

# ALPINGTON WITH YELVERTON PARISH COUNCIL

## Minutes of the Meeting

held on Monday 1<sup>st</sup> March 2021 at 7.30pm via Zoom

**Present:** Jeremy McNulty (JMc) (Chairman), Susan Stacey (SS) (Vice Chairman), John Lain (JL), Ivan Green (IG), Louise Taylor (LT), David Whitehead (DW), Barry Stone (BS) (County Councillor), John Fuller (JF) (District Councillor) and 3 members of the public.

This meeting was quorate.

### Action

#### 1. Apologies of absence

None

#### 2. Declaration of Business and Pecuniary Interest

None

#### 3. Minutes of meeting held on 4 January 2021

##### Approval.

Proposed by SS, seconded by DW, duly agreed, and will be signed by the Chair.

##### Actions.

- a) SS confirmed an email has been sent to the Girl Guides. A response on required purchases is expected once they have a restart date
- b) DW advised that options for the Village Hall goals are being reviewed
- c) BS will prompt Gary Overland to respond to his email re the installation of a second Wig Wag sign BS
- d) BS will prompt Highways for a response re all footpath issues previously raised as IG advised that no remedial works have been undertaken BS
- e) SS updated that the landowner responsible for the fallen tree on the Wheel Rd to Old Yelverton Hall footpath has been made aware by Highways but work to remove this is still outstanding
- f) DW confirmed he is a recognised signatory for banking, replacing KG
- g) JMcN reminded that the PC vacancy can now be co-opted
- h) JMcN will provide JL with bolts to enable springs on gates at Play Area to be adjusted, DW confirmed new laminate signs at Play Area are now displayed and David Bracey will be contacted for an inspection after Easter JMcN
- i) DW emailed the football club setting out some points of principle and inviting comments. These will hopefully be addressed soon
- j) LT advised that Men's Shed will be re-opening 12<sup>th</sup> April and that the anti-slip wire by the pond has been fixed
- k) Any other previous actions will be discussed under Reports

#### 4. District and County Councillor updates and questions

Councillor Fuller gave an update on Covid 19 Track and Trace, law and order and county lines. He also advised that SNDC council tax will increase by £5 for a Band D property to £160 p.a. JF advised LT that he will investigate whether there are plans to provide funding to parishes to support the Queen's Platinum Jubilee in 2022. JF went on to advise that planning application 2020/2335, change of use to Romany Gypsy site, will be heard at the Development Management Committee on the 10<sup>th</sup>

JF

# ALPINGTON WITH YELVERTON PARISH COUNCIL

## Minutes of the Meeting

### held on Monday 1<sup>st</sup> March 2021 at 7.30pm via Zoom

March.

JF left the meeting at 20:03

Councillor Stone circulated his report prior to the meeting. He updated that the Highways Division funding will increase from £6k to £10k and discussed the risk of flooding to the county by climate change. The elections on 6<sup>th</sup> May will be going ahead and BS reminded us that he is not standing for the Loddon district. BS advised that his successor should therefore attend our AGM on the 17<sup>th</sup> May. JMcN thanked BS for his support and advice during his time in the role.

BS left the meeting at 20:05

#### 5. Correspondence

- a) LMcN advised that Came & Co has confirmed, following an enquiry from Pat Barter (Wednesday Fellowship), that our insurance policy covers village hall user groups ie Wednesday Fellowship, Painting Group, Bowls Club, etc for Public Liability as they are not deemed to be commercial users. The secretary of the VH has been made aware. The CBF application from the WF is now reduced as insurance is no longer required. The Bowls Club has purchased insurance and will request a refund of the cost through the CBF Hardship fund as agreed at the meeting.
- b) LMcN advised that Bergh Apton Parish Council has asked if we could provide support for a Community Speed Patrol across our villages. They were advised that whilst our parishioners were concerned about speeding traffic there was no appetite to be involved in this initiative which is why we have had a SAM2 camera installed. We are supportive of a Please Slow Down (or similar) sign below the Alpington village road sign on Mill Road if funding can be secured.

# ALPINGTON WITH YELVERTON PARISH COUNCIL

## Minutes of the Meeting

held on Monday 1<sup>st</sup> March 2021 at 7.30pm via Zoom

### 6. Finance: Report and 2021-2022 budget

Finance: Balance of accounts, Receipts received & Payments made			
Main Account			
Date		Amount	Totals
02-Jan-21	Balance b/f	£6,832.25	
	<b>Receipts</b>		
25-Jan-21	Yelverton FC rent	£401.00	
	<b>Total receipts</b>		<b>£401.00</b>
	<b>Payments</b>		
06-Jan-21	Laptop	£659.00	
25-Jan-21	Software	£59.99	
27-Jan-21	PKF Littlejohn Audit	£240.00	
24-Feb-21	HMRC PAYE E Havers	£80.00	
24-Feb-21	Salary E Havers	£429.18	
24-Feb-21	Salary L McNulty	£151.82	
	<b>Total payments</b>		<b>£1,610.99</b>
<b>28-Feb-21</b>	<b>Balance c/f</b>	<b>£5,613.26</b>	
CBF Account			
Date		Amount	Totals
02-Jan-21	Balance b/f	£14,396.89	
	<b>Receipts</b>		
17-Feb-21	Transfer from CIL a/c	£264.66	
	<b>Total receipts</b>		<b>£264.66</b>
	<b>Payments</b>		
08-Feb-21	Leo Smith, Wednesday Fellowship	£240.00	
	<b>Total payments</b>		<b>£240.00</b>
<b>28-Feb-21</b>	<b>Balance c/f</b>	<b>£14,421.55</b>	
<i>N.B Balance c/f includes a maximum committed spend of £5944 to unpaid CBF awards</i>			
Continues on next page:			
CIL Account			

# ALPINGTON WITH YELVERTON PARISH COUNCIL

## Minutes of the Meeting

held on Monday 1<sup>st</sup> March 2021 at 7.30pm via Zoom

Date		Amount	Totals
02-Jan-21	Balance b/f	£264.66	
	<b>Receipts</b>		
	None	£0.00	
	<b>Total receipts</b>		<b>£0.00</b>
	<b>Payments</b>		
17-Feb-21	Transfer to CBF a/c	£264.66	
	<b>Total payments</b>		<b>£264.66</b>
28-Feb-21	Balance c/f	£0.00	

ALPINGTON AND YELVERTON PARISH COUNCIL			
Financial Budget 1st April 2021 to 31st March 2022			
	Current Year	Budget	
	2020/21	2021/22	
<b>INCOME FROM ALL ACCOUNTS</b>			
Balance Brought Forward	16,718.8 2	19,822.6 3	E
Precept SNDC	7,931.5 0	8,092.0 0	
VAT Refund	6,615.4 1	703.0 0	
Football Club Rent/Insurance	1,211.4 1	700.0 0	E
Donation income		-	
Community Benefit Fund	9,758.4 1	9,900.0 0	E
Village Hall Insurance	1,026.3 5	1,100.0 0	E
CIL Money	-	-	
<b>Total Income</b>	<b>43,261.9 0</b>	<b>40,317.6 3</b>	
<b>EXPENDITURE FROM ALL ACCOUNTS</b>			
Insurance	1,972.1 4	2,169.3 5	E
Internal audit	60.0 0	60.0 0	E
Audit Commission	240.0 0	240.0 0	E
Hire of Hall	-	-	

**ALPINGTON WITH YELVERTON PARISH COUNCIL**  
**Minutes of the Meeting**  
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Section 137				
	1,824.0		1,971.0	
Clerk Salary	0		0	
Clerk Expenses	391.4		181.0	
	1		0	E
PAYE	456.0		493.00	
	0			
Subscriptions	20.0		140.0	
	0		0	
Software licence (MS 365)			59.9	
			9	
Zoom subscription			172.6	
			8	
Garrick Field Main	2,800.0		2,214.6	
	0		0	
Dog Bins			918.9	
			6	
Play Area	300.0		400.0	
	0		0	E
Bus Shelter maintenance	112.5		0.00	
	0			
Pond area maintenance	112.5		0.00	
	0			
K. Parfitt grounds maintenance			1,500.0	
			0	
Miscellaneous	4,686.3		0.00	
	9			E
Play Area Project	957.6		0.00	
	0			E
Pond Project	7,647.9		2,180.0	
	4		6	
Community Benefits Fund	1,858.7		3,764.14	
	9			E
<b>Total Expenditure</b>	<b>23,439.2</b>		<b>16,464.78</b>	
	<b>7</b>			
Balance Carried Forward	19,822.6		23,852.8	
	3	E	5	E

JMcN advised that K Parfitt costs had been capped at £1.5k with a need for works to be prioritised as the Council could not justify the £2.1k quote submitted for the large scope of works. The 2021-2022 balanced budget, prepared with input from JMcN, SS and DW was presented for approval. DW proposed, SS seconded, and this was duly agreed.

# ALPINGTON WITH YELVERTON PARISH COUNCIL

## Minutes of the Meeting

held on Monday 1<sup>st</sup> March 2021 at 7.30pm via Zoom

### 7. Community Benefit Fund

- a) DW updated that he is liaising with Chris Blowers over the village hall field goal options and hopes to table a final specification/quote in the next few weeks. DW advised that he is waiting to hear from the Football Club on possible F.A. part-funding for a portable net suggested for stopping balls leaving the Garrick Field. DW
- b) SS advised that a response on required purchases for the Girl Guides is expected once they have a restart date. A follow-up email will be sent at the end of April if nothing is heard back. SS
- c) JMcN confirmed that there is c.£8.5k of unallocated CBF funding. SS advised that she will draft an article for the Community webpage to remind readers about the CBF fund and how to apply. It was agreed that this should be published in the summer ahead of the next round of CBF applications. SS

### 8. Planning

Application Ref & Date	Address and Proposal	PC Decision	SNC Decision
2019/1593	Land South of Burgate Lane, Poringland Outline planning application for the erection of up to 98 residential dwellings including 5 live/work units, structural planting and landscaping and a sustainable drainage system (SuDs) with a vehicular access point from Burgate Lane. All matters reserved expect means of access.	Refused	Refused appeal
2020/2169	Hill House, Framlingham Earl Road, Yelverton, NR14 7PD Mount a 'Sky' satellite dish on the North corner of extension	Approved	Approval with conditions
2020/2335	Land East of the bungalow, Loddon Road, Yelverton Change of use of amenity land to residential Romany Gypsy site. Erection of dayroom, store/workshop building and hard standing for mobile home and touring caravan	Refused	Pending
2020/2055	Agricultural Building North of Church Meadow Lane, Alpington, Norfolk Notification for prior approval for a proposed change of use and associated building works of agricultural building to 2 new dwelling houses (QA & QB)	Refused	Pending
	Planning continued:		

# ALPINGTON WITH YELVERTON PARISH COUNCIL

## Minutes of the Meeting

held on Monday 1<sup>st</sup> March 2021 at 7.30pm via Zoom

2021/0266	Boundary Farm Framingham Earl Road Yelverton NR14 7PD Erection of new farm buildings. Turning and parking for agricultural vehicles. Diversion of footpath.	Approved	Pending
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### 9. Parish Councillor vacancy

There has been no interest to date and SS suggested raising this at the APM

### 10. Reports

a) **Village School** DW updated that due to increasing demands on the Head's time with COVID requirements and a 25% attendance rate, their planned meeting has been postponed with a new date to be agreed. DW has followed up with an email with several questions including the Queen's Platinum Jubilee and the Plant a Tree for Britain initiative and is awaiting a response.

#### b) Village Hall Committee

DW updated that the Committee has not met but that Chris B and Christine H confirmed they had nothing to raise at this meeting. DW has raised the Plant a Tree for Britain with them and had confirmation that they are happy to have trees planted behind the play area provided they are involved in deciding the final locations. LT advised that the initiative would see a new tree, native to Britain, planted for every child that started school for the first time in September (c10-15). It was commented on by JMcN that there is a potential to create a mini woodland through this scheme

#### c) Tree Warden

LT advised that there had been significant tree and ditch clearance works undertaken and that apart from the outstanding fallen tree reported by SS there were no issues to report. The Ancient Oak has been registered but as yet there has not been an inspection to validate this.

#### d) Play Area monthly inspection

DW updated that he has inspected the play area. The gates need regular attention as they work loose. JMcN advised that he has some bolts to enable JL to fix this problem. All the equipment is in good order and it is clear from the wear on the grass that this is being well used. JMcN commented that the maintenance of the play area will be a priority for Kevin Parfitt.

#### e) Garrick Field monthly inspection

JL reminded the meeting that football fixtures are on hold. David Bloomfield has treated the pitches with his slicing machinery to remove divots and improve drainage. JL advised that the loke has overhanging branches and JMcN confirmed that this is on Kevin Parfitt's book of work.

#### f) Village Pond monthly inspection

SS updated that Highways have cleared the overgrown gullies but have cut too far into the bank and broken through. JMcN commented that if the water level drops sufficiently the banking could be extended but there will always be a risk

# ALPINGTON WITH YELVERTON PARISH COUNCIL

## Minutes of the Meeting

held on Monday 1<sup>st</sup> March 2021 at 7.30pm via Zoom

of road contaminants entering the pond.

The purchase of a life safety device and where best to site it was discussed. It was agreed that this would be purchased and that the Councillors would meet on site to decide where to place it, recognising a need for it to be within easy access but avoiding any highway obstruction.

LMcN

There was agreement to purchase a wooden Danger Deep Water sign which is more in keeping than a plastic one. LT confirmed Men's Shed are reopening on the 12<sup>th</sup> April and if they receive some measurements, they can start working up a design. Regarding the idea of floating duck houses, LT advised that a prototype is near completion and will be ready for inspection from 12<sup>th</sup> April.

LT

LT

### 11. Parish Projects – Pond and Emergency Plan

#### a) Pond

It was agreed that a plan was needed to support the long-term vision for the pond area. Easy access for the bench was highlighted as an area for improvement. LT reminded that there is funding for projects available from June '21. JMcN will email Gary Overland to understand any constraints to improve access from the road.

JMcN

#### b) Emergency Plan

LT updated that only a small number of parishioners are still being helped with shopping or prescription collection. Shielding ends 29<sup>th</sup> March but anyone still needing help after then can speak to their volunteer.

LT and SS have started work on the flood risk plan. JF has advised this should include a supply of ready to go sandbags and a supply of sand and empty bags. LT asked for Councillors help to identify a suitable storage site for these. JMcN will speak to Julian Wells re the land next to the Wheel of Fortune in case this could be used.

JMcN

JMcN added that LT and SS had created a superb Emergency Plan which had put us in a great position to support our parish during Covid 19 and any subsequent emergencies.

### 12. Highways – speed camera, parking, roadworks etc.

JMcN advised that the camera was moved at the weekend from Framingham Earl Rd to Church Rd and that the data would be circulated this week. It was noted that traffic levels were significantly lower. JMcN will circulate the 2021 monthly schedule of sites.

JMcN

LT advised that an increase in heavy vehicles to the construction site had decimated the banking and verges along Framingham Earl Rd. LT will report to Highways.

LT

JMcN reminded the meeting that The Slad is closed for resurfacing works 4<sup>th</sup> March.

### 13. Annual Parish Meeting

There was agreement that this should go ahead as it is a good opportunity for parishioners old and new to engage with the PC and find out more about village clubs and societies. It was agreed that the preferred date is after school re-starts in



# ALPINGTON WITH YELVERTON PARISH COUNCIL

## Minutes of the Meeting

held on Monday 1<sup>st</sup> March 2021 at 7.30pm via Zoom

September. Also, that the Village Hall is the better location as it avoids putting any additional cleaning work onto the school. LT commented that she would like the school to attend and that a book bag drop in July would be a good way of publicising the event. JMcN commented that planning was needed to agree on the format and a comms plan for the evening to make it a success. It was agreed that a marketplace set up for the clubs and societies to showcase their wares would work well and that the PC would also have a display to help inform parishioners of its role. A working group will be formed to mobilise this event.

ALL

### 14. Any Other Business

LT asked if Matt Hyde (Webmaster) could identify how popular certain items on the Community website are, and in particular the gardening blog produced by Cara MacColl. LT will speak to Matt to find out

LT

IG asked if there were any plans for an annual litter pick. This is usually organised by SNDC Feb/March before the undergrowth has established again. It was recognised that individuals can and do carry out their own litter picks but that the litter has to be incorporated into their own household bins. LM McN will contact SNDC to see if there are any plans for a Big Litter Pick in 2021.

LMcN

LMcN advised that she has been handed five boxes of PC files from Emma, four of which had never been referred to in recent years. It was agreed that a working party would be set up in the months ahead to review, catalogue and thin out the files where appropriate. LM McN advised that she has guidance notes from NALC on document retention to help the process, but it was agreed that some additional documents are likely to be retained due to their historical interest.

ALL

### 15. Next Meeting 17<sup>th</sup> May AGM

It was agreed that the AGM would be held on 17<sup>th</sup> May to enable it to be face-to-face on the assumption that the easing of lockdown restrictions timeline does not alter. LM McN will contact the Village Hall to book the room. Should the easing of lockdown restrictions be pushed back, the meeting will be held via Zoom.

LMcN

The meeting closed at 9.24pm

Signed as a true record  
March 1<sup>st</sup> 2021  
J.R.McNulty  
Chairman

