

ASHWELLTHORPE AND FUNDENHALL PARISH COUNCIL

Draft Minutes of Meeting held on Tuesday 22<sup>nd</sup> March 2022 at 7pm  
Meeting held at Thorpe Hall, Ashwellthorpe

Present: J. Ives (Chair)

N. de Spon

R. Burrige

K. Peake Resigned from the Council during item 3

S Allen arrived

G. Williams

County Cllr B. Duffin

District Cllrs G. Francis and N. Legg

Alan Arber (Locum Clerk)

0 Members of the public

1) To consider apologies for absence.

None received

2) Declarations of interest.

Chair Jacqueline Ives declared a pecuniary interest for a payment in item 8 Finance  
all agreed

3) To confirm Minutes of meetings held on 11<sup>th</sup> January 2022 and the meeting on 15<sup>th</sup>  
February 2022.

Councillor Peake commented that the payment to Adrian James Acoustic’s was never put on  
the agenda and the worries that all payments should be on the agenda. Comments were  
made that the payment has been made and it was agreed to vote that the monies should be  
spent retrospectively.

A vote was taken on this which all agreed to make the payment retrospectively.

**Proposed Councillor Williams                      Seconded Councillor De-Spon all agreed**

Councillor Peake announced that he was resigning as a councillor forthwith and left the  
meeting.

The Minutes for the meetings on 11<sup>th</sup> January 2022 and 15<sup>th</sup> February were held to be a true  
record and approved.

It was agreed that the minutes were all agreed as a true record of both meetings.

**Proposed Councillor Burrige**

**Seconded Councillor De-Spon**

4) To receive the resignation of Councillor Eastwood

Councillor had contacted both the Chair and the clerk to tender his resignation due to ill  
health which has been duly accepted. The clerk will contact SNDC to start the process for  
co-option of a new councillor should a suitable candidate present themselves to the council.

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The clerk will also look at a co-option policy to be adopted at the next meeting to ensure we meet all our legal responsibilities.

#### 5) Public Open Forum.

County Councillor Barry Duffin reported that the council tax has been set at 2.99%. The progress with the Ukraine evacuee fund is still being worked out and more info will be sent to the clerk once known. Barry commented that his members ward grant is being replenished and is for small highway projects.

Councillor Legg reported that the council tax at district is set at 3% and there could also be a rebate of £150 for parishioners in bands A-D but more information is needed. There is also a £2.5 million underspend and on capital revenue projects and any works under that will be known soon.

The Accommodation review is ongoing regarding the merger of BDC and SNDC moving into Horizon House on Broadland Business Park is ongoing but more discussions on this issue need to take place.

The Community Action Fund is now available and how we use it needs looking at asap and if we are eligible such as Electric Charging points for Cars.

It was also reported that the district council are looking at allowing CIL monies to be paid up front in the future instead of councils awaiting payment over a long period of time.

Finally, a £20 million fund to allow county projects to be given loans at good rate to councils.

#### 5) Planning.

Response to following planning applications:

2022/0227 Location: Ashwellthorpe Hall, The Street, Ashwellthorpe.

Proposal: Remove and replace two windows on side/west elevation.

Council reviewed the application made no comment

**Although not on the agenda the Council agreed to assess the following applications**

2022/0543 Location: 2 Common Road Fundenhall Norfolk NR16 1DR

Proposal: Demolition of existing single storey rear extension and erection of new two storey extension.

Council reviewed the application and supported the application.

#### **Vote:**

***Proposed by Cllr Burridge - Seconded by Cllr Williams - all in favour.***

2022/0520

Applicant: Location: Barley Cottage the Street Fundenhall Norfolk NR16 1DS

Proposal: Duo-pitched roof porch to front entrance door.

Application Type: Listed Building Consent

Council reviewed the application and the council made no comment

#### 7) Matters Arising from previous Minutes,

##### a) Notice Boards.

An email has been sent to Highway's to get the posts put in asap by the clerk. Once the posts are in, we can order the new noticeboard.

##### b) Speed Awareness Machines and Faults

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The clerk reported that he had drafted a letter to the company with the help of Councillor Williams and this will be sent off first class asap to the company that supplied the SIB as detailed below

SG Manufacturing Ltd. Registered office: 13 The Glenmore Centre, Fordingbridge, Hampshire. Cllr de Spon proposed that Council should take legal advice as to how best to solve this problem, either to get SG Manufacturing to agree to repair the boxes or to claim a full refund from the company.

#### 8) Finance

a) To note payments at last meeting.

None.

b) Consider payment of following

I.	J Ives	Filing Cabinets	CH	£63.00
II.	SNDC Annual	Dog Bin Charge	CH	£663.60
III.	T Higlett	– Final Salary	Ch	£396.98
IV.	Marden’s Gardens	(Churchyard)	Ch	£162.90
V.	Autela	for payroll	Ch	£52.20

To note any payments after the agenda posted None

c) Receipts since last meeting:

None

d) Councils current financial standing as at 28<sup>th</sup> February 2022

Community Account: £18003.04

Business Account: £3447.58

The chair signed the bank statements as a true record of this minute.

e) To appoint new Internal Auditor for 2021-2022

Sonia Blythe has agreed to be our internal Auditor for this coming financial year

f) To note clerk’s salary award that is back dated to April 2021 and that the council owe back pay to the previous clerk

The current clerk will contact Tina to advise and ask that she submits said back pay claim

g) To discuss using HMRC basic tools for salaries in the future

The clerk commented that he used this system at his other councils and it is very easy to use and he could install it on the parish laptop asap to ensure his March salary is paid asap.

Proposed Councillor Allen

Seconded Councillor Burrige

H) To discuss moving to internet banking asap

The clerk commented that he uses this with this current council and once installed it’s very easy to operate and we can ensure the necessary checks are in place before any payments are made after agreed at the meeting that payments are due

Proposed Councillor Williams

Seconded Councillor De-Spon

9) To receive update on Thorpe Hall.

9.1 To discuss the handover of Thorp Hall and other items on the s106 notice too the Parish Council and Ashwellthorpe and Fundenhall Community Charity

9.2) To discuss the handover of the pond, Outlet, Footpath, Village Green and fencing around the pond to the Parish Council

9.3) To discuss handover to the Parish Council for direct transfer to Ashwellthorpe and Fundenhall Charity the Hall, Tennis Courts, Car Park, Sports Pitch, Groundsman’s Hut and the grassed areas surrounding the hall.

9.4) To receive an update on the lawyers work and formulate the timescale  
The works is ongoing and it was agreed the split would be as detailed in the sections above. It was agreed that should the procedure move forward before the May meeting and this will be dealt with via email and ratified at the May meeting

Vote

proposed by Councillor De-Spon and seconded by Councillor Allen all agreed

10) To receive a report and consider any necessary action regarding:

a) Footpaths.

Councillor Williams will take over the issue with footpaths after councillor Peake resigning. It was reported that some vandalism had taken place on the land south east side of the boundary of manor farm. The County Council will reinstate the damaged gate moving forward.

b) Village maintenance.

i) Streetlights out on Kynvett Green.

The street lights are still out and need replacing with the new style of lights via TT Jones will be reminded by the clerk

c) Community Speed watch.

Down to 4 volunteers and councillor Williams is asking around for new volunteers and a new notice will be put on the noticeboards. Councillor Williams did get one reply recently but will report at the next meeting.

11) To discuss Queens Platinum Jubilee Celebrations and confirm the actual date of the event  
The event will be going in the Mardle with all the details of the event, date, location and time of the event.

The clerk will send details of how to apply for a licence to the chair

It was also asked about getting a bouncy castle and Councillor Allen will look at this and report back along with any insurance they hold along with public liability. As we are unsure on this the clerk would check with our insurers that we are covered on the parish council insurance.

12) To consider correspondence received.

Ukraine Support.

The parish council have no power to support this but a few organisations will match fund any donations parishioners would like to make.

Community resilience Group

The clerk had produced an email for all councillors on this and it was agreed to defer this until we have more information.

Poor money

This was brought up by the chair and organisations there is about £800 in the pot it was thought that if we hear of parishioners in need, please push them to the chair.

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#### Flooding in Fundenhall

Two pictures have been sent to the chair on Whips Lane and it was asked that the clerk contacts Highways on this.

Another issue on New Road Ashwellthorpe was also reported and again this would be reported to highways also.

#### District Councillor Resignation

It was sad to receive this and the clerk was asked to send our best wishes to the councillor and wish her the best in the future. An election will be held on 5<sup>th</sup> May here at Ashwellthorpe

#### Abandoned cars in the Parish

There is a website to report these and the clerk will utilise this.

#### Mardle Update

Close to being finished and will be going out soon especially with the Queens Platinum Jubilee Celebrations in.

14) To approve dates and venues for future meetings.

Proposed meetings and venues:

April – No meeting – Easter.

17<sup>th</sup> May 2022 – St Nicholas Church, Fundenhall. Annual Parish Meeting and Parish Council.

21<sup>st</sup> June 2022 – Thorpe Hall.

19<sup>th</sup> July 2022 – St Nicholas Church.

August – No meeting.

20<sup>th</sup> September 2022 – Thorpe Hall.

18<sup>th</sup> October 2022 St Nicholas Church.

15<sup>th</sup> November 2022 Thorpe Hall.

December – No meeting

10<sup>th</sup> January 2023 – Thorpe Hall (NOTE: one week earlier than normal).

21<sup>st</sup> February 2023 – Thorpe Hall.

15) Items for next meeting:

- 1) To agree the contract for the clerk
- 2) Noticeboard
- 3) Timescale for the Thorp Hall take over

16) To note date of next meeting:

Next Meeting 17<sup>th</sup> May 2022 – St Nicholas Church, Fundenhall. Annual Parish Meeting and Parish Council.

