

**Minutes of the Meeting of Filby Parish Council held on
Monday 3rd July 2024 at 7pm at Filby Club Room**

Present: Adrian Thompson (Chairman)
John Baldry
Louise Elms
Lynette Hutchinson
Derek Nicker
Ian Richardson
David Shaw
Catherine Moore, Parish Clerk

Also present: 7 members of the public.

1. Apologies for Absence

There were no apologies for absence.

2. Declaration of Interest for items on the agenda

Adrian Thompson declared an interest in item 6b(ii) as he was the applicant.

3. Minutes of the meeting held Wednesday 1st May 2024

The minutes of the meeting were **agreed**, proposed by Louise Elms, seconded by Derek Nicker, all in favour.

4. Matters Arising from the Minutes

a) Footpath Sign at Allotments

It was noted that this had been completed.

b) Gully and Drain Jetting

Ian Richardson reported that this was progressing, some had been completed. The hole in Church Lane dug to find the drains was acting as a soakaway. The broken drain cover on the main road needed complete replacement. The pipework was being identified and mapped.

c) Highway Visibility at Pound Lane

Ian Richardson reported that this needed some volunteers to help with traffic management.

d) Planning Enforcement: Response from GYBC

The response from Great Yarmouth Borough Council had been circulated to all councillors and was noted.

5. Public Forum

a) Public

A member of the public asked what had happened about measuring the allotments. David Shaw reported that all had been measured except the largest, and there were now definitive measurements for each of the plots. It was confirmed that cash payments were still welcome, and those who still wanted a paper invoice would receive this.

A member of the public asked whether a blower could be used to remove the roadside strimming, this was already in hand. It was noted that the drains were getting full with the arisings from cutting grass.

b) Borough Councillor

Adrian Thompson reported that another application for an allotment had been received.

The pedestrian survey results had been promised soon.

It was noted that the bus service was running and well used, the 15:20 service was school holidays only.

Adrian acknowledged the work of the Filby in Bloom team, it was the best the village had been since it started 30 years ago.

A meeting had taken place to look at biodiversity, and the Neighbourhood Plan had been discussed. A meeting had taken place with the Police, with a Neighbourhood Watch scheme being set up. Nigel Hearth was introduced as the co-ordinator and gave a short update on the Scheme. It was proposed that signage would be put up in the local area and would be made available to individual properties. The local police officers were very supportive of the scheme. Cadets would be leafleting the area which will give details of how people can sign up. It was suggested that information could be put in the Great Yarmouth Mercury and on local social media. Nigel shared his email address for contact: nigelhearth@aol.co.uk

c) County Councillor

No report.

d) Police

Not present.

6. Planning

a) New Applications

None.

b) Applications considered between meetings

BA/2024/0059/FUL Filby Primary School, Thrigby Road: Replace 14m x 8.5m single classroom building with 21m x 8.6m double classroom building.

COMMENTS SUBMITTED

BA/2024/0105/FUL Felicia, Main Road: Replacement outbuildings, comprising a glass house and general storage buildings.

NO OBJECTIONS

06/24/0207/F 4 Grange Farm Close: Single storey side extension to dwelling to create an annex for use by an elderly relative.

NO OBJECTIONS

06/24/0248/LB Grange Farm, Main Road: Removal of interior wall between kitchen and office.

NO OBJECTIONS

06/24/0312/EU Hillcrest Livery Centre, Market Lane: Application for certificate of lawful existing use or development – To confirm that 2no. existing mobile home caravans already installed at the site have an established use as a combined single residential dwelling used by a single household.

NO OBJECTIONS

c) Decisions

BA/2024/0142/TPOA Land adjoining and opposite Norfolk Sailing School Association, Filby Sailing Base, Main Road: G1 Willow – cut back to bank.

NO OBJECTION

David Shaw gave an update on the works to the boardwalk, the trees had been trimmed back, and this seemed to be a problem for rotting wood. The new decking was coming along well, and currently within budget. There had been issues with fishermen accessing the site even though it was closed off with a six foot gap. New metal caps would be used to protect the posts.

7. Finance

a) Finances 2024/25 To Date

The accounts to 25th June 2024 were noted, with £16,439.89 available. Since the last meeting the following had been received:

- Claypits lease - £820.00
- Boardwalk Insurance - £194.71
- Unity Bank Interest - £25.11

All allotment rents had been received.

b) Payments

It was **agreed** to pay the following, proposed by Lynette Hutchinson, seconded by David Shaw, all in favour:-

C Moore	Salary May & June 2024	£447.49
HMRC	PAYE May & June 2024	£109.20
Norfolk County Council	Parish Partnership Contribution	£4,072.65

c) Payments made between meetings

A&W Cushion Ltd	Timber for Boardwalk	£5,563.26
Broadwood Conservation Mgt	Boardwalk Groundworks	£1,200.00

8. Correspondence

a) General Correspondence

None.

9. Reports on Parish Assets

a) Allotments

- It was noted that the rent review notice for the farm land would be sent in August. **ACTION: Clerk**
- It was noted that rents were paid in advance for the Garden Plots.
- The Clerk was asked to carry out a comprehensive review of the allotments paperwork and payments, and bring a report and recommendations to the next meeting. **ACTION: Clerk**
- It was noted that there was a person who was interested in an allotment, David Shaw would discuss cultivation with some allotment holders. **ACTION: DS**
- Adrian Thompson proposed that two plots be set up near the beehives subject to the farmer agreeing, seconded by Derek Nicker, 4 in favour, 1 against, 1 abstention, motion carried. The Clerk was asked to write to the farmer requesting to release the land. **ACTION: Clerk**
David Shaw was asked to measure up the new allotment plots. **ACTION: Clerk**
It was agreed that if two double allotment plots could be freed up from the existing plots in the next few days, this would be done instead of setting up two new plots.

b) Drainage, Footpaths and Highways

Ian Richardson noted that five drains had been dealt with on the far side of the bridge, and things were progressing.

- c) Claypits
It was noted that the type 1 was already getting rutted through.
- d) Trees at Poplar Drive
It was noted that the poplar trees needed a canopy reduction, as they had very heavy limbs. The two near the Mini were a concern to the householder, the Clerk was asked to report this to Norfolk County Council. **ACTION: Clerk**

10. Neighbourhood Plan

- a) Review of Filby Neighbourhood Plan
Adrian Thompson reported that Collective Community Planning, who could assist with a review. This would start with an initial review of planning applications and how the Plan was being applied. Funding was available from Locality, and the Plan needed to be brought in line with the Borough Plan to 2041. Design codes, social housing and CIL needed to be addressed. It was **agreed** to start the process with Collective Community Planning subject to funding being available, proposed by Ian Richardson, seconded by John Baldry, all in favour. **ACTION: AT**

11. Other Matters

- a) Double Yellow Lines Green Lane / Ormesby Lane
A response had been received from Norfolk County Council which was noted.
- b) Freedom of Information Publication Scheme; Health and Safety Policy; Media Policy
The above documents were **agreed**, proposed by Ian Richardson, seconded by Louise Elms, all in favour. **ACTION: Clerk**
- c) Biodiversity Action Plan
The Action Plan was presented. The large map had been supplied and would be brought back to the next Parish Council meeting. The Action Plan was ratified, proposed by Louise Elms, seconded by Derek Nicker, all in favour. **ACTION: KS**
- d) Alternative Standing Orders
The Norfolk Parish Training and Support model documents were presented and adopted, proposed by Louise Elms, seconded by Lynette Hutchinson, all in favour. **ACTION: Clerk**

12. Items for the next agenda

Neighbourhood Watch
Biodiversity Action Plan
Footbridge alongside road bridge

The rotten bridge was discussed, it was not clear whose responsibility this was however Eilish was looking for funding for this and would be contacted to discuss it.

13. Date of Next Meeting

The next meeting would take place on **Wednesday 4th September 2024** at 7pm at Filby Club Room. Agenda items to the Clerk by 22nd August 2024.

The meeting closed at 8.35pm.

CHAIRMAN