

## **BIRCHAM PARISH COUNCIL**

### **Minutes of the Annual Meeting of Bircham Parish Council held on Wednesday 5<sup>th</sup> May 2021 via Zoom at 7.30pm**

Present: Councillors G Daniels (Chairman), M Sargent,  
C Morley, S Langfield, T Clark, R Hutchinson, J Royall.  
M Hayes Parish Clerk & 1 member of the public

#### **21.030 To appoint Chairman and Vice Chairman for the forthcoming year**

It was PROPOSED SECONDED and Unanimously approved to appoint Councillor G Daniels as Chairman for the forthcoming year. The Declaration of Acceptance of Office was signed and received.

It was PROPOSED SECONDED and Unanimously approved to appoint Councillor M Sargent as Vice Chairman for the forthcoming year. The Declaration of Acceptance of Office was signed and received.

#### **21.031 To receive and accept Apologies for Absence**

Apologies were received from Councillors Carter, Mele, Howell & French.

#### **21.32 Chairman's Welcome**

The Chairman welcomed everyone to the meeting and thanked everyone for voting herself and Councillor Sargent back into the Chair and Vice Chair positions.

#### **21.033 Declarations of Interest**

None.

#### **21.034 To approve the Minutes of the previous meeting**

RESOLVED: It was Proposed and Seconded and unanimously agreed to approve the minutes of the meeting held on 10<sup>th</sup> March 2021 as a correct record.

#### **21.035 Matters arising from previous meetings (For information only)**

Councillor Langfield asked if the Council could consider installing more Trods in the Parish in the future. She also asked if the Clerk could circulate the leaflet and map produced by the previous clerk relating to walks around Heacham. It had agreed that the Parish Council would look at producing something similar for Bircham. The Clerk would circulate the details and the Projects working group would meet to discuss this further.

#### **Report on site meeting with Sally Bettinson County Highways to discuss the issues when trying to exit from Church Lane at the War Memorial Junction in Lynn Road**

Councillor Daniels informed the meeting that the following actions had been agreed:

- An additional warning sign will be erected outside Merlin's just before the bend. It will be placed on the bank in front of the hedge.
- SLOW will be painted on the road outside Merlin's
- The hedge outside Little Field at the War Memorial junction on the Lynn Road side to be cut back as chevron sign was buried in hedge.
- An additional chevron sign to be erected at the end of the hedge (where the hedge is slightly lower)

- County Highways will write to owners of Little Field asking them to cut back the hedge by 2-3' from the pavement.

### **21.036 Public Participation relating to the Agenda**

Following the success of the tree planting the Council were asked if they would consider planting more trees and whether there was a reporting mechanism so that the Woodland Trust would know where the trees they were providing were being planted.

The resident was informed that The Woodland Trust were recording where trees were being planted. The Clerk would ask if they could order more trees to plant around the village.

### **21.037 Ward Reports: County Councillor and Borough Councillor**

There was no report from the County Councillor.

Borough Councillor Morley gave the following report:

1. The CITB have announced that they have done a U turn and are continuing with direct control of training at Bircham Newton.

The CEO, Sarah Beale, has announced her resignation as had another top member of her team.

They are conducting a review of their site footprint to assess those parts which can be shared or sold. The Borough Council is assisting in their future planning and have given the CITB a seat on the Town Board to take part in formulating a view of the future of The West Norfolk area and hopefully secure Grants.

The swimming pool is closed with little prospect of it being re-opened without explicit financial support.

2. We are expecting to receive many more visitors again this year. The Borough is providing support to help receive them but expect road and parking congestion.

3. The Borough Council is having to reconvene face to face meetings from May 7th as the Government have not extended the COVID Regulations to permit video conferencing to continue for decision making. The first full Council Meeting will be in the Town Hall on 20th May. It may still be on YouTube, decision not yet known.

4. The age and condition of the QEH is of significant concern. It has numerous props supporting the roof. A bid for a replacement is underway, probably on the existing site.

### **21.038 Planning Matters**

#### **Planning Applications**

- 21/00407/F – Proposed Cart Shed at Summerfield House, Lynn Road – the Parish Council supported this application.
- 21/00520/F - Variation of condition 2 of planning permission 14/00955/F to regularise drawings at 12 Stocks Close Great Bircham – Parish Council supported this application.

#### **Other relevant Planning matters**

None

## 21.039 Finance

Authorisation of Payments due including delegated power payments

Resolved unanimously approved.

### Payments 2020-2021

### APRIL

Payments	Heading	Gross	VAT	Cheque No.
Office Expenses	Expenses Postages/Printing	£ 48.52		101021
S Jackman	Wix Website Training	£ 90.00		101022
Mrs P Sewell	Clerks Salary March	£ 175.05		101023
Clerks Salary	Clerks Salary March	£ 249.17		101024
N N Smith	Internal Auditor audit to Feb 21	£ 90.00		101025
M Curtis	Removal and disposal of notice board	£ 31.00		101026
Norfolk County Council	Partnership contribution to new entrance playing field Lynn Road	£3,200.00		101027
Receipts	NIL	0		
Total		£ 3,883.74		

Payments	Heading	Gross	VAT	Cheque No.
D M Payroll Services	Payroll Services	£ 120.00		101028
ECS Computers Ltd	Computer Services	£ 253.44	£ 42.24	101029
KLWNBC	Waste Collection Service	£ 185.81		101030
Mrs M Hayes	Clerk's salary/allowance APRIL	£ 259.17		101031
Mrs M Hayes	Expenses Mileage/printing/postages April	£ 44.82		101032
Total		£ 863.24	£ 42.24	
Receipts	NIL			
Total			0	

To receive financial report to year end 31.3.2021

Received and Noted.

The Clerk was asked to reissue the paperwork relating to budgets and expenditure. The Clerk reported that the internal audit should be completed by the end of May.

### **21.040 Highways**

#### **To receive reports or updates on Highway related issues**

- The Clerk was asked to report the following issues:
- The walkway near Stocks Close was very overgrown and required cutting back
- The Trod on in Bircham Tofts was now getting very overgrown and required clearing back
- The pavement along Lynn Road from the Social Club to the shop was uneven and sunken in places and required patching

### **21.041 Tofts Pond Management**

Following discussions with Charlie Ennals At the Norfolk Farming and Wildlife Advisory Group the following had been agreed:

In order to try and control the numbers of waterfowl, Sandringham Estate had agreed that the Parish Council could place NO FEEDING signs at the pond. Feeding the waterfowl encouraged more birds which leads to overcrowding and issues with pollution of the pond water. The Clerk had circulated the costs of signs which were the same as the ones at Great Massingham pond. It was unclear how the posts for the signs could be fixed in the pond safely and they may have to be located on the banks of the pond. It was agreed after further discussion to defer this item to the June meeting for further discussion.

The Parish Council would experiment with leaving the grass longer around the pond as this reduces the sightline for the waterfowl and it may encourage some of them to move on to another location.

Sandringham Estate had also agreed to donate wooden posts to replace the plastic ones already in place at the edge of the pond and to allow them to be extended around the pond to deter cars from driving over and damaging the grass. It was agreed to get quotes for the installation of the posts and new reflectors. It was PROPOSED SECONDED and APPROVED to set a maximum spend of £600 for this project.

The Clerk was asked to check with Sandringham Estate that the posts would be treated and pointed at the top to avoid rain sitting on the posts and rotting them. The Clerk would write to all residents in Cuckoo Hill Road informing them of the intention to replace and extend the posts further around the pond.

### **21.042 Improvements to Playing Field Entrance from Lynn Road**

Following a site meeting with County Highways the following the improvements were agreed

Councillor Daniels reported on the site meeting held with Sally Bettinson and the plan for improvements.

- To remove the 3 large trees on right hand side of the entrance
- Widen the entrance slightly

- Tier the entrance to grade the access and put in horizontal sleepers and post and rail fencing to stop people taking a short cut down to the pavement.
  - The graded entrance will follow the contours of the access
  - Golden gravel would be laid on open texture asphalt will be laid and this will continue across the pavement to the kerb the width of the entrance
  - Cllr French had supplied a revised drawing to highways which has been approved
- The project was being financed at a total cost of £8000 using £800 donated by Councillor Chenery, Parish Council contribution of £3200 (this would come from CIL funding) and Norfolk County Council contribution on £4000.
- Some Councillors had found it hard to envisage what the entrance would look like from the drawings and it was agreed to hold a site meeting with Councillor French who had drawn up the design to talk them through the plans.

#### **21.043 Community Projects**

Everyone that had been involved in the tree planting was thanked and the Clerk was asked to organise a watering rota.

#### **21.044 Correspondence**

The correspondence list had been circulated and noted.

#### **21.045 Update (if available) on Covid Regulations for meetings after 7<sup>th</sup> May**

The Clerk reported that it was very likely that future meeting would be face to face and it was agreed to circulate further information when available. Several councillors were unhappy with returning to face-to-face meetings as they felt it was too early. It was agreed to defer the June meeting until after the 21<sup>st</sup> of June when everything was supposed to be opening and make a decision based on the Government regulations at that time.

The meeting ended at 8.40pm.