



**WOOD NORTON PARISH COUNCIL**

**Draft Minutes of Meeting**

**Wednesday 31<sup>st</sup> January 2024 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 and Tess Morley. County Councillor Mike Hankins. Clerk: Ophelia Donovan. Public 0.

- 1) The Chair opened the meeting at 7:30pm and welcomed those present. It should be noted that the clerk arrived at 7:47pm due to circumstances outside her control.
- 2) Apologies were received and accepted from Parish Councillor Daniel Coe.
- 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 15<sup>th</sup> November 2023 were agreed and signed.
- 4) No Declarations of Interest were received.
- 5) District Cllr. Hankins provided his report to the Council. The Chair enquired whether planning training would be available for Parish Councillors. Cllr. Hankins said he may be able to find out. No report was received from County Councillor Steffan Aquarone.
- 6) There was no public participation.
- 7) There was no correspondence.
- 8) The Chair presented the current financial situation as follows:
  - a) Community Account £2,755.45  
Business Account £3,601.63  
Village Sign Account £1,371.52  
Defibrillator Account £1,433.66
  - b) There were no invoices to be paid.
  - c) It was confirmed that the precept requirement information had been submitted.
  - d) It was confirmed that the Quarter 3 PAYE had been submitted.
  - e) The payment of the clerk's expenses in the sum of £37.80 was unanimously approved.  
Proposed: Cllr. Lidstone-Scott. Seconded: Cllr. O'Keefe.
- 9) An update was provided on the defibrillator. Cllr. Lidstone-Scott confirmed that the telephone had been working since the 20<sup>th</sup> December 2023, although the audio was weak. The sign stating that the telephone was not working had been taken down. The fridge magnets confirming the code to the defibrillator had been received. Cllr. Morley stated that a defibrillator training day could be arranged in April. Cllr. Lidstone-Scott stated that a leaflet could be made providing details about V.E.T.S, the defibrillator code and training. These could be handed out with the magnets to each household in Wood Norton. The Chair said that he

had reviewed the financial position: V.E.T.S will cost £300, Telephone £166, pads £200 and a new battery will be £300. This will leave £477 surplus. There was a discussion concerning how long the battery will last. Cllr. Lidstone-Scott will contact Community Heartbeat to ascertain what we need to do after our ten year contract expires in three years time, as we are about to replace the battery, with an expected life of a further seven years.

- 10) There were no planning applications.
- 11) Cllr. Morley suggested that the 9<sup>th</sup> March 2024 at 10:00am would be a suitable date for the litter pick to take place. The meeting place could be the Village Green. This was unanimously agreed by Council. It was further agreed that details of the litter pick should be placed in the village magazine. Cllr. Morley said she would find out if complimentary teas, coffees and cake could be offered to the volunteers at the village hall after the task is completed.
- 12) Cllr. Morley stated that she would be arranging free defibrillator training to members of the public. The training would consist of how to use a defibrillator rather than a first aid course. It was agreed that notification of the defibrillator training should be placed in the village magazine.
- 13) The 80<sup>th</sup> D-Day celebrations were discussed. Details concerning interest from residents and what event could be organised were considered. It was finally agreed that no celebrations would be organised by the Parish Council and that this could be removed from the Agenda.
- 14) The Chair provided an update on the grit bin. The Chair stated that when he last checked the bin, no grit had been used. It was confirmed that users would need to bring their own apparatus to access the grit.
- 15) It was agreed that Cllr. Morley and Cllr. Coe could attend the online Norfolk ALC course, "how to be an effective councillor" at a cost of £30 plus VAT each. Cllr. Morley said she is happy to do the course. The clerk is to ask whether Cllr. Coe is happy to attend the course and if so, to book the Councillors onto the course.
- 16) An update on the Parish Council's Facebook page was provided by Cllr. Morley.
- 17) A discussion took place regarding security in the village. Cllr. Jennings reported that before Christmas he witnessed two people stealing wood. It was agreed that residents should be aware of any unusual activities and that a reminder to be vigilant should be posted in the local village magazine. There was a discussion as to whether Wood Norton is a registered member of the Neighbourhood Watch scheme. Cllr. Jennings said that he could look into this.
- 18) The Chair provided an update regarding his visit with an Anglian Water representative regarding flooding in Foulsham Road. The representative said that they thought Anglian Water could have made a mistake regarding the underlaying pipes. However, this would need to be confirmed by a senior engineer. Other issues to be reported to Highways Inspectorates include the flooding by the culvert in the ditch along Brush Hill, pot holes and the road surface along Lyng Hall Drive. Also, the hedge along the main road needs to be trimmed back.
- 19) The updated Financial Regulations previously circulated by the clerk were agreed and adopted by the Council, subject to the following amendments: Point 1.14 bullet point 2 omit the words (in excess of £2,000). Proposed: Cllr. Jennings Seconded: Cllr. Morley.
- 20) The Clerk advised that under the Environment Act 2021, the Parish Council should adopt a Biodiversity Policy. The Biodiversity Policy previously circulated by the Clerk was agreed and adopted by the Council. Proposed: Cllr. Lidstone-Scott. Seconded: Cllr. Johnson. It was agreed by the Council that residents views promoting Biodiversity should be requested so that the Action Plan can be completed. This should feature in the village magazine.

- 21) Cllr. O'Keefe provided an update on the Action Plan. Cllr. O'Keefe will add the annual appraisal of the clerk to February's action points. The clerk is to confirm what date the Precept was submitted.
- 22) No urgent items.
- 23) The list of items to be included in March's Agenda are Neighbourhood Plan, Biodiversity Action Plan, Defibrillator update, Councillor training, NARS training and the Action Sheet.
- 24) Details of the next meeting were confirmed as Wednesday 20<sup>th</sup> March 2024 at 7:30pm at the village hall.**

The meeting closed at 9:14pm.