

# GAYTON & GAYTON THORPE PARISH COUNCIL

**Minutes of the Gayton & Gayton Thorpe Parish Council meeting held  
in the Jubilee Hall, Gayton on Tuesday 16 November 2021 at 7pm.**

## **Attendees**

Cllr S Renwick – (SR) (Chair)	Cllr A Dewing (AD)	County Cllr J Moriarty (JM)
Cllr J Currey (JC) (Vice-chair)	Cllr T Desborough (TD)	Locum Clerk J Shah (JS)
Cllr N Atwell (NA)	Cllr P Gidney (PGi)	1 members of the public
Cllr A Beales (AB)	Cllr S Jarrett (SJ)	

Ref	Item	Action by
1073	<b>1. Apologies for absence</b> from Cllr Grant, Cllr Savage, Borough Cllr De Whalley & Cllr. Manning	
1074	<b>2. Declarations of interest</b> - None.	
	<b>3. Open Forum</b> – No speakers.	
1075	<b>4. Councillor Reports</b> <b>4.1. Cllr Jim Moriarty</b> gave a brief report on the County Road Safety Community Fund (e.g. roundels on the road or speed signs to be moved) and the Bus Service Improvement Plan. It is noted that his report for the 19 October 2021 meeting was not presented in his absence, this will emailed to the PC by the Clerk.	
	SJ has spoken to Matthew Heywood (walking / cycling lead for NCC) via the Neighbourhood Plan Working Party re: a route from Gayton Thorpe to Gayton, and proposed this be put considered for the fund.	Clerk
	Highways issues for Agenda item 11.2 were covered at this point. See Ref 1082 below for detail.	
	<b>4.2 Borough Councillors:</b> Cllr C Manning & Cllr M De Whalley not present.	
1076	<b>5. Minutes of the meeting held 19 October 2021</b> <b>5.1</b> Council resolved to approve the Minutes of the Tuesday 19 October 2021 meeting.	
	<b>5.2 Actions from the previous meetings</b> <ul style="list-style-type: none"> <li>– Clerk to supply hard copies of minutes and accounts from April to Present to SR.</li> <li>– CIL reconvened, the minutes are available</li> <li>– Planning application 21/01956/F has been called in and a letter sent to planning.</li> </ul>	Clerk
1077	<b>6. Finance: to review and consider any action necessary</b> <b>6.1 Monthly Accounts for Payment:</b> Council resolved to pay all previously circulated payments including one extra payment for a Remembrance wreath at £18.50. A discussion took place regarding the Council approving monthly, regular payments of agree yearly contracts on an annual basis with additional or extra invoices approved month-by-month. The PC agreed that access to payments need to be visible for transparency but scanned invoices do not need to be seen. <b>Bank balance: £52,201.75</b>	Clerk
	<b>6.2 Money Received:</b> None	
	<b>6.3 Bank Reconciliation October 2021:</b> To be provided at a later date.	
	<b>6.4 Councillor Internal Audit Report April – June &amp; July to September:</b> to be presented to the December 2021 PC meeting.	NA/SR
	<b>6.5 External Audit Report:</b> Approved	NA/SR
	<b>6.6 Budget Setting/Precept:</b> Zoom meeting Thursday 9 December, 7pm. Clerk to send	ALL

finances once November payments closed to AB and JC to enable them to add these into their spreadsheet in preparation for the meeting above. Clerk

**1078 7. Reports from Working Groups and Areas of Delegated Responsibilities:**  
Village footpaths, Jubilee Hall, Neighbourhood Plan, Parish Magazine, Hedges, Flooding Working Group.

**Neighbourhood Plan:** SJ reported that the NP working group is working on the responses to all comments received during the Regulation 14 review.

**1079 8. Planning Applications and Determinations**

**Applications:**

**21/02066/OM** *Erection of up to 33 dwellings, works to existing access, estate roads, driveways, parking areas, open space, external lighting, pumping station and associated infrastructure. Former Works Adj Gayton Mill, Litcham Road, Gayton.*

A discussion took place regarding the brownfield site on issues (housing density, use of old planning drawings, lack of contamination survey, establishing a safe pedestrian route between Gayton & Gayton Thorpe and others listed by SJ) which are cause for concern in addition to how the application sits against the emerging Neighbourhood Plan (which is noted to be only at the regulation 14 stage). SR referred to Anglian Water's recent report to the Parish Council which included the PCs duty to refer the matter of sewage if housing was ever to be proposed on this land as the system is already at capacity. Council resolved to formally request JM to call the application in in addition to Borough Cllr MDW who has already called it in due to concerns already raised to him.

**ACTIONS:** Cllrs to send their bullet points to SJ to collate. SR to register the PC's comments in the Planning Application by 19 November 2021.

**21/02162/F** *Replacement garage /outbuilding with annex for use by main house at 2 Blacksmiths Row, Gayton.*

Council discussed policies regarding annexes and their use. NA proposed to object on the basis of the envisaged additional cars parking on the road and generated by the annex and the impact of their independent traffic movements on the Village. The outline planning shows a self-contained unit with a kitchen, bathroom, lounge and bedroom making this building a separate, individual dwelling to No 2 Blacksmiths Row, rather than an annex to the property. The unit is separately located to No 2 Blacksmiths Row and shows as a separate dwelling. **Council resolved not to call the application in but to write a detailed letter of objection.**

**Decisions:** **21/01422/O** *Proposed residential development for 1 unit Willow Dale, Winch Road, Gayton.* Granted.

**1080 9. Parish Council Emails** Council resolved that Clerk must use the Council email system. Clerk  
**ACTION:** SJ, NA and SR to attend a Zoom meeting with the Clerk to set up the email system with EasySpace asap.

**1081 10. Village Matters**

**10.1 Rampant Horse** SJ reported Aug/Sep 2022 for completion (behind schedule due to supply chain issues). Freebridge advise PC continue talking to BCKLWN re: lettings to the local community. 14 to be rented, 10 shared ownership. PC to advertise eligibility criteria and raise awareness in The Voice and other communication channels. Clerk, SJ

**10.2 Playground Improvements** JC reported the zip wire and new swing seat have been installed. The rest of the improvements will take place next year.

**10.3 CIL Applications** SR reported a productive meeting, some orders have been placed, the other two need to be in by February 2021.

**Repair of French Drain by Skate Park:** JC reported the order is booked to start the week commencing 29 November 2021 using Penty Contractors who quoted the job in 2020. The cost is fully covered by CIL.

AB,  
PG,  
JC

**Grimston Road Trod:** A meeting is arranged with Richard Fisher, Borough Tree Officer, Monday 29 November 2021 at 9.30am to discuss the re-siting of the hedge in Grimston Road to make way for the new footpath to the bus stop.

**Drainage Survey Report** AB reported that some work has been carried out with the Independent Drainage Board which may necessitate a change to Ben Hornigold's (Engineering Support Practice (ESP)) workload. The Flooding Working Group will reconvene in December 2021 to discuss and then with ESP. SR noted that ESP will need to certify the work already carried out so that it is 'owned' by the PC and is in the public domain. An article in the December/January issue of The Voice asks the community to report any problems over the winter months.

**10.4 Borough Council – CIL Grant Community Road Safety Fund:** Winch Road, see item 11.2 below.

**10.5 Drop-down Posts Vicarage Lane:** TD reported that Freebridge has confirmed that it will not be drop-down post but access to the side lane to the new school will be restricted with some sort of barrier.

**10.6 The Crown Public House, Parishioner Concerns:** Greene King is seeking new tenants and confirmed that it is highly unlikely to be taken on by the Community due to private ownership.

**10.7 Defibrillator use and access:** AD reported PC need to communicate to Parishioners regarding how to access the defibrillator. Parishioners will be invited to a demonstration by Carl Smith from the Ambulance Service early 2022.

**ACTION: AD and SR to review a shortlist of instructions for PC review.**

**10.8 Village Noticeboards** PC noticeboard to be identified as such at a cost of c.£30 in addition to a notice inside showing the Clerk's contact details for posting information.

## 1082 11. Highways

**11.1 NCC Ranger Works** – Gayton sign before petrol station needs re-erecting. Clerk to notify Philip Copland from BCKLWN.

**11.2 Letter to NCC re: condition of Winch Road** (reference to 1075 above) JM informed that County Cllrs have received funding for traffic calming and safety issues and the items provided to JM for application were:

- Pedestrian safety due to no footpath at the staggered junction north of the B1145/B1153 junction opposite the Lynn Road bus stop between Mulberry House and the old shop.
- AB proposed the works required to Winch Road be considered for the County Road Safety Community Fund mentioned in Agenda item 4.1 (ref 1075) by JM. Specifically potholes, shoulders on the Western side, lighting and speeding of all size vehicles.
- PG requested that the trod is added but accepted that this has received CIL grant.
- AD raised the issue of speeding into the village on the Grimston Road and noted that the 30mph speed sign by the Old Police House on Grimston Road is too close to the bus stop and cars do not slow down. AD proposed that the speed limit should be extended to 500 yards North of the current location with additional 30mph signs.

1083	<b>12. Governance</b>	
	<b>12.1 Training</b> – None	
	<b>12.2 Risk Assessment Consultancy Contract</b> – SR and NA to liaise regarding the contractor (Plan B) agreed to carry out the work and report to the December meeting.	<b>SR/NA</b>
	<b>12.3 Financial Regulations</b> JC to circulate his comments to all on the most recent (2014) regulations with the expectation to adopt amended regulations in December with all comments considered. SR noted that a timescale for these reviews will be agreed in Quarter 1, 2022.	<b>JC</b> <b>SR</b>
1084	<b>13. TV Screen and Camera for Jubilee Hall</b>	
	<b>13.1 Update on equipment purchase for hybrid meetings.</b> Council received the report which proposed a more moderate system that the projector linked to a laptop as there has been no request from Parishioners to dial into the face-to-face meetings. The original reason for a screen was to show planning applications to all attendees so it was agreed that a second-hand smart TV could be a more reasonably-priced option.	<b>SR,</b> <b>NA</b>
1085	<b>14. Correspondence</b> – reviewed correspondence re: The Crown Pub; see 10.6 above.	<b>Clerk</b>
	The increased electricity price was not available as the prices were not visible on the scan. Reverse of the letter with details of supplies and increases to be emailed to Cllrs for consideration at the December 2022 meeting	
1086	<b>15. Pending Actions</b> – Pudding Stones. Agenda December.	<b>SR</b>
1087	<b>16. To consider items for next agenda</b> – New Councillors for co-option, Parish Precept, Cllr De Whalley playground grant, Financial Regulations.	

**Date of next Parish Council meetings:**

**Thursday 9 December 2021 7pm Zoom:** Working party Parish Precept

**Wednesday 16 December, 7pm, Zoom.** Working party reports and actions.

**Tuesday 21 December, 7pm, Jubilee Hall, Gayton.** Urgent business only, ratify any proposals generated by 16 December 2021 meeting.

**There being no further business the meeting closed at 21:02**