

## **Minutes of Scarning Parish Council Meeting held in Scarning Village Hall on 22 May 2023**

Present: F Bradford (Chair), M Blackburn, C Hewson, T Mallard, M Steward. In attendance: N Hartley (Parish Clerk) Cllrs P Hewett and L Turner (Breckland Council). Three members of the public.

### **1 Election of Chair**

Cllr Bradford was proposed as Chair by Cllr Mallard and seconded by Cllr Blackburn. There were no other nominations. Cllr Bradford was elected Chair. She signed the Declaration of Acceptance of Office.

### **2 Election of Vice Chair**

Cllr Mallard was proposed as Vice Chair by Cllr Hewson and seconded by Cllr Blackburn. There were no other nominations. Cllr Mallard was elected Vice Chair. She signed the Declaration of Acceptance of Office.

### **3 Signing Declarations of Acceptance of Office**

Councillors signed the Declarations of Acceptance of Office. It was **RESOLVED** to grant an extension to Cllrs Abel and Bunn, who were not able to attend the meeting.

### **4 Updates to the Register of Interest**

Councillors will complete the updated Register of Interests and return to Breckland Council.

### **5 Apologies for Absence**

Apologies were received from Cllrs Abel and Bunn, and from Cllr W Richmond (Norfolk County Council).

### **6 Declarations of Interest**

Cllr Hewson declared an interest in items 14 to 18 inclusive as Chair of the Scarning Playing Field Committee.

### **7 Breckland Council and Norfolk County Council Reports**

Cllr Turner (Breckland Council) thanked the parish its support in her re-election and that of Cllr Hewett. She noted that Breckland Council has met as a full council and that

membership of committees is being resolved. Cllr Hewett has retained his Cabinet seat and Cllr Turner noted that she remains Chair of the General Purposes Committee.

Cllr Richmond (Norfolk County Council) sent the following report. There will be changes to the mobile library service provision starting July 2023. The stop at Mayfair will be on Monday afternoon – arrival time 13.20 and departure at 13.35. The first visit is currently scheduled for Monday 17 July. Unfortunately, the stop at School Plain has not been well supported since its introduction in 2021 and has been discontinued along with the majority of stops within 1.5 miles of a branch library. However, there will be visits to Scarning Preschool, which is a non-public stop on Friday mornings (arrival time 9.25 and departure 9.45). The first visit is currently scheduled for Friday 28 July. Mobile library visits are usually every 28 days. Anyone who is unable to visit a branch library will be able to contact their local library and request a visit from the Home Library Service, which Norfolk County Council operates in partnership with the Royal Voluntary Services.

## **8 Public Participation**

A member of the public asked the Council about the amount paid for grass cutting as shown on the agenda. It was noted this was for three cuts. The Council cuts the verges on Dereham Road, the playing field at Blackthorn Drive, the play area at Ted Ellis Walk and areas at Fen Road. Cllr Bradford noted that the Council obtains quotes for the contract.

It was noted that a van has been parked on the verge near Black Horse Close. Cllr Turner said that if it is obstructing the footpath, or the view of traffic accessing Dereham Road, this should be referred to the Police.

It was reported by a member of the public that the view from Shipdham Lane onto Dereham Road is hampered by the flower beds. The Council advised that this should be reported to Norfolk County Council.

## **9 Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 17 April 2023 as a true and accurate record. The minutes were signed by the Chair.

## **10 Matters Arising**

Cllr Blackburn said that flower bulbs are available from an allotment that is being given up and that these can be used in the Council's flower boxes.

## **11 Resignation of Cllr Geary**

The Council noted the resignation of Cllr Geary. Cllr Bradford noted the Council was sorry to have lost her.

## **12 Revised Code of Conduct**

The Council considered a revised Code of Conduct. It was **RESOLVED** to adopt the revised Code. Councillors will sign the Code to agree the contents. Councillors who were not able to attend the meeting will be asked to sign the Code.

## **13 Anti Bullying and Harassment Policy**

The Council considered amendments to its Anti Bullying and Harassment policy. It was **RESOLVED** to adopt the revised policy.

## **14 Update on the purchase of a Mower**

Cllr Hewson, as Chairman of the Playing Field Committee, said a mower had been bought for £6,000, inclusive of VAT. The amount of the VAT was £1,200. Cllr Hewson said the Playing Field Committee had paid £4,800 for the mower and that an anonymous sponsor had paid the VAT of £1,200. He noted that the old mower had been taken in part exchange for £1,200. He asked the Council who would own the mower.

The Council noted that it had set aside a total of £9,000 toward a mower. The Council was still in agreement that it wanted to assist with the purchase of a mower.

It was **RESOLVED** to reimburse the cost of the replacement mower of £4,800 on receipt of an invoice. The Council confirmed that the Playing Field Committee would own the mower. It was noted that the balance of £4,200 would remain in Parish Council funds (see item 17, below).

## **15 Request for a Permissive Footpath**

The Council considered a request from Scarning Village Hall Trust for a permissive footpath from the front of the Village Hall to the Shipdham Lane playing field, linking to the path round the bowling green. Alan Glister (Chair of Scarning Village Hall Trust) explained that the concrete footpath will be four foot wide and run along the western side of the Village Hall. Fencing will be erected to safeguard the Village Hall garden. The footpath will allow access to and from the playing field. He said the aim was to facilitate public useage and improve safety. The Village Hall Trust will cover the full cost of £8,604.60.

Cllr Mallard asked if the footpath will be fully accessible. Mr Glister said it will be.

Cllr Bradford asked who will maintain the part of the footpath on the playing field. Mr Glister said the Village Hall Trust will maintain that part of the footpath, as well as the footpath along the side of the Village Hall.

It was noted that the Parish Council was not being asked to give permission for a permissive footpath as this is on land owned by the Village Hall Trust, but for permission for the Trust to lay a path on part of the playing field. It was **RESOLVED** to give permission for the part of the footpath which will run from the boundary of the Village Hall garden and link to the path round the bowling green (as shown blue in the plan attached to these minutes).

## **16 Membership of the Working Committee**

Cllr Bradford noted that the Council was looking at the makeup of the Working Committee and the impartiality of those quoting for the proposed car park. It was confirmed that a Working Committee consisting of representatives of the Village Hall Trust, Parish Council and Playing Field Committee had been set up to establish what sort of surface would be best suited to the project and to obtain costings.

The Council had been sent three quotes. It was noted that one of the quotes was from Andrew Hudson, who is a member of the Working Committee. It was noted that his quote includes work by a Parish Council member, Cllr Abel. Cllr Abel is also a member of the Working Committee.

Mr Glister noted the project had been proposed as a joint venture. He said the quotes had been provided in order to obtain an idea of the cost of the project. He said the Village Hall Trust is answerable to the Charity Commission. He noted that Mr Hudson is vice chair of the Playing Field Committee and a member of the Village Hall Trust.

The Council noted there should be no conflict of interest and that tenders should be submitted in an appropriate manner.

The Council noted that this is a Village Hall Trust project and the Parish Council had been asked to assist with the cost of the project by making a donation to it. The Village Hall Trust will be responsible for appointing a contractor to carry out the work.

It was **RESOLVED** that the appointment of the contractor/s to carry out the work for the car park and lighting needs to be made open to the public. Mr Glister assured the Council that the appointment of the contractor will be open and transparent.

## **17 Request for Car Parking and Lighting on Shipdham Lane Playing Field**

The Working Committee had sent the Council three quotes for the proposed car park and one quote for lighting to run along the path from the car park to the rear of the Village Hall.

Cllr Bradford asked who would be responsible for the maintenance of the lighting and associated costs. Mr Glister said the Village Hall Trust would pay the costs of the lighting.

Cllr Blackburn noted that planning permission for a car park had been granted in 2002. She asked if the Village Hall Trust had set aside funds for a car park at that point and

if it still had money to pay for the project. Mr Glister said the Trust had set aside funds for the car park for some time.

Mr Glister said the Village Hall Trust would match the funds put in by the Parish Council.

The Clerk noted that the Parish Council had set aside £9,000 toward the cost of a new mower, but the Playing Field Committee was requesting that the balance of the monies after the purchase of the mower be put toward the cost of the car park. Cllr Hewson said the Playing Field Committee was prepared to accept a lesser quality mower in order to put funds toward a village project, this being the car park.

At its April 2023 meeting, the Parish Council had earmarked £5,000 toward the car park, pending a full and final decision.

It was **RESOLVED** to allocate £5,000 toward the car park from monies the Parish Council had carried forward from the financial year to 31 March 2023. Cllr Hewson did not take part in the voting.

It was **RESOLVED** to allocate £4,200 toward the car park from the £9,000 which the Council had set aside for a mower, this being £9,000 less the £4,800 the Playing Field Committee had paid toward the mower. Cllr Hewson did not take part in the voting.

It was **CONFIRMED** that the Village Hall Trust will manage the project. Mr Glister said the Village Hall Trust will match the £9,200 agreed by the Parish Council. He said the Village Hall Trust will make up the balance of the funds required in order to carry out the project.

As above, the Council noted that the appointment of the contractor/s to carry out the work for the car park and lighting needs to be made open and transparent. Mr Glister assured the Council it would be.

Mr Glister asked if the car park could be named the AF Wright & GA Long Memorial Car Park. The Council will consider this at its next meeting.

## **18 Request from Scarning Playing Field Committee**

See 14 and 17 above. The Council had received a request from the Playing Field Committee to use the balance of the monies set aside for a replacement mower toward the proposed car park at the Shipdham Lane playing field.

## **19 Planning**

### **19.1 Applications considered:-**

Berm House, Dereham Road  
Proposed retirement bungalow and garage

3PL/2023/0396/F  
No objection

Cattle Arch Farm, Cattle Arch Cottage, Fen Road  
First floor extension on piers with open undercroft area below at ground floor  
3PL/2023/0465/HOU  
No objection

## 20 Finance

20.1 The Council approved the following payments in accordance with its Budget:-

N Hartley, clerk's salary, £918.41

HMRC, clerk's Paye, £11.20

TOP Garden Services, verge cutting, cutting the playing field and play area at Blackthorn Drive play area and Ted Ellis play area, and areas at Fen Road (March/April), £837.36

TOP Garden Services, grass cutting churchyard (March/April) £283.50 (Section 137)

BHIB, annual insurance premium, £708.10

20.2 The Council had received the following payment:-

HMRC, reimbursement of Vat paid, £1,717.81

## 21 Unaudited Accounts

The Council received the unaudited accounts to 31 March 2023. It was **RESOLVED** to approve the accounts. The accounts were signed by the Chair and the RFO.

## 22 Annual Return

It was **RESOLVED** to approve and sign the Annual Return for the year ending 31 March 2023. The Annual Return was signed by the Chair and the RFO.

## 23 Insurance

The Council considered quotes from BHIB and Zurich Insurance. It was **RESOLVED** to renew with BHIB as the Council's insurer.

## 24 Asset Report

The Council considered the annual Asset Report. Cllr Hewson noted the seat on the zip wire needs attention. Cllr Bradford noted the Council may need to allocate funds towards some of the items in the report, such as noticeboards. Cllr Hewson noted the reciprocating mower was not being stored in the container on the playing field. It was noted the mower was no longer of use to the Council as the Council no longer maintains those areas of the water meadows for which the mower was used. It was **RESOLVED** to accept the report and to consider the sale of the reciprocating mower at the next Council meeting.

## **25 Former Highway Surveyors Land at Daffy Green**

It was noted the Council no longer has a tenant on the land. It was further noted that no maintenance is required at this time. It was **RESOLVED** to leave the land without a tenant for the time being.

## **26 Tree Preservation**

The Council noted that Breckland Council had upheld the decision to retain the Tree Preservation orders on two oak trees near the tennis courts on the Shipdham Lane Playing Field.

Cllr Hewson on behalf of the Playing Field Committee asked if the branches overhanging the tennis courts could be cut back. He said a sponsor would like to resurface one of the courts, but will not do so if the branches are not cut back.

It was noted that some of the light from the street light is obscured and that the branches need cutting back.

The Council will check what restrictions there are on cutting back the branches and will consider this request at its next meeting.

It was noted that in line with the Council's recent Tree Survey the Council will look to removing the ivy from the oak trees.

## **27 Update on Trees on Shipdham Lane Playing Field**

Cllr Hewson on behalf of the Playing Field Committee said that the works noted in the Tree Survey commissioned by the Parish Council should be completed by the end of May.

## **28 Staff Committee**

It was **RESOLVED** to appoint Cllrs Bradford and Mallard to the Staff Committee.

## **29 Budget Committee**

It was **RESOLVED** to appoint Cllrs Bradford, Bunn and Mallard to the Budget Committee.

## **30 Internal Control Officer**

It was **RESOLVED** to appoint Cllr Blackburn as the Council's Internal Control Officer.

### **31 Representatives to Scarning Playing Field Committee**

The Council was anxious to ensure there were no conflicts of interest. Cllr Abel was one of the Council's two previous representatives to the Playing Field Committee. As Cllr Abel was not at the meeting, it was **RESOLVED** to make the appointment of the representatives at the next Council meeting when Cllr Abel will be present. Cllrs Bradford and Mallard indicated they would be willing to be representatives.

### **32 Representative to Scarning United Charities**

Cllr Abel was the Council's previous representative. As Cllr Abel was not at the meeting, it was **RESOLVED** to make this appointment at the next Council meeting when Cllr Abel will be present.

### **33 Representative to the Seckar Trust**

It was **RESOLVED** to appoint the Parish Clerk as the Council's representative to the Seckar Trust.

### **34 Media Officer**

It was **RESOLVED** to appoint Cllr Blackburn as the Council's Media Officer.

### **35 Proposals for Council Communications**

Cllr Blackburn had made improvements to the Council's social media. She noted that the Council has various outlets and will add Instagram. Cllr Blackburn asked for access to the Council's locked noticeboards. It was **RESOLVED** to cut a set of keys to allow Cllr Blackburn access to the locked noticeboards.

### **36 Request from Scarning PCC**

The Council had received a request from Scarning PCC. The tower project will need the support of the whole community if it is to succeed in attracting Heritage Lottery funding. The PCC asked if a member of the Parish Council would like to be involved in the bid. Cllr Bradford agreed to be part of the project. Cllrs Hewett and Turner (Breckland Council) offered to help.

### **37 Speedwatch**

The Council noted that Cathy Geary will continue to run the Speedwatch group. Cllr Hewett (Breckland Council) asked if the members of the Scarning group would like to



join the Shipdham Speedwatch group and to link with a proposed new group at Cranworth. Cllr Bradford said she will speak with Cathy Geary.

### **38 Food Donation Box**

Cllr Bradford had spoken with Sue Rockley. It was noted that donations were being put into the box, but not much was being taken out. In consequence the contents of the box were being taken to the Dereham food banks. Sue Rockley had requested that the food box be removed over the summer months and returned in the autumn/winter. It was **RESOLVED** to agree to this.

### **39 Issues and Options Consultation**

A designated committee comprising Cllrs Mallard, Hewson and Abel had gone through the Consultation document and submitted a response on behalf of the Parish Council.

### **40 Ted Ellis Play Area**

The Clerk noted that both gates at the play area have been ripped off the hinges. The gates have been removed. It was noted that part of the reason behind the gates was to prevent dog mess in the play area. It was noted there was no current problem with dog mess. It was **RESOLVED** not to replace the gates and to monitor the position.

### **41 Items for the Next Agenda**

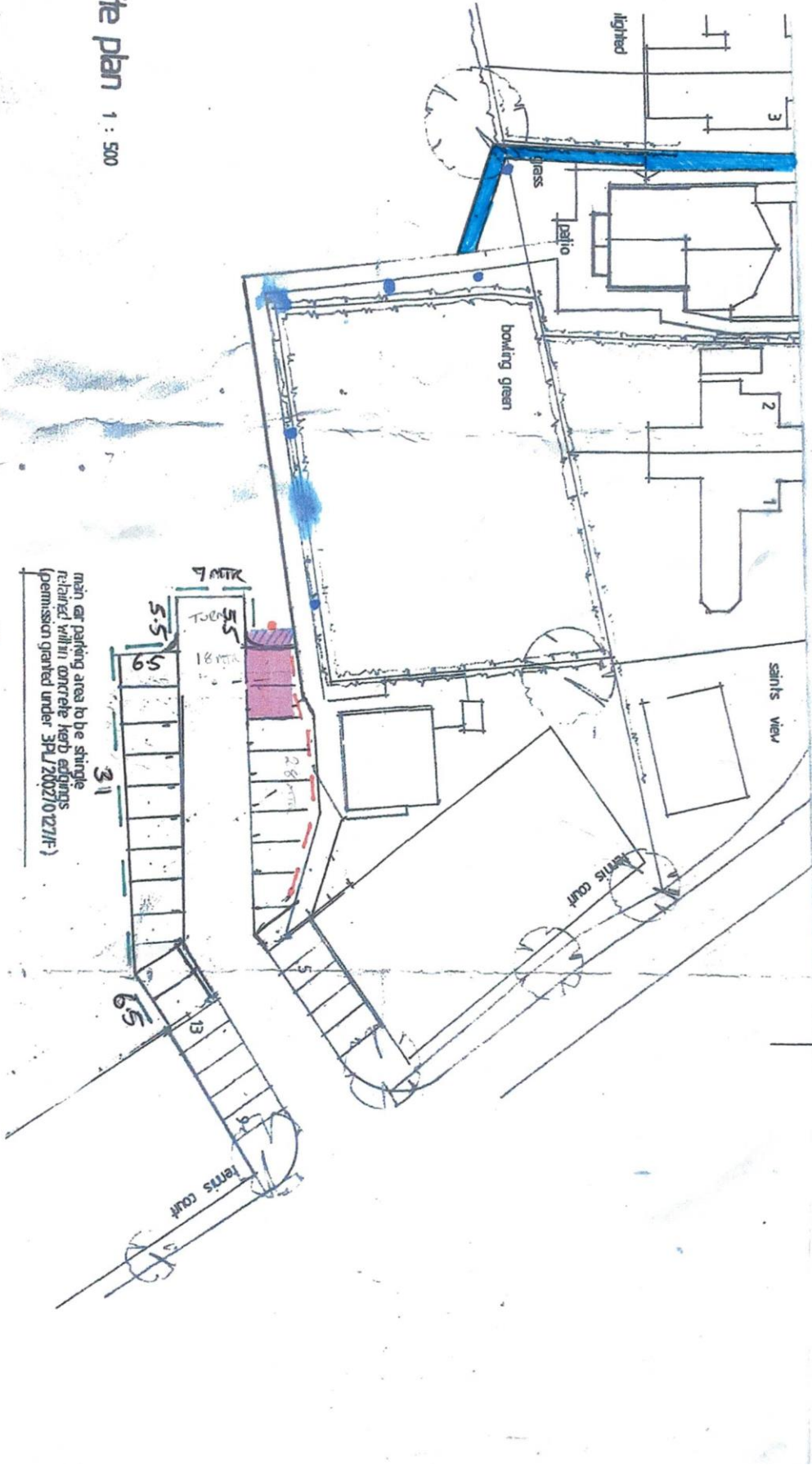
Included as above.

### **42 Next Meeting**

The next meeting will be in the Village Hall on June 26 at 7pm.

There being no further business, the meeting was closed at 8.40pm.

site plan 1 : 500



main car parking area to be shingle retained within concrete kerb edges (permission granted under SPL/2002/10/271/F)