hawes Lane, Norton Outline Planning Application (some matters reserved, access to be considered) - Erection of 9no.

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	FINANCE	
9.	<p>9.1 To approve the accounts awaiting payment: Clerk's salary and expenses, £334.00 Cheque no. 022309 LGA1972 s112 Street Cleaner £83.84, cheque no 022310 <small>LGA1972 s112</small> Gadd bros (playing field entrance concreted) £451.25, cheque no 022312 <small>LGA(miscellaneous Provisions)1976 s19</small> Anglian Chemicals (sanitizer) £96.00, cheque no 022313 Public Health Act 1875 s164 Pre-School £250.00, cheque no 022314 <small>LGA1972 s137</small> The Clerk explained that the donation from Badwell Ash PC had been forwarded to the Council. Tenhats, Feb and March £484.00, cheque no 022315 LGA1972 s142 HMRC £55.80 Cheque no 022317 <small>LGA1972 s112</small></p> <p>9.2 To receive Budget Statement. Councillors confirmed receipt, noted and accepted the budget forwarded by the Clerk. The Clerk confirmed she had allocated additional money to street light from the CIL for the additional replacement lights. Councillors agreed to this virement.</p> <p>9.3 The Clerk confirmed receipt of recycling credit of £616.87.</p> <p>9.4 Quote received from A1 trees for tree work on playing field, and village hall entrance. Mr. Lenko felt both tasks should be undertaken by the same company. A1 will be contacted to do both tasks.</p>	Clerk
10.	STANDING ORDERS AND POLICIES	

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1.	<p>The Council reviewed and accepted the following S.O:</p> <ul style="list-style-type: none"> Data Protection Policy General Privacy Notice Health and Safety Policy Internal Control Statement Lone Worker Policy Financial Standing Orders <p>10.2 CCTV – The Clerk stated she had amended the Policy point 5.6 (see comments at last meeting) but pointed out the policy stated there should be a Log Book in the Control Room to record viewing and release of data to the police. Mr. Sedgwick felt this would be a legal requirement, so the Clerk will re-do the log book to be kept in the Control Room. Mr. Aket commented that as Mr. Sadler has resigned then a second Councillor is required according to the Policy. Mr. Sedgwick offered to be the second Councillor involved.</p> <p>10.3 Mr. Aket commented on the Lone Worker Policy which states no employee or Councillor should go anywhere without letting someone know they are on council business, so the Council need to be aware of this requirement. Mr. Etchells-Butler commented if, for example, the play area is to be inspected or if CCTV camera requires checking, then someone should be notified of this intention. He suggested the Clerk is used as this point of notification.</p>	
1	ACTION PLAN	
1.		

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	<p>1. Additional S.I.D.s Mr. Lenko confirmed he had received posts but these had had to be returned because SCC state specifically they must supply posts. Two will be supplied FOC, but the third will incur a £191 cost to the Council. He has approval for three sites for the three poles, one at each end of the village but commented that if there were only 2 posts then the signs can only go on one at a time. Health and Safety checks are still awaited. The Council thanked Mr. Lenko for the time and effort put into this project.</p> <p>2. Neighbourhood Watch. Mr. Sedgwick stated 140 households have joined the scheme. He had received a reply from Suffolk Police but they do not use Facebook proactively. However, the Facebook page set up has been joined by the Police and his contact from Stowmarket will update him and give links to Crimewatch and Police neighbourhood watch coordinator. He asked about some funding for neighbourhood watch stickers, stating the village must be self-supporting, as there is no funding available. Mr. Etchells-Butler enquired about the one-time police alert via phone or text, but Mr. Sedgwick stated this appeared to have faded away. Dr. Mason has developed some designs for bin stickers. Mr. Sedgwick further asked about the speedwatch scheme, and Mr. Etchells-Butler confirmed there were about a dozen volunteers.</p>	
1 2	PLAY AREAS	

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	<p>1. Play area adjacent to Village Hall All equipment reported as OK.</p> <p>2. Play area in Prospect Road Mrs. Long stated all equipment is Ok and it had been agreed the chains do not require replacement. She will bring suggestions for new equipment to the next meeting.</p>	
1 3.	VILLAGE HALL UPDATE – nothing to report at the moment.	
1 4.	CORRESPONDENCE	

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	<p>14.1 Waste Collection problems An email had been circulated from Councillor Turner explained the problems experienced recently by the collection section. – noted</p> <p>14.2 Recommendations from SALC/NALC. Information from SALC/NALC states that as from 6th May the Council is required to return to face to face meetings, unless Government legislation allows on-line meetings to continue. Guidance attached on how to safely achieve face to face meetings. Noted by Councillors</p> <p>Following the above information, the Clerk forwarded future meetings dates for the year. She questioned an alternative venue to safely hold Council meetings and will enquire of the village hall availability.</p> <p>14.3 West Suffolk Hospital Future System Programme - Co-Production Community Engagement Group recruitment - noted</p> <p>14.4 State of Low Road to Tostock. Mr. Aket commented that the Tostock end of this road is very bad – the verges are churned and the ditches flood causing the road to flood. The Clerk was asked to write to Tostock PC to ask if they have reported the problems</p> <p>14.5 Joint Church Service for 23rd May – Pentecostal Sunday. The Churches would like to hold a joint Service on the Playing Field on 23rd May and asked if the Council had any objections. Councillors welcomed this suggestion.</p> <p>14.6 Planters outside the Garage. The Clerk explained that Mr. and Mrs. Taylor would be unable to manage the planters due to health issues. The Clerk was asked to write to W.I. to see if another member would be willing to manage the planters.</p> <p>14.7 SALC/NALC New consultation: Planning - model design code - deadline: 12 March 2021 – noted</p>	
1	Questions and Comments from Members	
5.	and suggestions for next Zoom meeting.	

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	<p>15.1 The Clerk explained that the full Glass Banks had been reported 3 times last week, so should be emptied shortly.</p> <p>15.2 The Clerk stated that despite putting a notice on the Paper Bank for no cardboard, more had been found deposited today.</p> <p>15.3 Mr. Sedgwick stated that with the recent re-submission of Hawes Lane development and other developments in the village a full survey of utilities is required, as there are problems with electric, water and sewerage.</p>	
1 6.	<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>	
1 7.	<p>To confirm the date of next meeting: a) 12th April 2021 –full Council Meeting –via zoom –commencing at 7.30pm</p>	
1 8.	<p>Close of the Meeting - there being no other business the meeting was closed at 20.49</p>	

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