



WOOD NORTON PARISH COUNCIL

Minutes of Meeting

Wednesday 20th March 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, Tess Morley and Daniel Coe. Clerk: Ophelia Donovan. Public 0.

- 1) The Chair opened the meeting at 7:30pm and welcomed those present.
- 2) Apologies were received and accepted from District Councillor Hankins and County Councillor 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 31st January 2024 were agreed and signed subject to the following amendment: Para 18 should read Lyng Hall Lane not Lyng Hall Drive.
- 4) No Declarations of Interest were received.
- 5) The Chair read out District Cllr. Hankins report to the Council. The Chair also read County Cllr. Aquarone's report to the Council.
- 6) There was no public participation.
- 7) Correspondence: The Clerk confirmed that she had received interest from five residents concerning the defibrillator training. The Chair read out an e-mail he had received concerning the Western Link Project.
- 8) The Chair presented the current financial situation as follows:
 - a) Community Account £2,458.59.
Business Account £3,615.10.
Village Sign Account £1,376.65.
Defibrillator Account £1,433.66.
 - b) There were no invoices to be paid.
 - c) The Clerk's expenses in the sum of £18.90 were unanimously agreed. Proposed: Cllr. Lidstone-Scott. Seconded: Cllr. O'Keefe.
 - d) The Chair provided an update concerning the financial year end preparations. The appointment of the internal auditor was unanimously agreed.
 - e) The Chair confirmed that the Annual Governance and Accountability Return (AGAR) form had been received.
 - f) The RFO recommended a transfer of £1,000 from the Business account to the Community account. Proposed: Cllr. Johnson. Seconded: Cllr. Lidstone-Scott. Unanimously agreed.

- 9) An update was provided on the defibrillator. Cllr. Lidstone-Scott confirmed that he will check the cost of a new battery. Cllr. Lidstone-Scott stated that 120 houses in Wood Norton had received fridge magnets with the access code on them. It was suggested by the Chair that if there were any spare fridge magnets, they could be given to the businesses in the village. This was unanimously agreed.
- 10) Cllr. Lidstone-Scott confirmed that leaflets advertising free defibrillator training had been delivered to residents. He confirmed that he will forward a copy of the leaflet to the Clerk. Cllr. Morley confirmed that she is waiting to hear from Norfolk Accident Rescue Services, (NARS) in relation to a suitable date of when the training can take place.
- 11) Planning application- PF/24/0375: A planning application concerning the conversion of a garage was considered. It was unanimously agreed that there were no objections to this planning application, so long as any lights installed on the outside of the property are downward facing.
- 12) Cllr. Morley provided an update on the litter pick which took place on the 9th March 2024. Cllr. Morley confirmed that a large amount of litter was collected and that the litter pickers were very lucky with the weather. It was also agreed that the organised litter picks support the Council's pledge to promote biodiversity.
- 13) Cllr. Morley had received a complaint concerning dog fouling. There was evidence of dog fouling along Rectory Road by the Bye-Ways and Footpath. The Clerk stated that she had mentioned dog fouling in the Parish Council's article published in the Heart of Norfolk Magazine. In the article, the Clerk had also reminded dog walkers that there were two dog waste bins situated along Wings Lane and at the Village Hall.
- 14) Cllr. Morley stated that she will obtain dates from NARS training, who provide the free defibrillator training. It was agreed that 20 spaces for training could be reserved.
- 15) It was noted by Cllr. Lidstone-Scott that during the Village Sign Annual inspection, the wooden seating on the village sign was coming apart. Cllr. Lidstone-Scott is going to attempt to fix this.
- 16) Cllr. Lidstone-Scott confirmed that there were no concerns arising from the Notice Board Annual Inspection.
- 17) Following the safety inspection of the Commemorative Bench, Cllr. Lidstone-Scott confirmed that there were no concerns.
- 18) The Council unanimously decided that they would not like to obtain a free portrait of King Charles III.
- 19) The Clerk provided an update concerning the training for new councillors. She had asked the course director to provide details of any additional dates for training as the current dates were not convenient for some Councillors. Cllr. Jennings confirmed that he is attending planning training on the 26th March 2024. Cllr. Jennings will report back once he has attended the planning course. Cllr. Crowe and Cllr. O'Keefe expressed an interest in attending planning training in July.
- 20) Cllr. Morley provided an update on the Parish Council's Facebook page. It was agreed that the dog fouling and the defibrillator training should be mentioned on the Facebook page. This should also be added to the Parish Council's Nextdoor Account.
- 21) The Chair provided an update from his meeting with a Highways Inspector. The Chair took the Inspector around the village to show them the issues that need to be addressed. The Highways Inspector confirmed that Highways could help with the pot holes around the village. The overgrown hedge along the main road is privately owned. Highways will write to the occupants. It was stated that there had been problems along the Foulsham Road

- regarding draining surface/excess water. This issue is being addressed via Anglian Water. There are ongoing issues regarding ditches not being cleared which in turn causes flooding.
- 22) Cllr. O’Keefe stated that there were flood issues along Hall Lane. This started out along Church Road, the water continues to run down the road and has eroded the side of the road. The Chair stated that the ditch has been open since he has lived in Wood Norton. He stated that clearing the ditch along Hall Lane though would help clear this water. There was some discussion concerning whether to ask the Council to install a larger pipe under Hall Lane. The Chair will ask the highway inspector when he next visits. There was a further discussion whether it would be a good idea to ask County Councillor Aquarone for a site visit with a Flood Risk Officer, referred to in his recent report. It was unanimously agreed that the Clerk should contact Cllr. Aquarone to request a meeting between the Councillors and the Flood Risk Officer to help with the flooding issues. Cllr’s. Crowe, Lidstone-Scott, Johnson, Jennings and O’Keefe would like to attend any upcoming meeting with the Flood Risk Officer.
- 23) The updated Health and Safety Policy was unanimously approved. Proposed: Cllr. Lidstone-Scott. Seconded: Cllr. Jennings.
- 24) A discussion took place regarding the Biodiversity Policy and the Action Plan. It was unanimously agreed that an additional meeting between Cllrs. Johnson, O’Keefe and Lidstone-Scott could take place on Monday 22nd March to discuss the policy and any changes. This will be discussed by full Council at the next meeting.
- 25) Cllr. O’Keefe provided an update on the Action Plan. Cllr. Crowe confirmed he will let Cllr. O’Keefe know the dates when the points from the internal audit are actioned. The Chair requested that the Clerk’s appraisal should be changed from RFO to Chair.
- 26) There were no urgent items.
- 27) The list of items to be included in May’s Agenda are the Biodiversity Action Plan and Policy review, defibrillator, Village Hall, Councillor training, Councillor expenses, NARS training and the Action Sheet.
- 28) Details of the next meeting were confirmed as Wednesday 15th May 2024. The meeting will start at 7:00pm to include the Annual Parish Meeting and the Annual Parish Council meeting and will be held at the village hall.**

The meeting closed at 20:54pm.

Signed..... Marcus Crowe, Chairman, 15th May 2024.