

## **Minutes of Scarning Parish Council Meeting held in Scarning Village Hall on 17 July 2023**

Present: F Bradford (Chair), M Blackburn, S Bunn, C Hewson, T Mallard, C Porter, M Steward. In attendance: N Hartley (Parish Clerk). Two members of the public.

### **Public Participation**

A member of the public offered to weed under the bins and the benches in the enclosed play area at Blackthorn Drive. She was thanked by the Council. It was noted there are still overhanging branches from some willows on Dereham Road/opposite Cooper Terrace. The clerk had asked the Highways Engineer to check this and will chase.

### **1 Co Option**

The Council was to have interviewed two candidates for co-option, but each had individually withdrawn their applications before the meeting.

### **2 Apologies for Absence**

Apologies for absence were received from Cllr Abel, who was on holiday, Cllrs L Turner and P Hewett (Breckland Council) and Cllr W Richmond (Norfolk County Council).

### **3 Declarations of Interest**

Cllrs Hewson, Bunn and Mallard in any matter relating to Scarning Playing Field Committee.

### **4 Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 26 June 2023 as a true and accurate record. The minutes were signed by the Chair.

### **5 Matters Arising**

None.

### **6 Report from Breckland and Norfolk County Councillors**

There were no reports as the councillors were not able to attend the meeting.

## 7 Finance

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

N Hartley, clerk's salary, £917.81

HMRC, clerk's Paye, £11.80

N Hartley, reimbursement of expenses, £154.25

Norfolk Parish Training & Support, councillor training courses, £140

SCS Accounting Solutions, internal audit fee, £120

Logic Red Web Design Ltd, domain name (scarning.info) annual charge, £25

Npower, street light electricity, £294.60

TT Jones Electrical Ltd, Led lanterns for Park Lane and Soames Place, £892.88

7.2 The Clerk noted the Council's internal audit had been successfully completed

.

7.3 The Council received a report of Actual to Budgeted Expenditure. A copy of the report is attached to the minutes.

7.4 Internal Control Officer's report

Cllr Blackburn said she had carried out the checks for the first quarter and that everything was in order.

## 8 Planning

8.1 Breckland Council decisions:-

16 Steward Way	3PL/2023/0524/HOU
Demolition of conservatory, construction of new single storey rear extension, conversion of integrated garage and other minor alterations	Approved

Meadowlea, Podmore Lane	3PL/2023/0505/EU
Lawful Development Certificate for retrospective renovation works to abandoned farmhouse including replacement of windows and doors, renewing roof rafters and tiles, rebuilding collapsed side extensions, rebuilding part of front brick wall and internal alterations	Refused

8.2 Consultation Amendment considered:-

Berm House, Dereham Road	3PL/2023/0396/F
Proposed retirement bungalow and garage	
Access amendment to be considered	No objection

## 9 Play Area Lease

The Council noted that its lease with Breckland Council of the play areas at Blackthorn Drive and Ted Ellis Walk has been completed.

## 10 Update from Working Group re Play Equipment for the Blackthorn Drive Play Area

Cllr Bradford advised that the Working Group has made the following initial proposals. The enclosed play area is to be kept solely for small children, with the addition of sensory musical equipment, a seesaw and a cradle swing. The latter will replace the two open swings, as these currently encourage older children into the enclosed space. The area will be resurfaced.

The outdoor fitness equipment will remain. The path will be extended to include the addition of a wheelchair accessible roundabout. Additional equipment will be added to the fitness trail and a zip wire will be installed, as well as a set of swings for older children, together with a basket swing and a climbing net matrix. A basketball hoop will be installed with 4x4metre of hard surfacing around it.

The Group had obtained an indicative price from NGF Play Ltd of £75,000.

The Group was in contact with the school over surveys and events on the Meadows site.

The Council will need to apply for grants.

It was **RESOLVED** that the initial costing of £75,000 is acceptable and it was noted that due to inflation this will rise.

It was confirmed that the Parish Council has set aside £11,000 for the improvement of the play area and that grant funding will be required if the project is to be completed in full. It was therefore further **RESOLVED** that the Working Group will look for funding opportunities where the Parish Council meets the appropriate criteria.

## 11 Areas of Responsibility on the Water Meadows

Cllr Blackburn proposed the installation of a site map showing the individual areas of responsibility for land on the Water Meadows site as a whole. It was **RESOLVED** to add laminated maps to the noticeboards; on the website; and on social media.

## 12 Trees at Shipdham Lane Playing Field

The clerk noted that a request to ring the ivy and cut back some of the lower branches on the two oak trees had been submitted to Breckland Council. The applications had been acknowledged and the Council was awaiting a formal response.

### **13 Report of Representatives to Scarning Playing Field Committee**

Cllr Bunn noted the Committee was awaiting an update regarding the Council's request to cut back the branches on the tennis courts (see item 12 above). It was noted there is no official tennis club and if there was it would be able to apply for grants. He noted the next meeting of the Village Hall Trust regarding the proposed car park is on 25 July. The next meeting of the Playing Field Committee is on 4 September.

### **14 Allwood Avenue/Ted Ellis Walk Land**

The Council noted the area at the top of Allwood Avenue/Ted Ellis Walk is owned by Bloor Homes. Bloors had cut the grass at the Council's request. It was noted that Bloors may request that Breckland Council take over the piece of land.

The Council has asked Bloors to cut and clear around the pond at Blackthorn Drive.

### **15 Update on Grass Cutting**

The Council had been in contact with its contractor. The Council acknowledged that the grass is not being cut to a required standard. It was **RESOLVED** that the Council will obtain three quotes for cutting the grass in 2024 to be considered at the October meeting.

### **16 Hedge Cutting Black Horse Close to Hill Rise**

Following its June meeting, the Council had contacted the landowner and agreed that the Parish Council will cut the hedge annually in June/July between Black Horse Close and Hill Rise. The landowner will cut it annually in September/October. The boundary is disputed between the landowner and Norfolk County Council. The Council will cut the hedge on the basis that it is a public service to cut back the overhanging hedgerow in order to help residents.

The Council considered two quotes to cut the hedge in 2023. It was **RESOLVED** to appoint Top Garden Services, subject to checking with Norfolk County Council if the footpath is being resurfaced and if so, whether the County Council will cut the hedge.

### **17 Dips in Dereham Road**

The Council had contacted Cllr W Richmond (Norfolk County Council) regarding the worsening state of the 'dips' in Dereham Road, near Chestnut Road. Cllr Richmond had reported to Norfolk County Council and was awaiting feedback from the local highways inspector.

### **18 Update on Sale of the BCS Mower**

The clerk read a letter from a resident, who asked the Council to reconsider its decision to sell the mower on the basis that the mower could be used by the Playing Field Committee, the Fuel Allotment Charity or a church charity at St Nicholas in Dereham. The Council noted the problems this would incur in terms of insurance. It was noted that the Playing Field Committee had no use for the mower and it was believed that the Fuel Allotment Charity also had no use for it. It was noted that the Council cannot change its decisions within a six month period. It was **RESOLVED** to keep to the decision made in June 2023. As Cllr Abel was not able to attend the meeting, an update on the sale of the mower was carried forward to the next meeting.

### **19 Grant Application from Scarning Pre School**

The Pre School submitted a grant application for £1,146.20 for a bespoke sand pit cover. The Council noted the cost and did not feel it could meet this cost from public funds. It was noted that the Council had made a grant of £910 to the pre school in March 2023 and noted that if the pre school is in need of funding for a project later in the year it is welcome to return to the Council. It was **RESOLVED** to decline the grant application.

### **20 Business Continuity Plan**

It was **RESOLVED** to approve the Business Continuity Plan.

### **21 Clerk Handover File**

It was **RESOLVED** to approve the Clerk's Handover File.

### **22 Parish Partnership Scheme**

The Council considered if it had any proposals to submit for the Parish Partnership Scheme 2024/25. It was **RESOLVED** to carry this forward to the next meeting.

### **23 Flowers**

It was **RESOLVED** to use a further £10 from the previously agreed amount toward new flowers for the plant boxes as some of the flowers had been eaten by insects. Cllr Mallard proposed the Council should be looking to more sustainable ways of planting. This will be discussed at the next Council meeting.

### **24 Speed Watch Group**

It was noted that Cathy Geary is standing down as coordinator of the Speed Watch group. The Council will make an appeal for a new coordinator.

## **25 Items for Inclusion in Next Agenda**

A proposal for more sustainable ways of planting the Council's flower boxes.

An update on the trees on the Shipdham Lane Playing Field.

An update on the appointment of a coordinator to run the Speed Watch group and the use to which the data collected from the group is put.

An update from the Working Group re new play area equipment.

An update on the sale of the BCS mower.

A report from the Media Officer

Proposals for Parish Partnership Scheme bids.

## **26 Next Meeting**

The next meeting will be in the Village Hall at 7pm on 21 August.

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

**Scarning Parish Council**  
**Actual to Budgeted Expenditure**

<b>Running Costs</b>	<b>Budgeted</b>	<b>Expenditure</b>	<b>Notes</b>
Insurance	750	708.10	
Clerk's salary	10,500	2,778.46	
Clerk's expenses	500		
Clerk's Paye	200		
Council phone	50	10.00	
Payroll services	100	18.00	
Office supplies	250		
Internal Auditor	150		
External Auditor	550		
Norfolk Parish Training Subscription	400	420.00	
Fee to Information Commissioner	35		
Microsoft subscription – Council laptop	60		
Council website - Wix	120		
Parish website Costs	100		
Hire of Village Hall	275		
Council Training	250		
<b>Capital Costs</b>			
Cutting roadside verges/meadows play areas (see below)	4,500	837.36	
Street lighting	2,500	228.90	
Street light maintenance	300	101.96	
Tree survey	500		
Tree works	1,000		

Solar lights – repairs	100		
Church clock maintenance	100		
Defibrillator costs	450	52.00	
SAM2	100		
Flower boxes	150	30.25	
General repairs	500		
Grit/dog bins	-	290.00	
Noticeboard spare keys	-	9.27	
<b>Blackthorn Drive Play Area</b>			
Grass cutting	Included in verges figure above		
New play equipment	5,000		
Repairs to play equipment	1,000		
Play Safety Report	250		
Maintenance of Outdoor Fitness equipment	500		
<b>Ted Ellis Play Area</b>			
Fence/gates	300		
<b>Shipdham Lane Playing Field</b>			
Outdoor Fitness equipment maintenance	250		
Zip wire maintenance	200	164.70	Replacement seat
<b>Grants and Donations</b>			
Grants	5,000	3,100.00	Grant to Playing Field Committee



Payment for Mower to Scarning Playing Field Committee		4,800.00	
Grass cutting in churchyard	1,500	283.50	
Remembrance Day wreath (Section 137)	50		
<b>Additional</b>			
Christmas tree	300		
Litter picking	75	23.50	
Elections	2,085	-	Funds not used as no elections held. c/f £2,085
Events (Coronation)	1,000		
<b>TOTAL</b>	<b>£42,000</b>	<b>£13,856.00</b>	
Bank reconciliation as at 1 July 2023			
Barclays Current Account £24,600.69			
Scottish Widows           £21,921.38	£46,522.07		
Balance c/f                   £37,660.26			
Add receipts               £22,717.81			
Less payments              £13,856.00	£46,522.07		