

# BRANDON PARVA, COSTON, RUNHALL & WELBORNE PARISH COUNCIL - MEETING MINUTES

Wednesday 10 March 2021, 7:30pm via Zoom Video Conference.

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This meeting took place via video conference due to the current Coronavirus pandemic and government guidelines to stay at home.

Present.

Councillors – Simon Guest (chair), Andrew Egerton-Smith, Peter Wood, Clare Kay, Clare Miller, Mike Webb along with the clerk Bev Long. Also present was County Cllr Margaret Dewsbury and District Cllr Richard Elliott, Jane Brown (countryside ranger).

1. To receive and accept any apologies.

Annette Shaw which was accepted by the council.

2. To receive declarations of interest in items on the agenda and requests for dispensation.

None.

3. To approve the minutes of the meetings held on 13 January 2021

The minutes were approved and would be signed outside of the meeting by the chair.

4. Matters arising from the minutes – not covered elsewhere.

4.1 Vice chair position – no volunteers have come forward, so position remains open.

4.2 Co-option update – all necessary papers had been signed by Annette and relevant documents sent to South Norfolk Council. No training has been booked at present.

5. Matters for discussion.

5.1 GDPR – no issues to report

5.2 Defibrillator – Clare M updated the council - the application form was completed by Richard Elliott with information supplied by Clare M therefore there was no requirement to forward the application form to Clare directly. Clare had received a more specific quote from Community Heartbeat Trust which she will forward to all councillors for information and consideration before our next meeting. Unfortunately, Clare had not been able to secure any additional funding at present. The £500 from Richard Elliott's funding had been secured.

5.3 Public Rights of Way (PROW) – Footpath wardens for the Parish were agreed as Welborne – Andrew Egerton-Smith, Runhall – Jane Brown, Brandon Parva & Coston – Simon Guest. Clerk had obtained Dog Fouling Notices which could be distributed to the footpath wardens. Procedure for reporting problems with PROW's was discussed, it will be placed on the website

and become a fixed agenda item. Footpath wardens would also include the relevant NCC maintained unsurfaced roads in their reporting. Simon would talk with Highways about their responsibility regarding these roads. Other items discussed were: the website, does it need reviewing? – to be placed on the agenda for our next meeting, Questionnaires, can it go out annually? Peter also raised an issue with BR2 path the entrance is flooded and muddy, possibly requiring aggregates. Margaret may be able to help with this once landownership had been established, Peter to report to Norfolk County Council.

5.4 Policies – Financial Regulations – policy adopted.

5.5 Councillors review of achievements since election – it was agreed the council had achieved; improved relationship with Norfolk County Council Highways, better reporting/recognition of Footpaths, pull ins had been chipped along Runhall Rd, processes in place for planning/highways, regular communications via the newsletter, Runhall phone box.

5.6 What would councillors like to achieve in the future – thoughts were given as: run effectively on limited budget and continue to support the community, information morning, hard surface standing for school bus stop, campaign for more footpaths especially one from Welborne through to Barnham Broom. These would be raised at the annual parish meeting and placed in the newsletter

5.7 Annual Parish meeting – 14 April. George Freeman would be asked to submit a recorded message which could be shown at the meeting on zoom. Clerk to send invites. Simon and Clare K to contact respective speakers to inform them of the decisions for this year with the hope that we will be able to invite them to speak at future annual parish meetings.

## 6. Planning Matters

6.1 Planning History/decisions 2020/21 – councillors viewed the spreadsheet detailing decisions since our last meeting.

6.2 Any time limited planning – application 2021/0444. Variation of condition 2 planning permission 2020/1790 to increase depth of new construction by 0.9m. Kimblewick, Church Lane, Welborne. NR20 3LN – councillors supported this application.

## 7. Residents questions

No questions raised

## 8. Reports from District Cllr, County Cllr, & Parish Cllrs

County Cllr Margaret Dewsbury's full report had been circulated to councillors prior to the meeting. Margaret spoke about; elections, grants information in the summer and flooding – including the Flood Partnership.

District Cllr Richard Elliott's full report would be circulation following the meeting. Richard spoke about; planning enforcement seminar, ongoing Covid issues, business support grants roll out and finance.

**9. Reports from others; Litter wardens, fuel co-ordinator, countryside ranger**

None

**10. Highways**

10.1 Flooding update – Mid Norfolk Flood Partnership had now been formed. Clare K queried their policy regarding low lying roads – perhaps getting them chipped in summer to help winter potholes. Simon to ask Highways. Mike reported he had received an email from a parishioner regarding Pound Lane, Welborne flooding issues – water being pumped out from a residential property along with the need to clean out ditches. It was reported that the grips and ditches along Common Rd had been cleaned

10.2 Outstanding issues report was discussed – Road sign on Pound Lane crossroads – arm has been knocked off and the road near the sub station in Brandon Parva was still flooded – Simon to raise both issues with Highways.

**11. Finance**

11.1 Budget & Precept – precept forms had been submitted and accepted by South Norfolk Council.

11.2 Cheques for approval and payment – Clerk's salary and expenses £784.94 was approved – signatures to be sought outside of the meeting

**12. Correspondence, including circulated items via email prior to the meeting & not included elsewhere**

**13. Next meeting date** – Annual parish meeting – 14 April / Annual Parish Council meeting – 5 May

**14. News from BPCR & W parish council – agree items for next edition**

Agreed items – Covid update, Annual parish meeting, Flooding, Future Actions of the council, PRow's and Defibrillator. it was also agreed that in the current climate and lockdown the newsletter would not be delivered but placed on the notice boards and website.

There being no further business the meeting closed at 9.00pm