



Pudding Norton & Testerton Parish Council

Meeting Minutes

Thursday 25 March 2021, 6pm, via video conferencing

Parish Councillors present: Patricia Ainger (Chairman), Michael Ainger, Pamela Brett, Tom FitzPatrick (County Councillor), Vivien woods (Co-opted member). Also in attendance: Jodie Bond (Parish Clerk), there were no members of the public.

1. Welcome and receive apologies for absence

The Chairman welcomed all those present. Apologies were received from Nigel Housden (Parish & District Councillor). Apologies accepted.

2. To receive declarations of interest in items on the agenda and consider any requests for dispensations

Cllr P Ainger, Cllr M Ainger & Cllr Brett, declared a pecuniary interest in item 8.1

It was RESOLVED to grant Councillors a dispensation to participate in the consideration of item 8.1

3. To approve the minutes of the meetings held on 14 January 2021

The minutes were approved without amendment.

4. To report progress on items not on the agenda from the last meeting

There were none.

5. To receive reports from Local PC, NCC Cllr & NNDC Cllr, if attending

The police newsletters are available to view via our website.

Clerk to invite local PC and or Police Inspector along to the May meeting.

NNDC report from Cllr Nigel Housden

Not present

NCC report from Cllr Tom FitzPatrick

Please view report via our website. It includes many useful links and up to date information.

Following an enquiry from Cllr Woods, Cllr FitzPatrick advised that the Post Office are still looking for suitable premises but there have been assurances that they can remain in the current premises (old Thomas Cook shop) until another property is sourced. Cllr Woods had heard that the local Tesco Manager was happy to site the Post Office within the store, however Tesco Head Office was not taking it further. Cllr FitzPatrick corroborated this. Further update to follow. Thanks given.

6. To fill a Parish Councillor vacancy by co-option

Cllr FitzPatrick's co-option was deemed invalid by NNDC electoral services and therefore will not continue as a Parish Councillor.

The Council RESOLVED to co-opt Vivien Woods onto the Council. Proposed by the Chairman and Seconded by Cllr M Ainger.

7. Open forum for Public Participation: an opportunity to hear from members of the public

There were none.

8. Open Spaces

A new textiles recycling bank has been provided by NNDC. The bank has now been re-located to the launderette area at The Parklands as requested.

It can be used by all members of the public and the recycled textiles will be collected in exchange for payment to the Parish Council, at approx. £50 per tonne.

8.1 Parklands update

The Chairman had reported a caravan parked outside a property on the site, and an issue with a new resident that has been unable to access the launderette since they moved in but has been charged for it. Clerk contacted NNDC and they have confirmed that no residents are permitted to keep caravans on the site and no dispensation had been made by the resident in question. Also, NNDC will contact the residents directly to arrange a refund, and a key will be provided to allow access to the launderette. They will also arrange to have the caravan moved.

Cllr Brett raised concerns about drivers continuing to drive down the No Entry road and speeding. The run up to the speed bumps also need repairing. Clerk to action.

There is a health & safety issue with the fire walls that were erected. They need to be inspected as it was reported that one resident has had to put a bracket on their fire wall because the post holding the wall is too big and the wall is leaning over and there is concern that it will fall. Clerk to action.

Clerk to check when the fire hydrants and hoses were last inspected as it is believed this has not been done for quite some time.

Clerk to request a further copy of the home insulation letter, as the Chairman has still not received a copy.

Following receipt of an email from NNDC regarding the possibility of installing a defibrillator at the site, it was discussed and agreed that a defibrillator would benefit the community. The Council therefore RESOLVED to contribute half of the required cost £1350 (total cost £2700). Cllrs Ainger and Brett agreed to carry out the weekly checks required on a rota basis. Clerk to action.

8.1.1 Streetlight at the top car park

The Chairman raised the issue that there is not enough lighting at the top car park. Clerk to request installation of a further streetlight for safety and security reasons and to encourage the residents to use the car park.

8.1.2 Traffic mirror

The Chairman also raised the issue of the blind corner at the exit to the top car park. Following discussion, it was agreed to request a traffic mirror to be attached to the wall of the end property, opposite the car park. Clerk to action.

8.2 Green Lane Estate update

Clerk had spoken to an operative at Flagship two weeks ago to chase up the pothole issue and an engineer attended site to mark the potholes for repairs. Clerk was informed that this would be carried out within the next few weeks. The Chairman suggested that this section of road should be re-laid rather than just the pothole filled, as historically this pothole reappears again within 6 months of being filled, and this is a high traffic area. Clerk to follow up.

8.3 Village Gateways update

Clerk received a final quotation from Highways for £3000. If successful in receiving a fund of 50%, the overall Parish Council contribution will be £1500. Clerk to submit the funding bid in June.

9. Planning Matters

9.1 To receive results of applications

PO/20/1736 Site at Green Lane Pudding Norton, NR21 7LT

Erection of two dwellings (2-bed) – (outline with all matters reserved)

PC comment – NEUTRAL | NNDC decision - REFUSED

9.2 To receive and consider new applications

There were none.

10. Correspondence

NCC tourism survey email – Clerk to circulate it to all Councillors and upload it onto our website.

11. Finance

11.1 To approve the payment of accounts list

The Council RESOLVED to approve the payments list (below)

Pudding Norton Parish Council payment of accounts list (Payments to be made by cheque)			
Payment to	Description	Chq No.	Payment
TT Jones	Street light maintenance	100391	£253.66
Clerk	Salary	100392	£348.84
Hempton PC	Clerk mobile, laptop, stationery expenses	100393	£21.25
Ladywell Accountancy	Payroll services	100394	£38.00
Came & Co	Insurance	100395	£384.65
NPTS	Subscription	100396	£50.00
NALC	Subscription	100397	£86.52
Total payments to be approved			£1182.92
Receipt from	Description		
Total payments received			£0.00

11.2 To agree associations subscriptions for 2021/22 (NALC,NPTS)

Following consideration, the Council RESOLVED to subscribe to Norfolk PTS and Norfolk ALC for 2021/22.

DRAFT until agreed at the next meeting

11.3 To discuss and agree new payroll services for the Clerks salary

Due to the retirement of the current payroll agent, quotations have been obtained from other service providers. The cheapest option sourced was £50 per annum from Samantha Jackson. The current fee is £49.50 per annum. Following discussion, the Council RESOLVED to go ahead with Samantha Jackson.

12. Receive update on progress with the proposed Merger with Hempton Parish Council

No further update, and due to the preparation of the Local Elections in May there may not be an update until then.

13. To receive any items for inclusion on the next agenda and note the date of the next parish council meeting

Next meeting will be the APM and APCM to be held on Thursday 13 May 2021 at 6pm.
The Chairman closed the meeting at 7.15pm.

Signed by Chairman: Date:

14. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential staffing items:

14.1 To report the outcome of the Clerk's appraisal

Following the appraisal there was a positive outcome and the Council and Clerk are pleased with progress. The objectives set for the Clerk for the next 6 -12 months were agreed.