

Gayton Parish Council

Minutes of a meeting of Gayton Parish Council held on Monday 7th October 2024 at 7pm at Jubilee Community Hall, Gayton

Present: Councillors A Dewing (Chairman), J Currey, P Gidney, R King & C Martin M Hayes (Parish Clerk) and 2 members of the public.

1. Apologies for Absence

Apologies were received from Cllrs J Shilling, A Driver & County Councillor J Moriarty, Borough Councillor B Anota.

2. Members declarations of Interest

None.

3. Reports

County Councillor J Moriarty had sent a report which had been circulated to all councillors.

No Borough Council reports received.

4. Minutes of the meeting held 2nd September 2024

It was Proposed (JC) Seconded (CM) and unanimously agreed that the minutes were a correct record and were signed by the Chairman.

5. Open Forum

A resident queried the location of planning application 25/01550 (reserved matters) and was informed it was on the outskirts of the village next to the windmill. This application would be discussed in more detail later in the meeting.

6. Financial Report

6.1 It was Proposed (RK) Seconded (JC) and unanimously approved to pay the accounts listed below:

Date	Supplier	Description	Invoice no	Total
18.09.2024	N Power	Electricity supply	11412566	£ 68.88
23.09.2024	KJN Landscapes	Grounds Maintenance		£ 296.00
23.09.2024	KJN Landscapes	Speed gate maintenance		£ 600.00
23.09.2024	PJ & B Jones	Grasscutting playing field		£ 303.26
25.09.2024	BT	Broadband		£ 32.53
30.09.2024	Aston Shaw	Payroll services		£ 590.00
30.09.2024	Unity Bank	Fees		£ 18.00
07.10.2024	K J N Landscapes	Complete litter pick, clean bus shelters grasscutting and strimming footpaths	990	£ 1,046.00
07.10.2024	PJ & B Jones	Grasscutting playing field	SI-983	£ 101.09
07.10.2024	A Dewing	reimb new battery defib & top up PC mobile phone		£ 323.40

Gayton Parish Council

07.10.2024	A Dewing	PC mobile phone top up		£ 10.00
07.10.2024	Royal British Legion	Poppy Wreath	31289703	£ 27.50
07.10.2024	Office costs & administration	Reimb stationery toner, paper, external mouse	46R6D2NA 46RDEY2A	£ 48.41
20.10.2024	Contracts and Salaries	Salary, HMRC, contracts		£ 673.83
				£ 4,138.90

6.2 Late Payments PKF Littlejohn External Audit £504 including VAT Approved

6.3 Financial Report – The Clerk reported this would follow as she had only been in post 2 weeks and still did not have full access to all of the financial information.

6.4 It was agreed to defer the budget meeting until December to give the Clerk time to get more familiarise herself with the budget and accounts.

7. Planning

24/01550/RMM – Construction of 33 dwellings at former works adj to Gayton Mill, Litcham Road

The Parish Council would make the following comments:

24/01550/RMM – Construction of 33 dwellings at former works adj. to Gayton Mill, Litcham Road

The Parish Council would like to raise the following concerns:

Access

The access to the development needs to be considered before this application is considered.

How will pedestrians cross the road ?

This development is contrary to Policy G.19 of the Gayton and Gayton Thorpe Neighbourhood Plan – Maintaining a walkable and well-connected village

“Development proposals which result in a decreased pedestrian connectivity between residential areas and services (including the school) or which fail to utilise opportunities to provide new connections will not be supported”

Policy 9.27 Danger from walking on the roads and lanes exposing residents to danger from traffic.

Surface Water and Drainage

No details have been provided regarding the management of surface water or drainage.

Plots 25 – 27 – The Parish Council has concerns that the plans do not include rear access from the properties at the back, which could pose a risk in the event of fire, particularly for residents with mobility issues or disabilities.

The development is contrary to Policy G.9 Residential Development and Design of the Gayton and Gayton Thorpe Neighbourhood Plan – All new residential properties

“The design and standard of new residential development should meet a high level of sustainable design and construction and be adapted to climate change and optimised for energy efficiency. This includes:

Position and orientation to optimise passive solar gain”

There are no solar panels shown on the plans.

The Parish Council would highlight concerns raised by Anglian Water at a meeting held in April 2016 expressing their concerns about further developments in Gayton and additional work that would be required to the network.

24/01505/F – Change of use from agricultural land (currently laid to grass) to *sui generis* dog walking field, new pedestrian access, parking and fencing – Land at X573296 Y319164 East Walton Road, Gayton

The Parish Council support this application.

Borough Council decisions

23/01763/FM – Proposed development of 36 dwellings including the demolition of existing buildings Manor Farm Back Street – Approved

8. Items for Discussion

Street Lighting removal B1145 proposed by Norfolk CC – The meeting were informed that the County Council were intending to turn off some of the lighting in certain areas of the County to save money. The area of Bawsey dip was a notorious accident spot and the Parish Council agreed to write to the County Council strongly objecting to any lighting in this area being switched off.

Gayton School Update – Councillor Dewing had circulated a report and stated that there were no plans at this time to close the school. Nothing further to report.

Middleton School update – Nothing to report.

Old School update – Nothing to report.

Outstanding roadworks opposite Gayton Service Station – The Clerk was asked to write to the County Council to ask when the work to the road outside the service station would be completed.

Outstanding issues –

- The Clerk was asked to report cars parking on the pavement next to the service station forcing people out into the road.
- Hedge outside 36 Hills Crescent was very overgrown – the Clerk would report this to Freebridge (as it was their property) and County Highways.
- Very uneven footpath Winch Road – exact location to be reported to the Clerk.
- Sunken pavement due to manhole cover top of Hawthorne Road – the exact location would be reported to the Clerk.
- Highways manholes Winch Road sunken causing uneven road surface – exact location to be reported to the Clerk.

Overgrown Hedge bottom of Lime Grove – Councillor Dewing agreed to inspect the hedge and report back to the Clerk.

Change of Date December meeting – Change of date to Monday 9th December approved.

9. Reports from organisations

Footpaths/Tree Warden – It was agreed that an inspection of the trees in the Parish was required and would be arranged.

The Clerk was asked to check if there were any Tree Preservation orders on the trees in the Old School.

Jubilee Hall Representative – The Council were informed that the hall was still being run by one person. Her partner had agreed to take on the caretaker/general maintenance role but committee members were urgently needed. She was thanked for all her hard work keeping the hall running.

Parish Magazine liaison officer – Councillor Dewing would send an article for the next issue.

CIL 2023 Working Group – nothing to report. The Clerk was required to submit the CIL return to the Borough Council. The Clerk was asked to contact the company that carried out the drainage survey, which was funding by CIL money to see if any further payments were due.

Speedwatch Working Group – No report.

10. Correspondence

The following correspondence had been received. Councillor Dewing noted the resignation of Councillor Susanne Jarrett, and the Parish Council expressed their gratitude for her dedicated service during her time on the Council. The Clerk had processed the necessary legal paperwork.

- Norfolk Community Foundation – request for end of grant form
- Update Go Green West Norfolk Project
- Update Highgrove Solar Farm – Notification of Consultation running from 9/9 – 18/10 2024
- Community Action Norfolk – Newsletter
- KLWNBC – Weekly planning lists
- KLWNBC – Notification of renewal of Public Protection Order (Dog Control Order) December 2024
- PKF Littlejohn Conclusion of Audit
- Resignation email – Susanne Jarrett
- KLWNBC – request for completion of CIL form last financial year

11. Date of Next meeting

Monday 4th November 2024.

Items for inclusion on the agenda:

Pre budget discussion on reserves

Co-option to fill 4 current vacancies

12. Dates of 2025 meetings – The dates had been circulated and were approved.

13. RESOLUTION: to move into closed session on the grounds of confidentiality in accordance with the Public Bodies Admission to meetings Act 1960 s.1(2)

- Unanimously approved to appoint Maxine Hayes as Parish Clerk and Responsible Financial Officer. Terms and conditions approved and attached to the minutes.
- Approved Unanimously to appoint a new payroll company Ewing Accounting Services from October 2024
- Audit 2023/24 – the final report had been received from PKF Littlejohn. Details had been circulated and posted on the website as required. The Parish Council acknowledged the recommended actions included in the report and would ensure that these were actioned.