

GAYTON & GAYTON THORPE PARISH COUNCIL

Minutes of the Gayton & Gayton Thorpe Parish Council meeting held in the Jubilee Hall, Gayton on Tuesday 19 October 2021 at 7pm.

Attendees

Cllr S Renwick – (SR) (Chair)	Cllr T Desborough (TD)	Borough Cllr M De Whalley (MDW)
Cllr J Currey (JC) (Vice-chair)	Cllr P Gidney (PGi)	
Cllr A Beales (AB)	Cllr P Grant (PG)	4 members of the public
Apologies		
Cllr A Dewing (AD)	Borough Cllr C Manning (CM)	County Cllr J Moriarty (JM)
S Bristow, Clerk (SB)	P Savage	

Ref	Item	Action by
1058	1. Chair's Welcome and Apologies for absence The Chair welcomed Councillors and members of the public and confirmed apologies, as above. SR informed that Cllr Reeve has resigned and the Parish Council (PC) is awaiting nominations which will be received by the Clerk.	
1059	2. Declarations of interest – AB declares that planning application 21/01697/F relates to his personal property.	
1060	3. Adjournment of meeting – there were no questions from the public	
1061	4. Councillor Reports 4.1. County Cllr Jim Moriarty: Cllr Moriarty was unable to attend. 4.2 Cllr Colin Manning: CM informed via email that the Borough Council is looking to improve EV charging provision for residents with no off-street parking through a BP Pulse scheme to install over 20 new EV chargers across council owned car parks, see Appendix A and/or the Borough Council website. 4.2 Cllr Michael De Whalley: MDW informed that all CIL applications are likely to be simplified into one CIL application called a 'local application'. The next CIL opportunities are in January and July 2022 with a one month application window and this pattern may continue for as long as CIL is available. Applications over £50k will have to be match funded by Parish Councils. Willow Dale planning application: TD joined MDW at the planning meeting for Willow Dale to highlight the PC's concerns regarding flooding in the area and high density on the plot. Anglian Water asserted that the problems with the pumping station winter 2021/21 were 'abnormal' for the season and that there is capacity in the AW system. The applicant has extended the garden of the small property at the back of the plot which assuaged the planners concerns that the density is not in keeping with surrounding properties. The appeal was granted. Queen Elizabeth Hospital, King's Lynn has 210 props in 45 areas as the building reaches the end of its lifespan which the QEH Deputy CEO explained to Borough Councillors. Two expressions of interest have been submitted in a bid to become one of the remaining eight new build hospital opportunities; a new build hospital and a multi-phased re-build. The community is encouraged to read the posters and sign the petition. Borough Cllr's Community Grant: MDW will be splitting his £1,000 community grant with Gayton and Grimston and would like to support the Gayton playground equipment fund. PCs are expected to match fund. The King's Lynn 'Town Bid' is concentrating on promoting business in King's Lynn and improving the football stadium amongst others. MDW will provide ongoing updates	

1062 **5. Minutes of the meeting held 7 July 2021**

Following the actions from the 21 September 2021 meeting 'it was resolved for the Chair to go through the minutes with the Clerk', SR reported that the Clerk had not be available to meet the Chair on the days proffered so they had been unable to discuss the changes proposed by the Chair. SR felt that this had been delayed too many times and proposed that the PC approves the minutes and SR would revert to Standing Orders Section 12e '*If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect*'.

Cllrs sought clarification so SR highlighted the areas below:

'The chairman of this meeting does not believe that the minutes of the meeting of the Gayton Parish Council held on 7 July 2021 in respect of Items 4 1021, Items 4.2 1022 a paste of the email had been inserted rather than the precis provided by the Chair, Item 8 1026 a paste of the payments list had been inserted, Items 14.1 was read out and the PC agreed this needs clarification and 14.2 1032 '30 trees' should read 'hedge pack'. Other smaller items had been identified by the Chairman in her review but these were not itemised at the meeting, were a correct record. Her view was upheld but it was agreed to confirm the minutes as an accurate record of the proceedings with the insertion of this paragraph for the correctness.'

6. Minutes of the meeting held 21 September 2021

Matters Arising:

- 5.2 (1042) CDW would email the Norfolk Strategic Flooding Alliance Overall Strategy to the Clerk and the Chairman for distribution to the PC
- 8.2 (1045) Clerk to confirm cancellation of Freeola account
- 14.2 (1051) Clerk to email Risk Assessment order confirmation to the supplier to the Chair
- 14.3 (1051) To read 'The Chair confirmed that she is new to the role and would contact NALC to ensure that the Clerk's appraisal is carried out correctly' not 'the Chair advised that as Chair it was down to her to undertake'. To remove 'the Clerk advised thatare collated' which is incorrect and was not discussed at the meeting.
- 14.4 (1051) the Chair advised that a light-hearted comment that 'not many responses had been received to the review of Standing Orders' is not in context and reads as a criticism. The minutes are not verbatim and it was agreed that this sentence should be removed 'and was surprised purposed (proposed) changes'.
- 16 (1053) The paragraph details that the Manor Farm planning application was granted to fulfil the Borough Council's 5-year land supply but AB advised that this is not the case. Wording to be changed for approval at the November PC meeting.
- Action to read 'it was resolved for the Chairman (not clerk) to draft a letter to the Borough Council'.
- 17 (1054) 17a Chris Russ to read Chris Rust.

ACTION: SR to liaise with the Clerk regarding the layout of the minutes as Cllrs. approved the inclusion of page numbers and item numbers in the minutes and other amendments. Cllrs will be apprised of the changes for approval by the PC.

1063 **7. Finance: to review and consider any action necessary**

7.1 Monthly Accounts for Payment. October 2021

The PC agreed that copies invoices for payments against annual contracts (C) will not be submitted as 'papers' but should be tabulated for Cllr. review and approval as below.

ACTION: SR to provide the Clerk with the spreadsheet for the table below for

monthly listing of payments:

Gayton Parish Council 19 October 2021 Payments

Supplier		Net	VAT	Total	Agreed
PJ&B Jones (C)	Playing field grass & bank	249.50	49.90	299.40	✓
Clerk wages (C)	Employee	395.31	0.00	395.31	✓
KJN Landscapes (C)	Mowing PC grassed areas	296.00	0.00	296.00	✓
KJN Landscapes (C)	Litter picking	221.00	0.00	221.00	✓
KJN Landscapes (C)	Cleaning Bus Shelters	75.00	0.00	75.00	✓
E-OnEnergy (C)	Streetlighting	113.45	5.67	119.12	✓
PlusNet (C)	Broadband Village Hall	18.00	3.60	21.60	✓
Total		1368.26	59.17	1427.43	
Neighbourhood Plan					
Your Local Paper	Reg 14 Advert	150.00	25.00	175.00	✓
Gayton Church Hire	Support for Reg 14	62.50	0.00	62.50	✓

7.2 Money Received.

7.3 Bank Reconciliation September 2021

7.4 Councillor Internal Audit Report July to September

7.5 External Audit report.

The above papers were approved 'as read'.

7.6 New CIL Fund Application

SR confirmed that the three applications applied for have been granted and the signed CIL Funding Agreements acknowledged by the CIL and CIL Funding has been formally secured and allocated to the PC's projects.

ACTION: SR to reconvene the CIL Working Group with additional members to include, SR, SJ, NA, AB, JC

- **CIL Project Ref No: FY20 21/63, CIL Funding Allocated: £2050.00, Project Name: Grimston Road Trod, Gayton, King's Lynn**
- **CIL Project Ref No: FY20 21/62, CIL Funding Allocated: £1050.00, Project Name: Install French drain beside Skate Park**
- **CIL Project Ref No: FY20 21/60, CIL Funding Allocated: £3000.00, Project Name: Study of the stormwater and foul drainage systems in Gayton & Gayton Thorpe**

8. Budget Setting for Precept – This item had been added without clarification so was not discussed. Cllrs. are aware that 2021/22 precept discussions are pending.

1064 **9. Reports from Working Groups and Areas of Delegated Responsibilities:**
Village footpaths, Village Hall, Neighbourhood Plan, Hedges, Parish Magazine, Flooding Working Group

Gayton Footpaths: the Chair thanked AB and the Gayton Estate for keeping brambles at bay on the internal village footpaths and paths and others on Back Street.

Neighbourhood Plan (NP): SJ reported that output from the Regulation 14 Survey will be published and the NPSG will be responding to comments received from the Regulation 14 survey which closed 3 October 2021. This will be a lengthy process, supported by the NP Consultant and details will be posted on the NP website. AB thanked the NPSG and noted that the NP had been enhanced by Cllr. comment. SJ confirmed that funding is in place for completion of the project.

Flooding Working Group: AB noted that some questions posed to the IDB are

outstanding. It was agreed that an article for the Dec/Jan The Voice would be drafted by AB and circulated to the Working Group for review. This same article would be posted on village noticeboards to inform the community of the work the PC is doing to try and resolve the flooding issues. A meeting would be arranged early 2023 with Anglian Water to reinforce the PC's concerns and the message that something needs to be done to alleviate flooding in Gayton.

10. Planning Applications and Determinations

21/01697/F Manor Farm variation of condition 2 of planning permission 18/00125/F - **approved**

21/01941/F Application for Proposed Cart Lodge at Rohan, Lynn Road, Gayton. Approve NA - **approved**

21/01942/F Application for Proposed Cart Lodge at Riseholme, Lynn Road, Gayton – approve JC NA - **approved**

21/01956/F Retrospective change of use of former garage to residential annexe to be occupied in association with 1 Church Farm Barns (for a temporary period of 5 years). at 1 Church Farm Barns Back Street Gayton

Following discussion that this retrospective application contravenes a covenant, is causing the Church car park to be used inappropriately and that the applicant has included land now owned by the property within this planning application Cllr De Whalley, on request, agreed to call in this application.

ACTION: a working group of AB, SJ, TD, NA and SR would prepare a letter for submission before 9 November 2021.

1065 11. Parish Council Emails

Following discussion and presentation by SJ, it was agreed that the benefits of a .gov email address for Cllrs. are not clear and the original, agreed supplier 'EasySpace' would provide PC emails and domain name support. The full PC would need to use the agreed provider in order to comply with Information Governance regulations.

ACTION: SJ to set up the new supplier with NA, SR and the Parish Clerk.

1066 12. Village Matters

2.1 Rampant Horse site and Local Lettings Policy (LLP)

ACTION: AB and SJ would follow this up with Freebridge and report back to the November PC meeting.

12.2 Playground improvements – Update- Cllr Currey and Cllr Dewing

12.3 CIL Applications – French Drain, Grimston Road Trod and Drainage Survey Report.

JC sought confirmation of decisions made at the September meeting. The PC approved removal of the rocking horse in Gayton Thorpe playground by NPS at a cost of £400 and welcomed the news that NGF may be starting the repair project before 2022 as supplies are beginning to be received, repair of the ZIP wire included.

12.4 Drop-down Post Vicarage Lane

TD had been in contact with Chris Rust the builder on the Rampant Horse site and discussions are planned for next week. TD will report to the November PC meeting.

ACTION: TD to provide an update on the dropdown post, Vicarage Lane

1067 **13. Highways**

13.1 NCC Ranger Works

Wells Wondy Lane flooding: AB noted that Gayton Estate and Highways have agreed an arrangement to share a project to dig a pit in a field close to Wells Wondy Lane to act as a soakaway.

Winch Road: AB raised the poor condition of Winch Road, Gayton with Andy Wallace of Highways. It was agreed that the PC would send a letter to Norfolk County Council (NCC) and is an item for the next agenda.

13.2 Trod and Hedge project Grimston Road

Further to the discussion at item 7.6, AB reported that, at a meeting with Richard Fisher, Borough Council Tree Officer, it had been proposed that Legal Title for the footpath to the Bus Stop would not change hands but the footpath would be instated in perpetuity. The land would remain on the Gayton Estate Asset Register and not transfer to the PC.

Thanks were expressed to AB and the Gayton Estate and the motion was carried.

1068 **14. Governance**

14.1 Training – no further comment was received

14.2 Risk Assessment Consultancy Contract

SR reported that quotes are now very out of date and an update would be provided at the November PC meeting.

14.3 Financial Regulations

The PC currently adopts the model Financial Regulations from NALC and has been happy with this format.

ACTION: JC to review and recommend any alterations at the November 2021 PC meeting.

1069 **15. TV Screen**

15.1 To consider purchasing new equipment 15.2 Hybrid Meetings for Parishioners

SR and NA have some further research to carry out and would provide an update at the November PC meeting.

1070 **16. Correspondence** – none received

1071 **17. Pudding Stones** – item carried over to November 2021 PC meeting

1072 **18. To consider items for next agenda**

CIL Grants Jan 2022, Borough Cllr Grants, Letter to NCC regarding the condition of Winch Road, Gayton.

Clerk

Date of next meeting Tuesday 16 November 2021 7pm in the Jubilee Hall, Gayton.

There being no further business the meeting closed at 9.08pm