

ALPINGTON WITH YELVERTON PARISH COUNCIL
Minutes of the Meeting
held on Monday 20 July 2020 at 7.30pm via Zoom

Present : Jeremy McNulty (JMc) (Chairman), Susan Stacey (SS) (Vice Chairman), Kevin Gotts (KG), David Whitehead (DW), John Lane (JL), Ivan Green (IG), and 4 members of the public.
This meeting was quorate.

| | Action |
|--|----------------------------|
| 1 Appointment of Chairman | |
| IG nominated JMc for role as Chair, is was seconded by DW and duly accepted. Councillors gave their thanks and appreciation to Jeremy for his role as Chair in the past years. | |
| 2 Appointment of Vice Chairman | |
| KG decided to step down as the Vice Chairman, JMc thanked KG for all his hard work over the past few years. JMc Nominated SS, seconded by DW and accepted. | |
| 3 Register of Interest | |
| All Acceptance of Office forms to be completed by Councillors and handed to the Clerk. Councillors confirmed there were no pecuniary or non-pecuniary interests to report. | |
| 4 Apologies of absence | |
| Were received and accepted from Louise Taylor and John Fuller. | |
| 5 Declaration of Business and Pecuniary Interest | |
| Covered in item 3 | |
| 6 Minutes of meeting held on 19 March 2019 (APM) | |
| Were proposed by IG and seconded by DW, agreed and will be duly signed by the Chair. | |
| 7 Matters Arising | |
| None | |
| 8 Minutes of Meeting held on 2 March 2020 | |
| Were proposed by SS and seconded by IG as a true record and will be duly signed by the Chair. | |
| 9 Matters Arising | |
| A number of dead trees on footpath behind Church Meadow have fallen but not across the footpath. The landowner has yet to address this, PC will keep an eye on the trees and ensure any trees that are likely to cause a danger to parishioners will be dealt with accordingly. Unknown if a meeting was held by Louise Taylor and Henry Gowman to inspect the trees on Garrick Field due to going into Lockdown shortly after them meeting. The meeting between Yelverton Football Club, the Parish Council and parishioners had also not happened due to Covid 19. KG asked regarding an update for the flashing 20mph signs that Barry Stone had promised. EH to chase this up along with other actions from previous meeting. DW to check to see if the School has received the data from the speed camera to use on a project. | EH DW |

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10 Parishioners Questions and Reports from the County and District Councillors

Neither District or County Councillors were present at the meeting.

One parishioner expressed thanks to Louise Taylor for her help during lockdown and the coordination of volunteers under the Community Emergency Plan.

11 Finance

A, Financial Standing orders

Discussed and minor amendments were agreed and adopted.

B, Responsibilities of Parish Council

Amendments made and adopted.

C, Asset Register

All amendments made and confirmed as up to date.

D, Audit EH showed the Councillors the Audit and this was accepted.

E, Change of signing mandate

Ivan now has the ability to authorise payments on the account.

F, Community Benefit Fund

Money from the Solar farm has been received, EH to reconcile all accounts to see what funds are left for the next CBF funding with a view to launch the 2020 CBF funding at the next meeting.

EH

G, Football Club Fee

DW reported that a letter was received from Yelverton Football club, DW, IG and LT met at the Garrick Field to discuss the proposals DW and will be drafting a response to the letter.

DW

David Bloomfield attended the PC meeting and was able to answer questions. A question was raised with regards to the option of moving the position of the field by 90 degrees in the hope this would stop the ball from entering a neighbouring residents garden. David informed the PC that this wouldn't work as the ball goes over the side hedge also so the only option would be a net.

David has received a quote for a net and will share a visual picture with DW which can be used when the mediation meeting takes place.

DW asked for clarification on location and size of the crowd barrier that the Football Club has asked to install. They would like it to run along from the dugout and along the hedge for 45 meters staying 2-3 meters from the hedge. The PC had thought the barrier would be around 5-10 meters long. This will be discussed, and a meeting arranged to discuss this further which will include the logistics of grass cutting etc and how it may affect other users of the field.

David kindly offered to cut the footpath behind the pavilion.

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| Finance | Balance of accounts, Receipts Received, Payments made | | | |
|--|---|--------------------------|------------|------------|
| Receipts | Date | Balances of Accounts | Amount | Totals |
| | 12-Jul | Main Account | £4,992.67 | |
| | 12-Jul | Community Benefit | £22,399.62 | |
| | 12- Jul | CIL | £464.66 | |
| | | | | £27,786.95 |
| N.B. This total includes committed amounts to previous unpaid CIL/CBF awards | | | | |
| | | Main Account | | |
| | Date | Receipts | Amount | Totals |
| | 29- Apr | SNC Payments | £3,965.75 | |
| | 18- Jul | Trans from CIL Acc | £2,000.00 | |
| | | Community Benefit | | |
| | 7- Jul | Avenue Solar | £9,758.41 | |
| | | CIL | | |
| | | None | | |
| | | Total Receipts | | £15,724.16 |
| Payments | | | | |
| | | Main Account | | |
| Date | Cheque/ Trans | Payable to | Amount | Totals |
| 19- Mar | INT TRANS | E Havers Salary | £470.05 | |
| 19- Mar | INT TRANS | HMRC | £104.00 | |
| 30- Mar | INT TRANS | NALC Subscription | £108.46 | |
| 3- Apr | INT TRANS | E Havers Donation | £40.00 | |
| 4- May | INT TRANS | K Parfitt | £445.00 | |
| 4- May | INT TRANS | J McNulty Safety Labels | £31.38 | |
| 4- May | INT TRANS | E Havers Website | £50.65 | |
| 14- May | INT TRANS | Ashfords | £240.00 | |
| 14- May | INT TRANS | Ashfords | £240.00 | |
| 14- May | INT TRANS | Ashfords | £570.00 | |
| 8- Jun | INT TRANS | Ashfords | £240.00 | |
| 22- Jun | INT TRANS | E Havers – Salary | £455.00 | |
| 22- Jun | NT TRANS | HMRC- PAYE | £104.00 | |
| 8- Jul | INT TRANS | Ashfords | £240.00 | |
| | | CBF Account | | |
| | | None | | |
| | | CIL Account | £2,000.00 | |
| | | Transfer to main account | | |
| | | Total Payments | | £5,338.54 |

VAT reclaim has been put in with the following splits due to go into the accounts.

Main Account: £501.72

CBF: £723.06

CIL: £2,000.00

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12 Planning

| Application Ref & Date | Address and Proposal | PC Decision | SNC Decision |
|------------------------|---|-------------|--------------------------|
| 2019/1440 | 8 St Mary's Close, Alpington, NR14 7NZ Side single storey extension | Refused | Approval with conditions |
| 2019/1593 | Land South of Burgate Lane, Poringland Outline planning application for the erection of up to 98 residential dwellings including 5 live/work units, structural planting and landscaping and a sustainable drainage system (SuDs) with a vehicular access point from Burgate Lane. All matters reserved expect means of access. | Refused | Pending |
| 2019/2341 | Yelverton Garage, Loddon Road, Yelverton, NR14 7PJ Change of use of land (ancillary to existing garage) to formation of car parking | Refused | Approval with Conditions |
| 2019/2562 | Hill Farm, Framlingham Earl Road, Yelverton, NR14 7PD Demolition of 6 buildings and erection of 4 detached dwellings, associated garages and works | Approved | Approval with Conditions |
| 2020/0666 | Pinewood, Slade Lane, Yelverton, NR14 7PR Two-storey replacement dwelling with attached garage | Approved | Approval with Conditions |
| 2020/0730 | 6 Church Meadow, Alpington, Norfolk, NR14 7NY Single storey rear extension and first floor extension above existing garage | Approved | Approval with conditions |
| 2020/0782 | Tamar, Church Road, Alpington, NR14 7NU Erection of single storey rear extension | Approved | Approval with conditions |
| 2020/0948 | Dairy Farm, Reeders Lane, Alpington, NR14 7NW Variation of condition 2 of 2019/1027 – Amendments to dwellings 1 and 2 only for conversion of barns to form three dwellings and ancillary accommodation and associated landscaping and new access drive | Approved | Pending |

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| Application Ref & Date | Address and Proposal | PC Decision | SNC Decision |
|------------------------|---|-------------|--------------|
| 2020/1011 | Dairy Farm, Reeders Lane, Alpington, NR14 7NW Revision to listed building consent 2019/1028 – Amendments to dwellings 1 and 2 only for conversion of barns to form three dwellings and ancillary accommodation and associated landscaping and new access drive | Approved | Pending |
| 2020/1064 | Land North of 2 Gilbert Close, Church Road, Alpington, Norfolk Demolish existing garage and erection of a single storey 2 bedroom bungalow (revised) | Refused | Refused |
| 2020/1108 | The Treasure, Burgate Lane, Alpington, NR14 7NP Single storey rear extension | Approved | Pending |
| 2020/1037 | 9 Fortune Green, Alpington, NR14 7NN Proposed single side extension including 2 velux windows | Approved | Pending |

13 Village School Monthly Report

DW has been unable to meet with the School due to Covid 19 but will be arranging a meeting in September once they are back up and running.

14 Tree Warden Monthly Report

LT was not present at the meeting, SS reports that LT has attempted to contact Henry Gowen to arrange this but has had no luck as of yet.

15 Play Area Monthly Inspection Report

DW reported that David Bracey has been and completed the annual inspection and an inspection of the new equipment. The report brought up a few requirements that the PC have decided will need to be completed before the play area can open.

The gates need to be painted on the inside to help with a quick exit if needed, Yellow has been suggested but the question was asked if this could be a different colour, DW will find out and a colour can be picked accordingly. This isn't imperative for the opening of the play area but does need to be completed soon after.

DW

Self closers on gate aren't working, JL will attempt to repair these but new closers will be purchased and replaced.

EH/JMc

Rotten post on the picket fence next to Cotton Tails, JL already has a spare post so will look to replace this, there also needs to be a space between the gate of 18mm so the children can't get their fingers trapped.

JL

There is some splintered wood on the play area that will be fixed by DW Covid 19 signage will also be created and put up prior to the reopening of the play area.

DW

EH/DW

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All councillors agreed that the self closers, splintered wood and signage need to be completed before the reopening which was agreed to be a date of Saturday 1st August. There will be a message put onto the website to let parishioners know it is now open.

DW recommended that as part of next year's inspection that the Garrick field is also inspected, this was agreed by all councillors.

16 **Garrick Field Monthly Inspection Report**

JL reported damage to a tree in the wood, the bark has been removed and the tree had now died, the tree now needs to be removed. JMc and JL will arrange to do the work.

JMC/JL

Hedge is overgrown where the flats are located as this hasn't been cut due to the lockdown.

17 **Village Pond Monthly Inspection Report**

SS reported the grass verges have been tidied, the trees that have been cut along the boundaries have re sprouted. The willow tree looks like it may be dying, this will be monitored and removed if necessary.

Since the installation of the dog bin there is no longer an issue of people putting dog mess into the wrong bin.

18 **Parish Projects – Pond, Play Area, Website, Emergency Plan and Village Sign**

Pond – JMc there is still hope to start some more of the work to the pond this year while the water level is still low. The hope is to be able to dig the pond out.

Play area – Previously discussed in agenda, once opened can be removed from the agenda as it will be a completed project.

Website – JMc confirmed that the website is now up and running and introduced Matthew Hyde who has kindly offered his services with the creation of the new website and is the new webmaster. Matthew demonstrated the website and explained some of the features of the website. Specifically, there is a section on the website where local groups and business can advertise.

A question was raised with regards to GDPR and how this works with people that sign up to the website for updates, Matt offered to look into this.

MH

KG has asked the councillors to see if local businesses within their leaflet route would like to be included on the website. KG confirms that he has already managed to get St Mary's Church and Friends of St Mary's church to agree to become authors to the website.

Emergency Plan – The emergency plan was activated as soon as we went into lockdown, this included around 14 volunteers to help people shielding which mainly consisted of grocery shopping and collection of prescriptions. SS and LT will be meeting to see if there needs to be a separate group to purely help those that still need it with regards to Covid-19, there has been a significant drop in requests for help since the start of the pandemic.

There will be a new review of the Emergency Plan and this will be updated. The risk factor for a pandemic will also be reviewed.

LT/SS

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Village Sign – Prior to lockdown the sign was due to be painted but due to lockdown it is currently unknown if this has been completed.

19 Village Hall Monthly Report

The Village Hall has been mostly closed for the duration of the lockdown, they are hoping to be in a position to reopen in September. Cotton Tails has re-opened from the 1st June after a deep clean.

20 Other matters for consideration for future agendas

Tree Inspection

Community Benefit Fund

21 Next meeting to be held Monday 7 September 2020

Meeting closed at 9.29pm