

**Minutes of the Meeting of Filby Parish Council held on
Monday 1st May 2024 at 8.55pm at Filby Club Room**

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

Also present: 6 members of the public.

1. Election of Chairman

Adrian Thompson was elected as Chairman, proposed by Ian Richardson, seconded by John Baldry, all in favour. The Declaration of Acceptance of Office was signed.

2. Election of Vice Chairman

David Shaw was elected as Vice Chairman, proposed by Ian Richardson, seconded by Derek Nicker, all in favour.

3. General Power of Competence

It was confirmed that the Council had been more than two thirds elected; and that the Clerk held the CiLCA qualification, therefore the Council **agreed** to adopt the General Power of Competence, proposed by Ian Richardson, seconded by Derek Nicker, all in favour.

4. Apologies for Absence

Apologies for absence were received from Lynette Hutchinson and Louise Elms.

5. Declaration of Interest for items on the agenda

Adrian Thompson declared an interest in item 10c as the applicant.

6. Minutes of the meeting held Wednesday 6th March 2024

The minutes of the meeting were **agreed**, proposed by David Shaw, seconded by Ian Richardson, all in favour.

7. Minutes of the meeting held Friday 26th April 2024

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

It was suggested that the Council should write to the Borough Council expressing concern about the lack of enforcement action at Southfields particularly, and on enforcement issues generally, proposed by Ian Richardson, seconded by John Baldry, all in favour.

ACTION: Clerk

8. Matters Arising from the Minutes

a) Footpath Sign at Allotments

The Clerk was asked to chase this up.

ACTION: Clerk

b) Move to Unity Trust Bank

The Clerk reported that the move had been completed, some final changes were being made with the Barclays account then this would be closed down and the funds transferred to Unity.

- c) Gully and Drain Jetting
Ian Richardson had sent a report with the blocked drains noting that a lot of the problem was just debris which would be dealt with by the sweeper. The report would be forwarded to the Highways Engineer. **ACTION: Clerk**

- d) Highway Visibility at Pound Lane
This had not yet been progressed due to weather and other workload. This was in hand. **ACTION: IR**

9. Public Forum

- a) Public
A member of the public asked whether there was an update on a proposed development in the village on Ormesby Lane. This had been removed from the site allocations in the Draft Local Plan.

- b) Borough Councillor
Nothing new to report.

- c) County Councillor
Not present.

- d) Police
Not present.

10. Planning

- a) New Applications
None.

- b) Applications considered between meetings
06/23/0740/F Hillcrest Livery Centre, Market Lane, Filby Heath: Retrospective installation of static caravan for permanent residential use.

NO VIEWS OR COMMENTS

Ian Richardson noted that this should only be temporary planning permission, and the plans did not show where on the land it would sit. The Clerk was asked to submit this supplementary comment. **ACTION: Clerk**

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

- c) Decisions
BA/2024/0055/TPOA Laburnum Cottage, Main Road: Ash – to fell due to hollowing at base and a large split up the main trunk of the tree. **APPROVED**

11. Finance

- a) Finances 2024/25 To Date
The accounts to 24th April 2024 were noted, with £26,411.19 available. Since the last meeting the following had been received:
- Precept – first instalment - £8,892.50
 - Concurrent Functions Grant - £725.00
 - Allotments - £915.63
 - VAT Reclaim - £988.13

- b) Year End Finances 2022/23
The year end accounts were **noted**.
- c) Receive Internal Audit Report
The internal audit report was received and **noted**. The points raised were already being addressed by the new Clerk. The risk assessments would be reviewed at the next meeting. **ACTION: Clerk**
- d) Approve Annual Governance Annual Return
The Internal Audit Report was **noted**. The Annual Governance Statement was **agreed**, proposed by Ian Richardson, seconded by Derek Nicker, all in favour. The Annual Accounting Statement was **agreed**, proposed by Ian Richardson, seconded by Derek Nicker, all in favour. It was **agreed** to declare the Council exempt from external audit, proposed by Ian Richardson, seconded by Derek Nicker, all in favour. **ACTION: Clerk**
- e) Insurance Renewal
The Clerk noted that the Council was coming into the final year of a Long Term Agreement and so was not able to go to market for quotes. The premium was nearly double the previous year at £1,902.80 due to the additional assets not previously included. It was **agreed** to renew, proposed by Ian Richardson, seconded by John Baldry, all in favour. **ACTION: Clerk**
- f) Review Bank Signatories
It was noted that Derek Nicker had had difficulty signing in to Unity Trust Bank. It was **agreed** that he would have another try.
- g) Payments
It was **agreed** to pay the following, proposed by David Shaw, seconded by John Baldry, all in favour:-
- | | | |
|------------------------|--------------------------------------|---------|
| C Moore | Salary March & April 2024 | £479.17 |
| HMRC | PAYE March & April 2024 | £98.60 |
| A Thompson | Reimbursement - Type 1 | £696.00 |
| Environment Agency | Drainage Rates - Allotments | £23.81 |
| Norfolk County Council | Half Yearly Allotment Rent | £950.00 |
| Filby Playing Field | Club Room Rent May 2022 – March 2024 | £237.00 |
| Sonya Blythe | Internal Audit | £125.00 |

The following payment had been made between meetings:

Burrell Pest Control	Church Moles	£85.00
----------------------	--------------	--------

12. Correspondence

- a) General Correspondence
None.

13. Reports on Parish Assets

- a) Allotments
It was noted that the County Farms rent had gone up by £300 to £1,900. This meant that the income from the allotments was only £1.53 more than the rental cost, so they would be making a loss by the time drainage rates were included. It was noted that rent review letters could be sent to the allotment holders effective from 1st April 2025; that a rent review notice could be sent to the farm tenant effective from 10th October

2025; and that further research would be required on the type of tenancy on the grazing plots before it could be determined what type of rent notice would it needed. It was **agreed** to serve a notice of rent review to all tenants, proposed by David Shaw, seconded by John Baldry, all in favour. The new tenant would be charged the existing rent rate.

- b) Drainage, Footpaths and Highways
Ian Richardson noted that the ditch next to the Bowling Green and been dug out in the winter, and this needed lining to prevent it re-silting.
It was noted that the cavity in Thrigby Road needed filling urgently, this had been marked but it was not known when this would be dealt with.
Concern was expressed that the potholes and sides would not be filled before the surface dressing.
- c) Claypits
The money spent on the type 1 had been well spent, and had done a good job.

14. Other Matters

- a) Double Yellow Lines Green Lane / Ormesby Lane
Adrian Thompson reported a request about car parking on the junction. It was noted that the bulk of the cost would be in the Traffic Regulation Order. It was **agreed** to put the request to Norfolk County Council. **ACTION: Clerk**
- b) Data Protection Policy and Privacy Notice; Equal Opportunities Policy; Grant Awarding Policy
The above documents were **agreed**, proposed by Derk Nicker, seconded by Ian Richardson, all in favour. **ACTION: Clerk**
- c) Biodiversity Policy and Action Plan
Ken Saul briefed on the requirement towards biodiversity, noting that there were three stages involved. It was **agreed** that the Council needed to set their policy, and that the Action Plan would be developed with the Neighbourhood Plan. A separate meeting would be set up to look at this, including Eilish Rothney. **ACTION: K Saul / Clerk**
- d) Village Gateways – Parish Partnership
It was **agreed** to sign off the Parish Partnership Grant and pay the 50% (£4,075.62), proposed by David Shaw, seconded by Derek Nicker, all in favour. **ACTION: Clerk**
- e) Donation for Screen at Club Room
This had been kindly covered by other financial donations.
- f) Review of Neighbourhood Plan
It was noted that the Neighbourhood Plan needed to be reviewed alongside the Borough Local Plan review. It was **agreed** to discuss this with Collective Community Planning, proposed by Ian Richardson, seconded by John Baldry, all in favour. **ACTION: AT**

15. Items for the next agenda

Rent tenancy start dates and full year rent payments.

16. Date of Next Meeting

The next meeting would take place on **Wednesday 3rd July 2024** at 7pm at Filby Club Room.

The meeting closed at 8.55pm.

CHAIRMAN