



**WOOD NORTON PARISH COUNCIL**

**Draft Minutes of Meeting**

**Wednesday 15<sup>th</sup> November 2023 at the Village Hall at 7:30pm.**

In Attendance: Parish Councillors: Marcus Crowe (Chair), Jean Johnson (Vice-Chair), Loraine O'Keefe, John Jennings, Tim Lidstone-Scott, Tess Morley and Daniel Coe. Clerk: Ophelia Donovan. Public 1.

- 1) The Chair opened the meeting at 7:30pm and welcomed those present.
- 2) Apologies were received and accepted from District Councillor Mike Hankins and County Councillor Steffan Aquarone.
- 3) Minutes:
  - a) There were no matters from the Minutes not listed on the agenda.
  - b) The Minutes of the Parish Council meeting held on Wednesday the 20<sup>th</sup> September 2023 were agreed and signed.
- 4) Cllr. O'Keefe declared an interest as the tree referred to in correspondence received is on her land.
- 5) The Chair confirmed that everyone had read the previously circulated reports received from County Cllr. Steffan Aquarone and District Cllr. Mike Hankins.
- 6) The Council heard from a member of the public who expressed an interest in applying for the parish councillor vacancy via co-option.
- 7) Mr. Daniel Coe applied for the vacancy of parish councillor via co-option. It was unanimously agreed that Mr. Coe should be co-opted to the Parish Council with immediate effect.  
Proposed: Cllr. Jennings.  
Seconded: Cllr. Morley.
- 8) Correspondence had been received from the Heartbeat Trust regarding an invoice that needed to be paid. Correspondence had also been received from a resident concerning persistent flooding of the road opposite Hawthorn Cottage, a dangerous tree, and a dead tree on the corner of Church Road.
- 9) The Chair presented the current financial situation as follows:
  - a) Community Account £3,103.53  
Business Account £3,589.13  
Village Sign Account £1,366.76  
Defibrillator Account £1,595.60
  - b) The payment of the invoice for the uncontested election in the sum of £20.25 was approved.  
Proposed: Cllr. Jennings. Seconded: Cllr. O'Keefe.

- c) The refund in the sum of £4.65 for the clothes recycling bin was discussed. As this refund was never intended for the Parish Council, it was resolved that the refund should be passed on to the village hall.
10. & 11) The proposed budget for 2024-25 had been previously circulated by the chair to help set next years Precept. After a robust discussion it was decided by a majority vote the Precept should be increased by 5%. Proposed: Cllr Jennings, Seconded: Cllr O'Keefe. This would allow for inflation, cover the 3.5% Clerks salary increase, in line with NALC pay scales and any future Capital Expenditure. An additional Grit Bin was discussed for the future, if the current one purchased was well received and used this coming winter season.
- 12) An update on the defibrillator was provided. The Chair confirmed that the telephone was still not working. It was agreed to move the report on the Action Plan from May to November. It was also agreed that fridge magnets with the code to the defibrillator should be purchased for every house in Wood Norton. Proposed: Cllr. Lidstone-Scott. Seconded: Cllr. Jennings. It was resolved that leaflets providing details of defibrillator training should be handed out to each residents home together with one of the fridge magnets containing the code to the defibrillator. The Chair Agreed to look into the average annual running costs associated with the defibrillator since its purchase. To help with future funding requirements after the current contract ends. It was also confirmed that the defibrillator VETS System does not have a full complement of volunteers. Anyone interested in joining should contact Councillor Lidstone-Scott.
- 13) There were no planning applications.
- 14) Cllr. Morley provided an update on the litter pick. She confirmed that she had contacted the District Council who will provide Hi-Vis vests and black bin liners. A discussion took place concerning what would be a suitable date for the litter pick, the date would have to be one to include everyone especially children who may want to take part. It was agreed that the litter pick could take place in March, but the date needs to be confirmed at January's meeting.
- 15) An update on NARS training was provided by Cllr. Morley. Cllr. Morley explained she is awaiting details of a NARS trainer who is able to come out and provide training.
- 16) Celebrations of the 80<sup>th</sup> D Day celebrations were discussed. The Chair confirmed that a Pageant Master had been in touch. The Chair confirmed that he can install the beacon if anyone would like to light it. It was agreed that this agenda item should be deferred to January's meeting.
- 17) The Chair confirmed that the grit bin had been successfully installed and was awaiting grit.
- 18) Cllr. Morley confirmed that she had set up the Parish Council's Facebook page. It was agreed that Cllr. Coe would be an administrator of the new Facebook page.
- 19) The Asset List previously circulated by the Clerk was discussed. It was agreed that the insurance amount in respect of the gates would need to be checked.
- 20) Cllr. O'Keefe confirmed that the tree mentioned in correspondence from the resident is on her land. The tree is dead and is on Cllr. O'Keefe's field. She does not think she needs to move it but will check. There is an issue concerning the culvert along Foulsham Road, water is standing in the highway and will not drain properly. The Chair requested that the clerk report this to Anglian Water to help resolve these issues.
- 21) The Standing Orders previously circulated by the Clerk were agreed and adopted by the Council. Proposed: Cllr. O'Keefe. Seconded: Cllr. Lidstone-Scott.
- 22) The Clerk advised that under the Environment Act 2021, the Parish Council should adopt a Biodiversity Policy. NALC will be releasing a model policy shortly. It was agreed that the Parish Council already participate in many biodiversity projects such as supporting the

Felbeck Trust and organising a litter pick. It was agreed that this item should be added to January's agenda.

- 23) Cllr. O'Keefe stated that she will set up a new sheet for the Action Plan in January 2024. She will add the annual review of Clerk to January's review.
- 24) No urgent items were provided.
- 25) The list of items to be included in January's agenda are Biodiversity Policy, Defibrillator update, Staff Training and the Action Sheet.
- 26) The dates of the next meetings were agreed as follows:

- Wednesday 17<sup>th</sup> January 2024
- Wednesday 20<sup>th</sup> March 2024
- Wednesday 15<sup>th</sup> May 2024
- Wednesday 17<sup>th</sup> July 2024
- Wednesday 18<sup>th</sup> September 2024.
- Wednesday 20<sup>th</sup> November 2024.

The meeting closed at 8:50pm.

**Signed.....Chair, Marcus Crowe, 17<sup>th</sup> January 2024.**