

# Minutes of the Meeting of Filby Parish Council held on Monday 3<sup>rd</sup> January 2024 at 7pm at Filby Club Room

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

**Also present:** 8 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 10a and 10b as a Trustee of Playing Field.

Derek Nicker declared an interest in item 10a and 10b as a Trustee of Playing Field.

John Baldry declared an interest in item 10a and 10b as a Trustee of Playing Field.

## 3. Minutes of the last meetings

### a) Monday 6<sup>th</sup> November 2023

The minutes of the meeting were considered. Item 8a was amended to a profit of £12,000. The wording of item 8(d) was replaced with "David Shaw reported that he has a grant approved by the Broads Authority to replace the Boardwalk top deck and associated handrails. Work will commence on 1<sup>st</sup> April 2024 when the preferred contractor becomes available."

With these amendments the minutes were **agreed**, proposed by Adrian Thompson, seconded by David Shaw, all in favour.

### b) Friday 1<sup>st</sup> December 2023

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

## 4. Matters Arising from the Minutes

Ian Richardson reported that some drains and gullies had been jetted however the Main Road gullies had not been done, especially at Church Lane, Thrigby Road and the junction of Thrigby Road. The Clerk was asked to report this to Norfolk County Council.

**ACTION: Clerk**

There had been no progress on the gateway signs or speed limits over Christmas. There were some outstanding actions from the December meeting.

## 5. Public Forum

### a) Public

Three members of the public attended the meeting to request a bus shelter to be supplied at the King's Head pub, noting that it served East Norfolk Sixth Form College and the Flegg High bus. The Chairman noted that this would be discussed at item 10 of the agenda, confirming that the pub landlords had agreed to have a bus shelter positioned between the road and the bottle banks. Planning permission would not be required if the Parish Council insured and maintained it. The funds for

this would be donated by the ShedShop, and the shelter would be commissioned by the Parish Council.

b) Borough Councillor

Adrian Thompson reported that the concurrent function grant for Open Spaces was being cut. Borough Council council tax was likely to increase by around 4%, and the Borough was reviewing council tax discounts. Care alarm systems were being considered for outsourcing however this had been called into Scrutiny.

The Borough plan to 2041 was being reviewed, with a consultation expected in Spring 2024. Comments had been received and considered from residents and parish councils.

The Warm Room would begin in the Club Room from 5<sup>th</sup> January 2024. On 7<sup>th</sup> June 2024 a celebration of 50 years of the Playing Field was being arranged, with the Lord of the Manor invited to attend.

On 25<sup>th</sup> January 2024 Filby would be having a special event in the village.

A Saturday bus service had been requested, and a response would be received by mid-January. The pedestrian survey figures were complete and a response was anticipated from Norfolk County Council.

c) County Councillor

Not present.

d) Police

Not present.

## 6. Planning

a) New Applications

06/23/0724/PU Peartree Cottage, Filby Hall, Main Road: Application for a Certificate of Lawful Proposed Use, to change the existing use from residential dwellinghouse (Use Class C3) to Children's residential care home (Use Class C2) pursuant to the Written Statement by the Minister of State for Housing and Planning on 23<sup>rd</sup> May 2023.

It was noted that the proposed building was a residential house not in use at present. The planning application requested conversion to a secure unit. The facility would be for one individual with two sets of carers on a 2:1 ratio. The Police had been consulted and had suggested a secure design including new locks and barriers, however the application states that there won't be any changes. The Police changes would be a requirement after 1<sup>st</sup> April 2024. The property in the plan was a small cottage with no garden, and no perimeter fences proposed. The rest of the property was changed to Class C2 in 2023 on the basis that there would be no further changes.

It was **agreed** to object to the application on the basis of inadequate information relating to the new Police requirements; a lack of secured outside space; and that the building is not suitable for the stated purpose as a Grade 2 listed building (or within the curtilage of); and unsuitable as it is close to a playing field and village school, proposed by Ian Richardson, seconded by John Baldry, all in favour. **ACTION: Clerk**

06/23/0704/F Southfields, Main Road: Retrospective application for the retention of a single storey outbuilding for uses ancillary to the main dwelling, and as a separate 1 bedroom residential annexe.

The application was not permitted development as it was 4.2 metres high, the applicant had been advised to reduce the residential part to 35 metres long and remove the kitchen. An annexe could only be ancillary to the main dwelling and could not have a kitchen. The second 45 metres could only be used as an outbuilding or garden room. It was felt that approval would set a precedent for further developments to be completed and then have retrospective planning.

It was **agreed** to object to the application, noting that a 35 metre residential development would be acceptable and recommending that the outbuilding part should be conditioned to not be permitted as residential in perpetuity, proposed by Ian Richardson, seconded by John Baldry, all in favour. **ACTION: Clerk**

- b) Applications considered between meetings  
06/23/0381/HH Ainslie Cottage, Thrigby Road: Proposed single storey front porch extension (revised plan). **NO VIEWS OR COMMENTS**

- c) Decisions  
The pavement had been finished at Ormesby Lane. The garden curtilages had also been enforced by planning.

## 7. Finance

- a) Finances 2023/24 To Date

The accounts to 30<sup>th</sup> November 2023 were noted. Since the last meeting the following had been received:

- Allotment Rents - £436.96
- UKPN Wayleave - £204.50

- b) Appointment of Internal Auditor

It was **agreed** to appoint Sonya Blythe as Internal Auditor at a cost of £125, proposed by Louise Elms, seconded by Derek Nicker, all in favour. **ACTION: Clerk**

- c) Review of Internal Controls

The Internal Controls document was **agreed**. **ACTION: Clerk**

- d) Banking Arrangements

It was **agreed** to change to Unity Trust Bank at a cost of £72/year, proposed by Ian Richardson, seconded by Derek Nicker, all in favour. The signatories would be Adrian Thompson, David Shaw and Derek Nicker. **ACTION: Clerk**

- e) Payments

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

C Moore	Salary December 2023	£218.40
HMRC	PAYE December 2023	£54.60
Garden Guardian	Grounds Maintenance 2023	£2,778.00
Maple Tree Services	Grounds Maintenance 2023 - Church	£1,700.00
Maple Tree Services	Removal of Tree, Churchyard (25%)	£135.00

## 8. Correspondence

- a) General Correspondence

A letter had been received from Centre81 highlighting their services available. The Clerk was asked to let me know about the Warm Room on a Friday. **ACTION: Clerk**

## 9. Reports on Parish Assets

### a) Allotments

John Baldry reported that the allotments were in poor order, with only six being actively worked. It was **agreed** that a notice to tidy would be sent to every allotment holder, noting that plots would be inspected in March ahead of invoices going out in April.

**ACTION: Clerk**

### b) Drainage, Footpaths and Highways

Ian Richardson reported that a request had been received to make the bend safer at the top of Pound Lane. Vehicles were encroaching onto a persons property due to an overgrown bank. It was suggested that visibility was poor and that the bank should be shaved down as the footpath was completely blind until the apex of the bend. There was also a problem with speeding in that area. It was noted that work so far had been effective.

**ACTION: IR**

### c) Claypits

Nothing to report.

## 10. Other Matters

### a) Grounds Maintenance Contracts 2024

It was **agreed** to award the following contract, proposed by Louise Elms, seconded by Lynette Hutchinson, all in favour:

**ACTION: Clerk**

- Grass Cutting Churchyard - £1,700 – Maple Tree Services

Responsibility for grass cutting at the Village Hall Playing Field and Play Area would be passed across to the Playing Field Committee as this was no longer covered by a concurrent function grant and the Committee had healthy funds. Adrian Thompson would speak to Garden Guardian about the quote.

**ACTION: AT**

### b) Final Budget and Precept Figures

It was **agreed** to add a new bus shelter to the insurance budget for 2024-25, proposed by Adrian Thompson, seconded by Lynette Hutchinson, all in favour

**ACTION: Clerk**

A donation of £2,270 was received for the bus shelter project, which would be commissioned for installation in January.

**ACTION: AT**

The budget was **agreed** with the precept being set at £17,785.00, representing a 75.83% increase, £50.53 Band D, proposed by Louise Elms, seconded by Lynette Hutchinson, all in favour.

**ACTION: Clerk**

### c) Standing Orders and Financial Regulations

The Standing Orders and Financial Regulations were **agreed** as presented, proposed by Adrian Thompson, seconded by Ian Richardson, all in favour.

**ACTION: Clerk**

### d) Planning Policy

The Planning Policy was **agreed** as presented with reference inserted regarding the Neighbourhood Plan, proposed by Adrian Thompson, seconded by Ian Richardson, all in favour.

**ACTION: Clerk**

### e) Website Updates

The proposed website updates were **agreed**, proposed by Adrian Thompson, seconded by Derek Nicker, all in favour.

**ACTION: DN / Clerk**

### **11. Reports from Councillors**

A member of the public noted that the Community Orchard came under allotment regulations, and the apple juice was sold directly. The accounts were presented and it was noted that no-one took any profits. It was noted that the original trees were sponsored, and some people wanted to look after them and harvest the fruit themselves. The trees did not belong to any individuals but they did still take the fruit they wanted. A two year pruning regime was under way.

### **12. Items for the next agenda**

Allotment Tidying Update  
Footpath sign at allotments

The Chairman agreed to bring copies of the agenda for members of the public.

### **13. Date of Next Meeting**

The next meeting would take place on **Wednesday 6<sup>th</sup> March 2024** at 7pm at Filby Club Room.

The meeting closed at 8.25pm.

**CHAIRMAN**