**Woodbastwick Parish Council Inc. Ranworth and Panxworth**

**Virtual Meeting Minutes of the Parish Council from 3rd February 2021 at 7.30pm**

Present: Kit Cator KC Chair

Vivienne Adshead VA Vice Chair

Mark Hadden MH Councillor

Alby Cator AC Councillor

Stuart Goodall SG Councillor

Andrew Lee AL Councillor

Caroline Purdy CP Clerk

Public: 1 Member of the Public

Apologies: Cllr Nigel Brennan Broadland District Councillor

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| **Item** | **Action** |
| 1 Apologies  As above. |  |
| 2 Declarations of Interest  AL declared an interest in item 6. AC declared pecuniary interest in item 5 enforcement action (Reclamation Yard). |  |
| 3 Minutes of the Last Meeting  SG corrected (item 7) footpaths to Sott’s Hole and Church Hill from Sott’s Hill; the minutes were then agreed and signed by the clerk until they can be ratified by the Chairman at the next in-person meeting. |  |
| 4 Matters Arising  None. |  |
| 5 Planning  The Clerk had received planning updates regarding the Reclamation Yard and advised Councillors and Public that discussions were ongoing between parties, as they also were regarding the glamping site at Ranworth. The Clerk will try to obtain more detail from Enforcement Officers at Broadland District Council (BDC) regarding each application.  Apologies were provided by the Clerk for not circulating earlier the application no.20202353 for Mill Stone Cottage at Panxworth. After discussion, Councillors had no objections to this application. Clerk to advise BDC. | CP  CP |
| 6 Highways  The Member of Public highlighted heavy rainfall, specifically since December 2020, and the affect on fields being saturated and run-off onto roads, specifically at Scott’s Corner junction running toward Cottingham Barn and into South Walsham. The Member of Public had inspected drains and ditches and felt that these hadn’t been maintained for some time by Norfolk County Council (NCC), to whom they had already raised this issue. This had also been passed to the NCC Flood Management Team. Problems were summarised by AC who described this as common at the present time, with run-off from the land unavoidable and pipes under the road being blocked being the responsibility of NCC. It was generally agreed that a lack of maintenance by NCC was aggravating the situation.  VA suggested that this be raised at the next visit of the Parish Rangers w/c 15/02/2021 to which all agreed and the member of public was invited.  VA also noted that she had previously made contact with the National Rivers Authority (now Environment Agency) who had cleared and maintained 1 side of the dyke toward the bridge in Panxworth; she offered to make contact again and see if any assistance could be provided. It was also noted that the bridge in Panxworth is still without safety railings despite this being raised by the Clerk last year and at subsequent meetings with the Parish Rangers. Again, this would be followed up with the Rangers w/c 15/02/2021.  A discussion took place around water management, direction of flow and responsibility around Panxworth/Cottenham Barn area running onto marsh land in order to understand the area and problems fully.  Local landowners confirmed that ditches had been cleared as much as possible to help the situation. | ALL  VA |
| *Councillors and Public were invited to re-log into the Zoom meeting at this point.* |  |
| 7 Environmental  The Ranworth footpath had been cleared back by a concerned resident to whom the Council gave their thanks.  It was noted that the Parish Rangers had attended to other identified problems around Woodbastwick footpaths and these had been cleared.  The Clerk noted correspondence from Janie Cator that there had been flooding at Leists Farm and that this had been sent to NCC by Mrs Cator and to the Flood Management Team, including photographic evidence, by the Clerk. Again, this will be added to the discussion with the Parish Rangers w/c 15/02/2021. | KC |
| 8 Received Correspondence   * The Clerk advised that the Marshland Mardler wasn’t being delivered during the current lockdown restrictions. * The Clerk advised that updated procedures on advertising and filling casual vacancies had been received from BDC, now that they are working closely with South Norfolk District Council and are bringing policies in line with each other. |  |
| 9 Pending Payments  The following payments were approved:  Clerk (Jan – 2 weeks only + Feb 2021) £238.40  Information Commissioner’s Office £ 40.00  The Clerk confirmed the precept of £3,300.00 had been applied for.  The budget had been circulated and was agreed; the Clerk advised that good practice advice from NALC was to change internal auditors every 3 years. This was noted by Councillors and after 20/21 audit, a change of auditor would be considered.  VA queried the signage “carried forward from other accounts” of £625.00, this having been completed, the total cost being £875.00. It was agreed that this should be removed.  The Millennium Fund was discussed; MH and KC had received confirmation that this should be ‘split’ between villages and paid into the ‘saving’s account. The Clerk was under the understanding from part-inherited papers from the previous incumbent, that the sum of £1,682.89 was held in another account. Councillors thought this was incorrect and felt it was a ring-fenced sum within the existing savings account instead, but would check their papers to clarify this. | ALL |
| 10 Staithe Land Ownership  KC had liaised with NP Law and our solicitor had contacted Punch Taverns and was awaiting a response. The Clerk noted that the current subscription finished in March 2021 and if this ran on longer, a further subscription of £500 plus VAT (plus any increase for 2021/22) would be due. AC suggested that the land be registered in the Parish Council’s name. |  |
| 10 Any Other Business  None. |  |
| The next meeting shall be held via Zoom on Wednesday, 3rd March 2021 at 7.30pm. | |

Agreed and Signed on behalf of Woodbastwick (Inc. Ranworth and Panxworth) Parish Council:

Chair

Date: