

Gayton Parish Council
Minutes of the Meeting of Gayton Parish Council held on Wednesday 6 May 2020 at 7.30pm
via Zoom Video Conferencing.

Present	Cllr J Currey	Cllr A Dewing	Cllr P Savage
	Cllr S Renwick	Cllr P Grant (Audio)	Cllr N Attwell
	Cllr S Jarratt	Cllr A Beales (arrived at 8:45)	

Also, present: The Clerk, Cllr C Manning & Cllr M de Whalley

721 To Elect a Chair for the coming year.

It was resolved for Cllr Currey to be the Chairman for the next year.

722. To Elect a Vice Chair for the coming year.

It was resolved for Cllr Renwick to be the Vice Chair of the next year.

723. To receive signed Declaration of Office from Chair and Vice Chair.

It was resolved for the Clerk to send the Declaration Electronically and for Cllr Currey and Cllr Renwick to sign and return.

724 To receive and consider apologies for absence:

It was resolved to accept apologies from Cllr C Reeve & Cllr P Gidney.

725 To receive Declarations of Interest

None received.

It was resolved to open the meeting.

726. Election of Representative to Jubilee Hall Management Committee.

Cllr Beales is the current representative but is not present at the moment. Cllr Attwell advised that he would be prepared to take on the position, though he advised that his wife was a Trustee. **It was resolved to defer this item to the next agenda.**

727 Election of Parish Magazine Liaison Officer

The Clerk advised that she was prepared to continue. **It was resolved for the Clerk to continue within this role.**

728. Election of Footpaths/Tree Warden

Cllr Dewing and Cllr Gidney currently undertake this role. **It was resolved for Cllr Dewing to continue in this role.**

729 To receive reports from:

a. Jubilee Hall Representative – Cllr A Beales.

Cllr Beales current not in the meeting and has not sent a report.

b. Report from Footpaths/Tree Warden – Cllr A Dewing/Cllr P Gidney

Cllr Dewing advised that he has been checking the footpaths as part of his daily exercise and the majority of the footpaths are in good condition. Cllr Dewing advised that the main issue is dog fouling. It seems to be a small number not picking up causing a bad name with dog owners. Cllr Jarrett asked if the Common Lane was

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possible as usually the vegetation covers the pass. Cllr Currey advised that the had ridden down recently and the Lane was fine.

c. The Chairman – Cllr J Currey

This is my first report as Chair of the council, in what has been an interesting year for our village.

I would like to thank all councillors who have served in the year, taking responsibility for many ongoing council responsibilities, but especially those who have been involved with the following one-off projects. They know who they are!

- Oversight of the Neighbourhood plan working group
- Installation of Gayton's first defibrillator through generous donations from Megan's

Challenge, The Dave Kingsbury Memorial Fund and the support of Gayton Social Club.

- The creation of a new Parish Council website <https://gaytonpc.org.uk/>
- Spring litter-pick
- Car park surface maintenance

We thank The Trustees of Gayton Jubilee Hall for donating a new Parish noticeboard, which is located at the junction of Back Street and St Nicholas Close.

Two major residential developments have been approved by the Borough Council for future development and Norfolk County Council have approved a new primary school site in the area between Vicarage Lane and Springvale.

As well as councillors, we are grateful for all of the hard work by all members of the Neighbourhood Plan Working Group who have conducted consultations, held open forums and made good progress toward a document that will assist greatly in future plans for Gayton and Gayton Thorpe.

Whilst enjoying the benefits of the recently installed children's play equipment, we have to report that one popular item, the play tunnel, was completely destroyed by a dangerous act of vandalism and the cost of replacement is likely to exceed £4,000.

Due to the Covid-19 lockdown, the council is currently meeting online via a video conferencing system and details of how to join and observe these virtual meetings are being posted on the new website <https://gaytonpc.org.uk/>

730. To Review Standing Orders

To Adopt Standing Orders re Coronavirus 2020 Act.

It was resolved to adopt the new Standing Orders.

731. To Review Financial Regulations

It was resolved to adopt the Financial Regulations with no amendments.

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732. Gayton Parish Council Annual Accounts 20019/20.

It was resolved for this item to be deferred to the next meeting.

733. To Review the Asset Register

It was resolved for the Clerk to add the Gayton Thorpe sign. It was also resolved for the Clerk to check out regarding the phone box in Gayton Thorpe regarding if owned by Community Heartbeat.

734. Date, Time, Place of next Annual Parish Council Meeting.

To be set.

735 Adjournment of Meeting to allow for public questions.

No public present at this meeting.

736 To Receive Councillor Reports

County Councillor – Cllr Middleton

Cllr Middleton was invited to join the meeting but has not asked to join tonight and no report received.

Borough Councillors – Cllr Manning advised that the Borough Council have not held a meeting since lockdown and the last meeting he attended was the 12 March. The Borough Council are trialling Microsoft Teams and Cllr Manning has been at a virtual meeting for the Regeneration & Development Committee. The Committee are looking at ways to get the town centres of King's Lynn, Hunstanton and Downham Market more vibrant. The situation has now possibly become harder due to the fact that people get in habits and currently that is buying on line as it is the only option. People will realise how convenient it is and may continue after lockdown. Any suggestions would be well favoured.

Cllr Manning advised that the Borough Council needs to address Planning Application and the need for the Planning Committee to meet. There are several suggestions currently by having the meeting over two days and with half of the committee meeting on day and the balance the next. Public/Parishioners who wish to speak will be asked to submit a report but not permitted to speak during the committee. The first Planning Committee is hoped to take place on the 1 June.

Cllr Manning advised that all vacancies eg County Councillor will remain vacant for the time being. Lorne Green the Police and Crime Commissioner will stay in post for another year and hopefully the election can take place in 2021.

Cllr Manning advised that all the Borough Council Staff are working either at home or an early or late shift out of the office. Several staff are currently not undertaking their own jobs but covering for others or undertaking virus related positions.

Cllr Jarrett asked for the division between the County Council and the Borough Council. Cllr Manning advised that Cllr Stuart Dark is giving Borough updates and as a County Councillor anything relevant to Parishioners would be passed on within his reports.

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Cllr Currey thanked Cllr Manning for his report.

Cllr de Whalley joined the meeting. Cllr de Whalley apologised for being late but only just finished a previous meeting. Cllr de Whalley advised like Cllr Manning that the Borough Council have been undertaking informal internal meetings via Microsoft Teams whilst the Borough Council's IT Department are rolling out Zoom to Councillors over the next few days. Making public meetings possible, the Cabinet hope to meeting up in the middle of May with Planning 1 June.

Cllr de Whalley then advised regarding the allocation of CIL Monies. This is still in a draft form but it hoping that people can start bidding for CIL money at the beginning of October with a three- month application window. It is expected to be over-subscribed and it will take well prepared bids submitted early. The estimated Borough Pot is one million pounds split into three categories. Local: Community Facilities, Green Infrastructure, Open Space and leisure, Community Transport up to £10,000 of which 20% of the allocated fund will be used. Community: Education, Health and Economic Development are between £10,000.00 and £50,000 to which another 20% of the allocated fund will be used. Strategic: will be Borough led projects and will amount to 60% of the allocated fund. Councils are expected to find matched funding e.g. from own CIL payments/precept. So, Councils need to be thinking about projects and getting the evidence paperwork together.

Cllr Currey thanked Cllr de Whalley for his report.

737 Minutes of Parish Council Meeting held on 1 April 2020.

- 17.1 To consider and approve the minutes. **It was resolved to approve the minutes and for the Chair to sign as a true record, when situation allows.**
- 17.2 Matters arising from the minutes
(572)(545)(602)(620)(641)(674)(691)(708) To receive update and consider any action on footpath - Grimston Road. Cllr Currey advised that he had left messages with the Solicitor used previously but had not received a reply. **It was resolved for Cllr Currey to chase when appropriate.**

(572)(553) (602) (620)(641) (674) (691)(708) To receive update and consider any action on Playing Field Hedge. The Clerk advised that two quotes had been received. The Clerk advised that no work could be undertaken until September due to nesting birds. **It was resolved for the Clerk to place an order for commencement in September.**
- 17.3 Grant – Re WNCT Advertisement. Cllr Renwick advised that she will be discussing with Cllr Grant.
- 17.4. 2nd Defibrillator for the village. Cllr Currey advised that it is a long way from top of Winch Road to the Social Club in a hurry and to have another Defibrillator at the other end of the village would cover the whole village. Cllr Renwick advised the surely CIL Monies can be used. The Clerk advised that CIL monies could be used. Cllr Jarrett advised that it would be nice to have a Defibrillator in Gayton Thorpe. **It was resolved for this item to remain on the agenda and for the Clerk to check out the Gayton Thorpe Telephone Box for a place to possibly house a Defibrillator.** Community Heartbeat usually own all redundant red telephone boxes.

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- 17.5. Winch Road – Numbering & Highway Condition. The Clerk advised that numbering is down to the Borough Council. There is also a large pothole outside Bridge House. **It was resolved for Cllr Grant to take up the numbering with the Borough Council and the Clerk to report the pothole.**
- 17.6. Control of Email Addresses and New Website. Cllr Jarrett explained that currently the Council does not have control of the hosting of the website or its email addresses as this was something that Cllr Shilling was undertaking whilst he was a Councillor. Now Mr Shilling has resigned from the Council would it still be appropriate to Mr Shilling to undertake and perhaps a service agreement needs to be in place. **It was resolved that the Council should be in control of its own domain and emails and not rely on the good will of an ex Councillor. It was resolved for Cllr Attwell to speak with Mr Shilling regarding the Council having the passwords etc.**

Cllr Jarrett then went on to discuss information to go on the website and had written a paper regarding topics that the Clerk could do independently and what needed Council approval. **It was resolved that the Council goes with Cllr Jarrett's proposal and to be reviewed regularly.**

Cllr Jarrett advised that 22 people are currently signed up to receive updates from the website. This needs to be much higher to make sure that the Council are effectively getting the message across. **It was resolved for Cllr Renwick and the Clerk to get the advertisement for the new site on Noticeboard/Village Facebook Page and see if the subscriber numbers can be improved.**

738 Neighbourhood Plan

Cllr Jarrett advised that though some work cannot be achieved due to the lockdown several members of the team are still working on parts of the plan and their consultant is currently updating also. Cllr Jarrett is currently working on the Housing Needs Survey and when all the information has been gathered it will go to the Community Action Norfolk (CAN) for analysis.

Cllr Beales arrived at the meeting at 8.55pm.

739 Planning Applications and Determinations:

Applications:

20/00574/CM

County Matters Application: Discharge of conditions 19, 27, 28 and 29 of planning permission 19/02077/CM (FUL/2019/0053): COUNTY MATTERS APPLICATION: Erection of a 210 pupil primary school and 56 place nursery, access associated car parking, playing fields and landscaping Land Between Hills Crescent And Springvale Gayton. **It was resolved that no comment was necessary as it was down to the Borough Council to make sure that the conditions have been achieved.** Cllr Gidney had advised that the wood from the site was removed via Vicarage Lane and not Springvale and the two footpath bollards owned by the Parish Council have also been

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removed from site. **It was resolved for the Clerk to contact Isabella Horner and advise.**

20/00468/F Application for an extension of the use as a temporary car park to 30 April 2021 Current use granted under application 18/00361/F as a temporary car to 30 April 2020. At Temporary Car Park Site Adj Former Rampant Horse PH Gayton. **It was resolved to recommend approval.**

Determinations:

19/01490/F Application of **Construction of new dwelling** at Caplene Ferne 7 Lime Kiln Road Gayton -**Granted**

740 Highways

20.1 To receive update and consider any action on NCC Ranger Works. There were several pot holes on Lynn Road and Winch Road that need addressing. **It was resolved for the Clerk to report.**

741 Village Matters

21.1 To receive update and consider any action on the Playing Field Areas in Gayton and Gayton Thorpe. Cllr Currey advised that the moles have gone from Gayton Thorpe, Cllr Dewing to look at the beam and advise if a beam 10cm smaller would still be proficient and to advise the Clerk one way or another. Cllr Dewing also advised that he had started to replace the seats on the rocking horse and would continue as soon as lockdown permitted.

21.2 To receive Playground Inspection Report and consider any action. The Clerk had previously circulated a report of the problem areas. **It was resolved for the Clerk to obtain quotes for all items not currently in hand.**

21.3 To receive report on Playground Area/Amenity Land at Howards Way and consider any action. The Clerk had received a figure for cutting the grass, insurance and inspections etc the money on offer who hardly cover. **It was resolved for the Clerk to contact developers and suggest that the council believes the sum offered is not adequate and that at least £15,000 would be required to cover costs.**

21.4 Pudding Stones
a) Cllr Renwick to Report. Cllr Renwick advised that due to work commitments and lockdown she has not been able to investigate further.

21.5 Trees Adjacent Bus Stop on Lynn Road
a) Council to vote on any necessary action. Cllr Beales seems to have left the meeting but still linked. **It was resolved for the Clerk to contact Cllr Beales and ask if he was able to remove or not.**

742. Gayton Thorpe

22.1 Sign The Clerk had received a quote for a new Oak Sign. After discussion it was **resolved for Cllr Jarrett to get pictures of the new sign and to arrange a without prejudice meeting once lockdown was removed where Council can see the work that needed to be achieved, what has been achieved,**

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743 Correspondence:

- a. Email from a Parishioner concerned about the loose panel on the skatepark. **It was resolved for the Clerk to write back and thank and advise that the matter is in hand.**
- b. Email from Plusnet regarding renewing the broadband contract. **It was resolved for the Clerk to obtain quotes.**
- c. Email from County Council re land use. **It was resolved for Cllr Jarrett to look to setting up a meeting with the Neighbourhood Planning Team's consultant and the Council to look at the wider picture with regards to the Neighbourhood Plan. Item to go on the next agenda.**

744 Governance:

To review and consider any action necessary.

24.1 Training. Cllr Reeve has booked to go on the initial training with NPT&S in June.

24.2 Annual Risk Assessments. Cllr Currey advised that Mr Shillings had advised that he was able to help Cllr Currey undertake the risk assessments. The Clerk advised that she was currently working on a Risk Policies and would circulate as soon as possible.

745 Finance: (see report attached)

To review and consider any action necessary

25.1 Monthly Accounts for Payment. **It was resolved for these payments to be made.**

25.2 Money Received. Precept, Community Support Grant & CIL Monies have been received.

746 Items For Next Agenda

Deferred items from this meeting plus

Land Use – Neighbourhood Plan

Communicating with the Community

Screen/Projector

Annual Reports

Annual Accounts

Village Hall Trustees Rep.

747 Date, & Place of next meeting.

Parish Council Meeting Wednesday 3 June 2020 at Via Zoom at 7.30pm. General Public to be invited.

With no further business the meeting closed at 22:35pm.

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