

## Minutes of the meeting of Ashwellthorpe & Fundenhall Parish Council held on Tuesday 17<sup>th</sup> March 2020 at St Nicholas Church, Fundenhall

*Present: Jacqueline Ives (Chair)*

*Nick De Spon*

*Ian Bishop*

*Chris Eastwood*

*Roberta Morris*

*Mrs T Higlett (clerk)*

*Members of the public*

### 1) To consider apologies for absence

Cllrs. Jerry Franey and Roy Burrridge, passed apologies due to Covid 19 and self-isolating. District Cllrs. Vivienne Clifford-Jackson and Nigel Legg

### 2) Declaration of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary Interest

None

### 3) To approve the minutes of the meeting held on Tuesday 18<sup>th</sup> February 2020

Cllr Burrridge had emailed clerk to say there was no mention of the Parish Councils decision to ask Harry Stebbing workshop to carry out the refurbishment of the Fundenhall village sign. This was recorded in item 6 where council had voted to go ahead with quote.

Minutes were agreed as a true record of proceedings with no amendments

### 4) Public Participation

(i) Chair spoke of the outbreak of coronavirus and awaiting directive from NALC on how Parish Council work should be handled in these difficult times. Clerk to set up an information section on the Parish Council website.

(ii) District Cllr not in attendance. Report via email. South Norfolk Council taking the lead in co-ordinating welfare for the vulnerable during the present crisis. Apart from this the main issue is how will the council run during the coming months. Greater Norwich Local Plan consultation has now closed. The rural parts of South Norfolk in which Ashwellthorpe & Fundenhall fall, are being considered separately.

(iii) County councillor not in attendance

### 5) Matters arising from previous minutes

(i) Fundenhall Sign refurbishment. Clerk had been in contact with Harry Stebbings and a detailed quotation has been received. This was to replace rotting seat slats from built-in bench, preserve the sign; remove old varnish fill in cracks and holes re-varnish and flash band top edge of sign to protect against the elements. To include collection and refitting on completion. Total cost £1261.80. Advised they could make a start mid-April.

(ii) Tree Preservation Order (TPO). Clerk had written to South Norfolk Planning and Environment with regards TPO SN0533, asking why a TPO had been placed on an oak tree which was considered a danger to the public. To date clerk was not in receipt of a response from South Norfolk. Members would like to think a response will be forthcoming.

Chair.....  
Ashwellthorpe & Fundenhall PC

## 6) [Reports from Councillors](#)

(i) Footpaths – J Franey. Email report. A large tree has come down from the woods owned by Norfolk Wildlife Trust (NWT). The tree has completely blocked the footpath which runs along the farm yard to Wreningham. Contacted NWT but no timescale as to when the tree will be removed. Second smaller tree also needs to be removed but does not cause impediment.

Damage to footpath on entrance to Poplar Farm probably caused by large farm machinery. Will ask farmer to re-instate footpath as in its current state is dangerous with little room to negotiate for walkers. Most of the remaining footpaths are drying out nicely. Contractor will continue with maintenance of footpaths. Finger post at the Bridleway needs replacing as finger has been broken off.

(ii) Village maintenance – C Eastwood. Noticeboard outside the village hall is easier to open. Chair advised she had experienced difficulties. Increasing amount of dog mess in Fundenhall. Notably along the verges in Church Lane, on the bridle and footpath along Hoodmans Lane. School children walk this route to catch their school bus on the B1113 turnpike, and make use of the verges when traffic approaches on the narrow road. Propose purchasing a dog waste bin and position it along the route. Two areas proposed by the junction of the Church and Hoodmans by the bench, and on the corner of the bridle path to Hapton where it meets the turnpike. Clerk advised the Parish Council that a new bin complete with fixings would be £133.02 exc. Vat.

*Vote to purchase a new bin*

*Proposed by C Eastwood – seconded by N De Spon – all in favour*

(iii) Community Speed watch – I Bishop. Second Smart sign is in place on entering the village from Wreningham. Community speed watch could be suspended for the foreseeable future due to Corvid 19. Some members of the team are happy to continue. In total the team has been out 148 times and have recorded 1500 vehicles speeding.

## 7) [Correspondence from resident regarding planning conditions and transfer of ownership of community centre to the Parish Council](#)

Parish council were in receipt of correspondence from resident in the village of Ashwellthorpe requesting confirmation that prior to accepting ownership of the village and associated land that all planning conditions relating to the site are met. This to include the erection of a 6' foot rigid fence. Sender went on to ask that the Parish Council will ensure that planning conditions will be met using its own funds and will ensure that all planning conditions are met prior to use of the Village Hall. Developer was in attendance and advised the ditch is on his property and as such when the development is complete the ditch will be cleaned out and said fence will be erected. There is no time limit and there are no conditions but it will be honoured. Parish Council duly noted developer's response as it is on his land and will ensure all planning conditions will be met.

Chair proposed council discuss agenda item 9) Parish Amenities Adoption Project as member of the public hear to listen to councils view on Charitable status. All in favour.

## 8) [Parish Amenities Adoption Project](#)

(i) Village Hall charitable status. C Eastwood updated council on project team meeting (Appendix 1) which was held on the 13<sup>th</sup> March 2020 and the framework on the management of the existing village hall and new (Appendix 2). The discussion was had around the creation of a Charitable Incorporated Organisation (CIO), which will accept the new hall as an asset, and run it for the best interests of the community. Options put forward have been; for the PC to run it with a new CIO, new charity to run it, or to integrate it with the existing hall. After discussion the project team felt that the best strategy would be to create a new CIO as it could become complicated to merge the two.

Chair.....  
Ashwellthorpe & Fundenhall PC

This had also been proposed by the Parish Council at meetings in October 2019, with the framework discussed in November 2019. Currently canvassing for Trustees from the community, but in the meantime to avoid a hold up in the application, four members of the Parish Council are recorded as Trustees. They will only remain until new trustees are appointed. Project team recognises there is a potential conflict of interest between members that belong to the Parish Council and also who sit on the current Village Hall Committee. Legal advice has been sought on this aspect and it is acceptable for someone to have both roles providing each is clearly defined. N De Spon has a role in both and has declared he will abstain from voting on the Village Hall committee where the outcome of decision involves the relationship with the new centre.

*Vote: Plan to go ahead with new village hall into CIO.*

*Proposed by C Eastwood - seconded by R Morris – all in favour*

Trustee from Village Hall in attendance asked for confirmation of discussion and the way forward for the current village hall to become a CIO. Voiced concerns that it was a lot of work for one person on the committee to deal with. Advice from the Charity Commission has been received including what kind of constitution to choose, how to register the new CIO and how to transfer the assets from the old charity to the new CIO. I Bishop proposed a letter from the Parish Council to trustees covering discussion points.

*Vote: Letter to Village Hall Trustees explore solution of transferring of village hall into a CIO.*

*Proposed by C Eastwood – seconded by R Morris – all in favour.*

### 9)Planning

(i)2020/0390 Location: Outbuilding at Rose Farm The Street Ashwellthorpe. Proposal: Erection of 9 barn style dwellings and garages Application Type: Outline Planning Permission.

Council had no comments to make

*Proposed by N De Spon – seconded by C Eastwood – All in favour.*

(ii) 2020/0127 Lyndale The Street Fundenhall. Proposal: Sub-division of existing dwelling. Amended Planning Application.

Council had no comment to make.

*Proposed by N De Spon – seconded by R Morris – All in favour.*

(iii) 2020/0486 Location: 10 Knyvett Green Ashwellthorpe

Proposal: Erection of detached 2 bay cart lodge Application Type: Householder

Council had no comment to make

*Proposed by N De Spon – seconded by R Morris – All in favour.*

(iv) 2019/2222. Land North East of The Maples Norwich Road Ashwellthorpe. Clerk in receipt of correspondence from South Norfolk advising an Appeal against Refusal has been made.

### 10)Finance

(i)To note councils current financial standing

Business Community Account balance 28/02/2020 = £19,071.48

Savings Account balance 28/02/2020 = £3444.51

Chair signed to acknowledge figures were in agreement with bank statements.

(ii) Cheques/Invoices for approval

Date	Payee	Method	Description	Amount
11/03/2020	EON	Direct Debit	Electricity	27.68
17/03/2020	Autela Payroll	Chq: 100912	Payroll Services	55.44
17/03/2020	St Nicholas Church	Chq: 100913	Hire of venue	60.00
17/03/2020	Ashwellthorpe Village Hall	Chq: 100914	Hire of venue	£28.00
17/03/2020	T Higlett	Chq: 100915	Clerks Salary	226.60
18/03/2020	NALC	Chq: 100916	SLCC registration fee	87.50

#### 11) Correspondence

(i) Clerks and Council Direct

(ii) Creative Play

(iii) South Norfolk Coronavirus

(iv) South Norfolk Village Clusters Housing Allocations – request for Information on facilities and services in villages.

#### 12) Councillor Training

(i) Councillor training – no date has been decided

(ii) Training on Charitable Trusts and Parish Councils - course cancelled due to Covid 19

#### 13) Urgent items for information but carrying forward to next meeting

Chair was in receipt of a request for a donation from Bramble Bears Nursery – duly noted.

#### 14) Date of next meeting

Council in favour of a meeting to be held on April 21<sup>st</sup> at St Nicholas Church Fundenhall, but this will depend on Covid 19 and the government lockdown.

Meeting closed at 9:20pm

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## Appendix 1

**Minutes of the Team Meeting, PAAP, 10.30, Friday 13<sup>th</sup> March, 2020.**

Present: David R Jefferies, Project Manager

Nick de Spon, Ashwellthorpe & Fundenhall Parish Council

Ian Bishop, “

Chris Eastwood, “

Agenda: To review our approach to receiving and managing a new village hall from the Wood Farm Development, and to outline the way forward with respect to this new asset and the existing hall.

### 1. Review Existing Strategy

The team discussed the current approach, that is to create a Charitable Incorporated Organisation (CIO), which will accept the new hall as an asset, and run it for the best interests of our community. This was considered to be the best of several options viz. the PC run it, a new CIO, a new conventional charity run it, or find a way to integrate it with the existing hall. Following evaluation of these ideas, it was felt that the best interests were served by use of a new CIO, and this view was also supported by the case history of Wereham village hall and confirmed by discussions with our legal representatives. More recently, our focus group endorsed this approach.

Consequently, the Parish Council agreed <sup>(1)</sup> that the CIO is to be set up, and that the framework for this had been worked on <sup>(2)</sup> and application underway by our PM <sup>(3)</sup>. The status of this application is that it is sat in the project pipeline with the charity commission, and we can proceed when appropriate subject to approval by our PC.

The advice we received initially suggested that the best course of action was to separate out the acceptance of the new village hall from the current village hall charity for clarity of the role in each case. However, it is recognised that ultimately it makes sense to operate all under a single authority, and the key issue is simply timing of the merger.

The meeting concluded that the project team should carry on with the current strategy of creating a CIO for the new village hall.

### 2. Governance Issues

The project team recognises that there is the potential for a conflict of interest between members that belong to the Parish Council and also sit on the current Village Hall Committee. The PC have sought legal advice on this aspect, and their opinion is that it is perfectly possible someone to have both roles providing each is clearly defined. N d S has a role in both bodies and has declared he will abstain from voting on the OVH committee where the outcome of decision involves the relationship with the NVH.

### 3. Progress with CIO

DRJ said that we need to identify formally some trustees for the new CIO. Options were reviewed and it was agreed that initially the four members of this project team would stand so that we can progress the application. A further four volunteers have been identified from the list of potential trustees. They will be approached formally to give their permission.

Ultimately, we hope more volunteers from the community will step forward and accept this role, at which point the PC will reduce its presence amongst the trustees so it can maintain its independence. The team also noted that this objective is more achievable via a CIO since

Chair.....  
Ashwellthorpe & Fundenhall PC

there is a lesser burden of responsibility on the individual.

#### 4. Transfer of Activities from OVH to NVH

The current plan is that on receiving the NVH this summer almost all general activities will transfer there. The exception is Bramble Bears, which can expand their range of activities to give longer hours and more days. This is of great potential benefit to the community and is encouraged. This proposal is also endorsed by the focus group.

However, the OVH committee need to establish whether this is permissible under their terms of reference as there may be issues concerned with sole or virtually sole use of that building. Additionally, we are aware that there may be difficulties in moderating or terminating the OVH charity – see correspondence from Gordon Robbie via Tina Higlet (4). Finally, some physical items such as tables and chairs will be transferred to the new building.

#### 5. Next Steps

The above will be presented and discussed at the PC meeting on 17<sup>th</sup> March and then we will seek formal approval to proceed as outlined above.

We will write a letter to the OVH committee to inform them of what we are doing and progress to date, and ask them for their views on how they envisage the future of their organisation, what steps are they proposing to achieve this, and to explore how we can be partners.

Chris Eastwood

References: (1) Minutes of A&F PC Meeting, 15<sup>th</sup> October 2019

(2) Minutes of A&F PC Meeting, 19<sup>th</sup> November 2019

(3) Minutes of A&F PC Meeting, 17<sup>th</sup> December 2019

(4) E-mail from Tina Higlett, A&F PC Clerk to the PC, 12<sup>th</sup> May 2017

**Framework for Discussion on Management of the Village Halls**

