

**MINUTES OF THE ANNUAL MEETING OF HORSTEAD WITH STANNINGHALL PARISH  
COUNCIL  
HELD IN THE TITHE BARN, RECTORY ROAD, ON WEDNESDAY 10 MAY 2023 AT 6.30PM.**

**Present:** Cllrs, Mrs C Fleming (Chair), Mr A Browne, Mr D Hales, Ms P Weightman, Mr A Kirby, Mr I Tebble and Mr M Boakes (Mr J Langberg and Ms L Austrin joined the table once co-opted)

**In Attendance:** Cllr F Whymark (NCC), Suzanne Hall (Parish Clerk) and two members of the public.

**1. Elections**

- (a) Chairman: Mrs Fleming was unanimously voted in as Chairperson. There were no other nominations.
- (b) Vice Chair: Mr Browne was unanimously voted in as Vice Chair. There were no other nominations.

**2. Declarations of Acceptance of Office and Disclosure of Pecuniary Interests**

To note that the declaration of acceptance of office forms have been completed and signed by the Councillors. Disclosure forms will be completed and returned to Broadland District Council. They will then be displayed on both the Broadland District Council and Parish Council websites.

- 3. Co-option of new Councillors into two remaining seats –** Jeff Langberg and Louise Austrin were co-opted onto the Parish Council. Relevant forms were completed as above. Jeff and Louise then joined the Councillors table.

**4. The Council AGREED to continue to accept the General Power of Competence**

**5. Apologies**

Apologies from Mr M Stevenson, Ms L Symon and Cllr J Coplestone (BDC) were received and ACCEPTED

**6. Declarations of Interest**

None

**7. Public Forum**

- Cllr J Coplestone (BDC) and Cllr F Whymark (NCC), provided an overview of their current involvements – see summary reports at end of these minutes.
- A member of the public advised the Councillors of their concerns with planning application 2023/0966 – Donkey Dell – and also provided background information and current issues.

**8. Minutes of the Meeting of 12 April 2023**

The minutes of the last Parish Council Meeting were

**AGREED AND SIGNED**

**9. Finance**

**(1) Payments Received**

1 <sup>st</sup> half of Precept	£17,250.00
Q4 2022/23 VAT	£384.77

**(2) Payments for Approval**

Zurich – annual insurance from 1 June 2023	£1426.00
Platten Pest Control – moles playground	£288.00
Mr P Carrick – Internal audit	£100.00
J Rice - Litter picking – 11-20 April	£44.00
Westcotec – SAM2 post by Horstead Motors (to come out of Cil monies)	£234.00

**Unanimously APPROVED**

**(3) Payments for information only – previously agreed direct debits and standing orders etc**

Veolia - Bin Lifts in March collected 28/04/2023	£65.86
Payroll April 2023	£1,074.98

**(4) The accounts for Quarter 4 2022/23 have been examined by Mr Browne and APPROVED**

**(5) The Financial Risk Assessment was APPROVED**

**(6) The Governance statement 2022-2023 was APPROVED and signed**

(7) **Statement of Accounts 2022-2023** was **APPROVED** and signed

#### 10.Planning

- **2023/0966 - Donkey Dell, Frettenham Road** – Retrospective change of use from keeping of horses to mixed use of keeping horses and exercising of dogs – **OBJECTION** – concerns were raised about the noise that would be generated by the dogs and their owners, the extra traffic and access onto the narrow road. If training sessions were to be held this would involve a lot of people and dogs on the site at the same time. There are no toilet facilities on the site. There are several properties adjoining the site and any dogs escaping would be a nuisance and potentially a danger to the home/land owners A commercial business would be out of keeping with the agricultural nature of the area. The council will request that if the application is approved then conditions are attached – limit to the number of dogs, toilet facilities are provided, the boundary is made very secure, operating hours restricted to dawn to dusk so no light pollution, dog waste to be disposed of by a licenced disposal company.
- **BA/2023/0099/FUL – The Marl, Horstead** - Temporary construction of lagoon structure to hold dredged river sediment for drying – **NO OBJECTIONS**  
Mrs Fleming, Ms Weightman, Mr Langberg and Ms Austrin **AGREED** to be the lead Councillors for future planning applications

#### 11.Parish Clerk and Chairman/Councillors

- (1) **Enforcement cases** – The clerk advised that there were ongoing cases in the parish that are being looked into by the Planning Enforcement team at BDC
- (2) **Training for all new Councillors** was **APPROVED** – the Clerk will circulate dates
- (3) **Cil update** – no Cil money was received from BDC in this round. Cil will become due on plots 1 and 2 of the Timberlea development once the first plot is sold. Plots 3 and 4 have been granted Self-build exemption.
- (4) **Code of Conduct** – It was **AGREED** to adopt BDC's LGA Code of Conduct with the suggested amendments
- (5) **Marlpit article** – at the suggestion of the Marlpit, it was agreed that we would compile an article for the July Marlpit introducing all the current Councillors. Each Councillor to provide Ms Austrin with relevant details.
- (6) **Website update** – using the information above, the clerk will update Councillor details on the Parish Council website.
- (7) **Brick bus shelter** – Mr Kirby to obtain a quote for a wooden bench and Mrs Fleming to obtain metal bench quote
- (8) **Royal British Legion memorial bench** – Mrs Fleming reported that Highways have approved the siting of the Royal British Legion bench at the War Memorial. Mr Jennings advised that the design has changed due to cost. The Councillors had no objections to this change.
- (9) **Backup training for playground** – Approval was given for Ms Austrin to attend playground training as backup for Mr Kirby.
- (10) **Planning Training** – Approval was given for Councillors to attend planning training – date to be confirmed.

#### 12.Highways & PROW

- (1) **Grass verge by Recruiting Sergeant** – ENQ900227680 – Highways have advised that they do not consider parking on this area to be an issue and have pointed out that it is not illegal to use grass verges. The Councillors decided to take no further action at this time.
- (2) Overgrown vegetation on the PROW between Mill Road and Green Lane to be reported to Highways by Mr Hales. Road Surface at the Buxton Road /Old Church Road Junction to be reported by Mr Boakes. The clerk will provide Councillors details of how to report Highways issues

#### 13. Pond & Trees

- Mr Stevenson has met with Mr Parkerson who advised that there are no major issues, just normal maintenance needed. At some point dredging to provide more depth may be useful. This would improve drought resistance for the wildlife.

#### 14. Horstead Mill

- (1) **Fund raising – Approval** was given for Mr Browne and Mr Stevenson to sign up to an 18 month contract for QR code access via the PAYA group. The clerk will check to see where we are with obtaining the signs and will circulate images for the benefit of new Councillors
- (2) **Dog bin** – Clerk to update councillors on the current position. Mr Hales requested a ‘No dog poo’ sign for the green bin
- (3) **Litter picking** – Thank you to Mr Hales for providing holiday cover for the litter picker
- (4) **Parking cones** – Ms Fleming will put these out when needed
- (5) **Broken bollard and vermin hole** in path have been reported to the Broads Authority

#### 15. Playing Field

- (1) **Inspections are being carried out weekly** by Mr Kirby
- (2) **Large Slide replacement** – Mrs Fleming and Mr Jones have completed the Tarmac grant application form as far as they could, the clerk will complete the rest - to be submitted by 23 June – The Parish Council will need to provide 10% (Third Party Contribution) of the funding – this was APPROVED
- (3) Mr Kirby attended playground training on 9 May.
- (4) **Annual inspection-** the general inspection will be carried out at the end of May - the Cable runway will receive a full ‘strip down’ inspection on 11 May

#### 16. Speedwatch and SAM2

- **Speedwatch** – Mr Jones will provide a quarterly report starting in July
- **SAM2** – Mr Kirby now has access to the data on Google drive. He has the SAM2 at home to download the latest set of data.

#### 17. Police reports - Circulated

#### 18. Training meetings and consultations

##### Events attended:

9 May – Playground training – Mr Kirby

##### Upcoming events:

New Councillor training – all new Councillors - dates to be confirmed

Planning training – Mrs Fleming, Mr Langberg and Ms Austrin – date to be confirmed

Playground training – Ms Austrin – date to be confirmed

#### 19. Items for next agenda

Standing items for monthly meeting. Mill Road parking

#### 20. Date and Time of Next Meeting

Parish Council meeting: Wednesday 14 June 2023 at 6.30pm in the main hall of the Tithe Barn.

**Jo Copplesstone reported** – I am delighted to retain my District Council seat for a third time, and I would like to thank the people of Coltishall, Horstead & Stanninghall for re-electing me. It has been my great privilege to have served you as District Councillor for the last six years, and I look forward to working hard for you all over the next four years.

I very much enjoyed meeting and hearing the views of many people during my campaign, and I received many positive comments about local government, despite the damaging economic turmoil caused by Liz Truss’s short-term premiership which fuelled the cost-of-living crisis. This certainly impacted negatively on Conservatives at the local elections, losing over 1000 seats throughout the country and many Council Districts.

There is much change at Broadland with the Conservatives losing heavily, including our Leader Shaun Vincent who lost his seat to the Green Party, resulting in the Conservative Group no longer holding overall control of the council with 21 seats out of 47. The Liberal Democrats have bolstered their numbers by 2 seats to 14 councillors and Labour up 6 seats to 8 with the Green Party increasing to 4 members.

This all happening at a time when Broadland is moving office to the Horizon Building on the Broadland Business Park, sharing space with South Norfolk Council and our one team of staff, as we continue to innovate and modernise to keep council tax low and deliver valued services to our residents.

**Fran Whymark reported** – **Awaiting copy of report**