

**Minutes of the Meeting of Filby Parish Council held on
Monday 6th March 2024 at 7pm at Filby Club Room**

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

Also present: 7 members of the public.

1. Apologies for Absence

Apologies for absence were received from Louise Elms.

2. Declaration of Interest for items on the agenda

Adrian Thompson declared an interest in items 6a and 6b as neighbour (6a) and applicant (6b).

Derek Nicker declared an interest in item 6a as a distant relative of the applicant.

3. Minutes of the meeting held Wednesday 3rd January 2024

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

It was noted that the Borough Council was still not happy with the square footage on the Southfields application from the last meeting, this was still going through the planning process.

4. Matters Arising from the Minutes

a) Footpath Sign at Allotments

The Clerk noted that this had been reported to Norfolk County Council, who would schedule it for replacement.

b) Move to Unity Trust Bank

The Clerk reported that the move was in hand, she had been waiting for the new website to be ready before this could be progressed.

c) Gully and Drain Jetting

The Clerk noted that this had been reported to Norfolk County Council who had confirmed that the County Council was still carrying out this work. Ian Richardson would put a list together of which had been missed.

ACTION: IR

d) Allotments and Any Further Tidying

The Clerk confirmed that letters had been sent to allotment holders.

e) Highway Visibility at Pound Lane

This had been inspected, the inner bend at the top of the bank had had soil added, causing a blind bend. Some brambles had been cut away and this needed further work. It was **agreed** to top the hedge and do some work on this.

ACTION: IR

5. Public Forum

a) Public

A member of the public asked whether paper copies of the agenda would be available at meetings, it was confirmed that everything was now online.

A member of the public noted that there was a flooding issue at Ormesby Lane / Main Road on the King's Head side of the road. It was suggested that the drains weren't being cleared and that the drainage wasn't working properly. This would be inspected on Saturday. **ACTION: AT / IR**

It was noted that work should start on the Unitarian Chapel site hedge planting, as well as coppicing of trees, on Friday.

A member of the public reported that a planning appeal was being lodged relating to the refusal of the change of use of agricultural land to garden at the development in Ormesby Lane. It had been refused on the basis of the loss of agricultural land and being outside the development boundary. It was **agreed** to write to re-confirm the objections to the appeal once consulted upon, proposed by Derek Nicker, seconded by Ian Richardson, all in favour. **ACTION: Clerk**

b) Borough Councillor

Adrian Thompson reported that the hedges had been cut through the village, a bill would be received for this which had been budgeted for. Drainage work had been undertaken through the village.

From the second week in April there would be a Saturday bus service which would include buses that served Norwich City football matches.

The loss of the concurrent functions grant had been confirmed. The Borough precept would go up 4.5%, and the parish precept was going up 76%. It was confirmed that although this looked large, it was needed to deliver services and the parish was exactly in the middle of the increases across the Borough parishes.

Meetings had been taking place regarding the Local Plan, out of six sites in Filby there were no housing allocations in the first draft of the new Plan. This would be going to consultation from 13th March 2024, and a briefing was taking place for parish councils in April. It was important that feedback was submitted from the Parish Council and members of the public.

The Parish Partnership schemes for Filby had been approved, and the analysis of the pedestrian crossing data was continuing. Boardwalk repairs would also be starting soon.

Concerns were expressed that the Nova Scotia development at Caister could creep towards Filby, this was being monitored.

c) County Councillor

Not present.

d) Police

Not present.

6. Planning

a) New Applications

06/23/0822/CU Black Barn, Market Lane: Change of use from a residential dwelling and outbuildings (Use class C3) into a 4no. bedroom hotel and spa complex with treatment rooms and a 6 person swimming pool (sui generis use).

It was noted that there was a discrepancy between the term 'hotel' in the application title, which then referred to holiday lets. Highways had submitted various comments which had not yet been addressed, so it was not felt that the applicant had submitted enough information. It was noted that the use had been going on over the last few years, and it was not expected that there would be much change to the present day. The area in front of the buildings was full of cars. Concern was expressed that there might not be anyone on site to attend to the needs of guests, although there were no close neighbours.

It was **agreed** to comment that more information regarding the Highways concerns would be needed in order to fully consider the application, proposed by Ian Richardson, seconded by Lynette Hutchinson, all in favour. **ACTION: Clerk**

b) Applications considered between meetings
BA/2024/0055/TPOA Laburnum Cottage, Main Road: T1 Ash – to fell due to hollowing at base and a large split up the main trunk of the tree. **NO OBJECTIONS**

c) Decisions
None.

7. Finance

a) Finances 2023/24 To Date

The accounts to 29th February 2024 were noted, with £15,6851.80 available. Since the last meeting the following had been received:

- VAT Additional Reclaim 2022/23 - £421.00
- Bus Shelter Donation - £2,270.00

It was **agreed** to ask allotment holders for email addresses for invoices; and whether they wished to be invoiced annually rather than half yearly. **ACTION: Clerk**

b) Review Asset Register

The asset register was reviewed with minor amendments and **agreed**, proposed by Ian Richardson, seconded by Derek Nicker, all in favour. These would be implemented for insurance purposes from 1st June 2024.

It was noted that a life ring was needed for the dyke at the back of The Pound, these could be bought from a Ship's Chandlers. **ACTION: Clerk**

c) Payments

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

C Moore	Salary January & February 2024	£473.70
HMRC	PAYE January & February 2024	£109.20
Norfolk PTS	Subscription	£177.85
C Moore	Reimbursement – website (3 years)	£288.72

It was **agreed** not to renew the Norfolk ALC subscription for 2024.

8. Correspondence

a) General Correspondence

None.

9. Reports on Parish Assets

a) Allotments

David Shaw reported that he and John Baldry had carried out an exercise to re-measure the allotment plots. It was reported that there were currently 24 garden plots, it was proposed that these be increased into 2.5M strips, then multiplied by the number of strips a person had for their allotment, allowing some to be split if they were surrendered. Some were not used as they should be and were causing problems for those who did work them. They would be split into 2.5M x 20M (1 rod wide) which could then be split into sizes people want. It would only change the number of the plot, not the layout. There would be no change in the charges. These amendments were **agreed**, proposed by Lynette Hutchinson, seconded by John Baldry, all in favour. The Clerk would include notification of the changes in plot numbering when sending out the invoices. **ACTION: Clerk**

It was **agreed** to serve notice on Plot 49-50; and that John Baldry would speak with Plot 27-33 to discuss surrendering part of the plot; proposed by David Shaw, seconded by John Baldry, all in favour.

The grazing field would be fully measured using the mapping software.

ACTION: Clerk

The farm land rent could have a rent review, the Clerk would ask the farm tenant for a copy of any rent agreement.

ACTION: Clerk

b) Drainage, Footpaths and Highways

Nothing further to report.

c) Claypits

A request had been received from the school to deal with the potholes on the car park, a price for type 1 would be £581 plus VAT. It was **agreed** to go ahead, proposed by David Shaw, seconded by Ian Richardson, all in favour. **ACTION: AT**

10. Other Matters

a) Complaints Policy; Filming at Meetings Policy; Training Policy

The above policies were **agreed**, proposed by Derek Nicker, seconded by Lynette Hutchinson, all in favour. **ACTION: Clerk**

b) Staithe Keyholders

It was noted that all Staithe keyholders wished to renew for 2024. A meeting would be taking place on 18th March 2024 to discuss winter access, after which a meeting would take place with boat owners.

c) New Biodiversity Duties

The briefing note was noted. A Biodiversity Policy would be presented at the next meeting, and a member of the public would be engaged in producing this and an Action Plan. **ACTION: Clerk**

11. Reports from Councillors

It was noted that the TPO information would be uploaded to the relevant village website. **ACTION: DN**

A suggestion was made that either a projector and screen; or a large TV could be purchased to display agendas and documents, it was **agreed** that Derek Nicker would price this up. **ACTION: DN**

12. Items for the next agenda

None.

13. Date of Next Meeting

The next meeting would take place on **Wednesday 1st May 2024**, Annual Parish Meeting at 7pm followed by the Annual Parish Council Meeting, at Filby Club Room.

The meeting closed at 8.40pm.

CHAIRMAN