

# **Bressingham and Fersfield Parish Council**

**Clerk: Mike Mortimer, 1 Sycamore Close, Palgrave, Suffolk, IP22 1PF**

**Tel: 01379 641909 email:bandf.pc@outlook.com**

**Monday the 5th of July 2021 at 7.15**

**Meeting of the Parish Council**

**at the Village Hall**

**SOCIAL DISTANCING WILL APPLY**

**MASKS TO BE WORN**

**Public Attendance limited to comply with social distancing**

**Written statements sent to the clerk or Parish Councillors will be read out  
at the meeting**

## **AGENDA**

- 1 Apologies
  - 2 Declaration of Interests
  - 3 To Agree the Minutes of the 24<sup>th</sup> May 2021
  - 4 Matters Arising
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### **10 Minutes Public Statements**

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- 5 Report from District Councillor
- 6 Report from County Councillor
- 7 Co-option new PC
- 8 Planning - South Norfolk Village Clusters  
2021/1261 Fenners Farmhouse Fersfield Road - Change  
of use from residential care home to single dwelling.  
Demolition of modern extension with replacement  
windows and Internal alterations.
- 9 Caring in Our Community - John Kemp lecture.
- 10 Flooding - Common Road, Bates Lane,
- 11 Website - Development
- 12 Communications
- 13 Traffic and Speed Limits
- 14 Resilience
- 15 Allotment Land

- 16 Finance – burial ground maintenance, audit completion
- 17 Standing Orders – arrangements for voting
- 18 Review of Governing Documents (including Standing Orders, policies etc)
- 19 AA membership
- 20 Any Other Matters
- 21 Date of next meeting

A handwritten signature in black ink, appearing to be 'M. B. W.', written in a cursive style with a long horizontal stroke extending to the right.

Parish Clerk

# Bressingham and Fersfield Parish Council

## Minutes of the Meeting held on the 5th of July 2021

The meeting opened at 7.15 p.m.

**Present** Councillors – Chair, Mr K Traynier, Dr A McMurray, Mr R Hewitt, Mr John Kemp, Mr M Wickenden and Mr M Wakefield. Also present were District Councillor Mr J Easter, County Councillor Mr B Duffin, Mrs S Barton, two members of the public and the clerk Mr M Mortimer.

**1. Apologies**

None

**2. Declaration of Interests**

None

**3. To agree the minutes of the meeting of the 24th of May 2021**

The minutes were agreed and signed

**4. Matters and Actions arising from the minutes**

The clerk reported that he had contacted Saffron about the condition of the garden in one of its bungalows in Fersfield Road. Saffron said they would look into it. Information has come to light that could affect the situation and Mr Traynier offered to contact Saffron by phone.

**10 minutes public speaking time**

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There were no comments  
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**5. Report from the District Councillor**

Mr Easter asked if the PC had determined its response to the Village Clusters consultation. It was explained that the PC would establish a response once the results of the Open Day findings had been collated. He confirmed that the normal planning process would apply to agreed sites. He reported the imminent publication of a flooding report by NCC covering causes, responsibility and action planned. Mr Easter raised the matter of heavy vehicle routes to the AD at Deal Farm and described a positive relationship with the CEO of the development company in dealing with complaints about vehicles using non agreed routes. He agreed to try to arrange a site visit before completion for Parish Councillors. With regard to damage to property by heavy lorries Mr Easter asked for details.

**6. Report from County Councillor**

Mr Duffin shared the District Councillor's concerns about flooding and reported approval of the next stage of the NDR which had now gone out to consultation. He announced the opening of a new special needs school at Easton.

Mr Traynier asked about an email from Highways stating that it no longer provided footpath maps. Mr Duffin agreed to look into it and if necessary use his personal budget.

**7. Co-option of new Parish Councillor**

Sue Barton was unanimously co-opted

**8. Planning**

Recommendations

Approval for 2021/1357, Holly Lodge

Approval for 2021/1261 Fenners Farmhouse

## 9. Caring in Our Community

Mr Kemp reported that he had the support of the Norfolk Constabulary for his proposed lecture which he hoped to give in the Village Hall as soon as possible.

## 10. Flooding

Mr Traynier reported that he had been in touch with the surveyor and would arrange a meeting to consider the problems in The Street and Bates Lane. With regard to Common Road flooding the twin approaches of a replacement pipe or getting Highways to take responsibility were to be pursued.

## 11. Website Development

Mr Wickenden explained that he had been in contact with Mr Claybrook who had produced a beautiful website which he, Mr Wickenden, felt should go live as soon as possible. Dr McMurray said that the hosting contract should be with the PC and should be put out to tender. Mr Wickenden agreed to make sure the hosting contract would be with the PC. A claim for expenses from Mr Claybrook was discussed.

Two motions were proposed

**“to accept the terms of management of the community website by Bryan Claybrook and ask him to launch the Website as soon as possible and assure a smooth change over to the new site.”**

Voting result

For, Mr Traynier, Mrs S Barton, Mr M Wakefield, Mr Wickenden, Mr Hewitt

Against, Dr A McMurray

Abstained, Mr J Kemp

**“to pay the expense claim from Mr Claybrook of £273.06”**

Voting result

For, Mr Traynier, Mrs S Barton, Mr M Wakefield, Mr Wickenden, Mr Hewitt

Against, Dr A McMurray

Abstained, Mr J Kemp

Both motions were carried.

## 12. Communications

None not dealt with elsewhere.

## 13. Traffic and Speed Limits

Dr McMurray updated councillors on the traffic survey and suggested another more comprehensive one. As evidence of their value she pointed to the use of the findings by two families to get a place on the school bus. It was agreed that there should be another survey and perhaps an open day or leaflet drop. Mr Traynier reported an offer to organise delivery across the parish and the clerk agreed to talk to Dr McMurray about the possible use of Royal Mail.

## 14. Resilience

Mr Traynier said he would have an update for the next meeting.

## 15. Allotment land

Dr McMurray wondered if, as the allotments are full up, some of the land shouldn't be made available to create more plots. Mr Kemp voiced support for development of the area as woodland.

## 16. Finance

A report was made available.

Mr Hewitt reported that Fersfield PCC had responded to a request for a breakdown of burial ground maintenance costs but that Bressingham PCC had not. The clerk was asked to make the request again. The external audit was completed and signed.

**17. Standing Orders – voting arrangements**

There was general agreement with Dr McMurray that standing orders for the parish should be specific on voting procedure. Further consideration of the matter should be given at the next meeting.

**18. Review of Governing Documents**

Dr McMurray proposed that governing documents such as Standing Orders and policies be reviewed regularly, possibly annually. It was agreed that the matter be considered at the next meeting.

**19. AA membership**

The matter had been dealt with previously.

**20. Any Other Matters**

It was agreed that the Norfolk Wildlife Trust be invited to carry out a survey of the allotment field and that a donation of £100 be made to the Trust. Mrs Barton informed Councillors that the Woodland Trust would find 75% of the cost of trees. It was agreed that Mr Traynier should instruct Mr Mills to install a gate into the allotment land field as quoted.

Mr Traynier raised the matter of celebrating the Queen's jubilee next year and asked for suggestions. Mr Wickenden offered to be event organiser.

**21. Date of Next Meeting**

2nd of August at the Village Hall. It was agreed that all meetings should be at the Village Hall for the rest of the year.