

# CORPUSTY & SAXTHORPE PARISH COUNCIL

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Clerk to the Council;  
Amanda Yacoubian  
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## **Minutes of Corpusty & Saxthorpe Parish Council Meeting held on Wednesday 8<sup>th</sup> November 2023 at 7:30pm, in Corpusty & Saxthorpe Village Centre.**

Present      Cllr Guy Hodgson  
                  Cllr Imogen Waterson  
                  Cllr Tony Barnett  
                  Cllr Caroline Randell  
                  Cllr Stephen Fenny  
                  Cllr Marty Jacobs  
                  Cllr John Birchall

Cllr Andrew Brown – District Councillor  
Cllr Steffan Aquarone – County Councillor  
6 members of the Public

2023/68 **To Elect Chair – Cllr Guy Hodgson** - PROPOSED Cllr Waterson,  
SECONDED Cllr Jacobs

2023/69 **To Elect Vice Chair – Cllr Stephen Fenney** - PROPOSED Cllr  
Hodgson, SECONDED Cllr Jacobs

2023/70 **To accept apologies for absence** – Cllr Last, Cllr Jones, Apologies  
accepted

2023/71 **To receive declarations of interest for items on the agenda and  
receive applications for dispensation** - No interests declared or dispensations  
necessary

**OPEN FORUM (as per Standing Order 3e Public participation will be for a  
maximum of 10 minutes)**

Cllr Barnett, in his capacity as a member of the public, raised objection to Cllr  
Hodgson's correspondence with him. See item 2023/74(c) below.

A member of the community summarised the various points that he has raised in  
correspondence and at a meeting with Cllr Hodgson concerning the dredging of the  
River Bure. He requested that this correspondence be made available on the parish  
council website. It was agreed that this correspondence would be posted on the  
website for a reasonable period, to be determined by the parish council.

Another parishioner mentioned that they are working on developing an Upper River  
Bure Interest Group.

**2023/72 To approve minutes of the meeting held on 13<sup>th</sup> September 2023**

Cllr Barnett requested that a vote was recorded Minutes were approved,  
PROPOSED Cllr Jacobs, Cllr SECONDED Cllr Waterson 3 agreed to Cllr  
Barnett 1 against.

**2023/73 To note updates from Norfolk Constabulary, County Councillor and District Councillor**

Cllr Randell will represent the Village Hal. Cllr Steffan Aquarone has submitted a report mainly regarding Benjamin Court. (ref website)  
Cllr A Brown advised that an officer has been appointed to reduce the number of empty properties in North Norfolk and also suggested setting up a date to collect litter around the village. Report from Cllr Brown on the website)

**2023/74 Correspondence**

**(a) Email received regarding heavy vehicles, The Street, Corpusty.** It was agreed to send a letter to Highways asking that the 7.5 ton limit to apply to any traffic.

**(b) Email received regarding bypass proposal.** It was agreed to write to the Parishioner

**(c) Email from Cllr Hodgson to Cllr Barnett** – Cllr Barnett declined to reply to the questions raised in Cllr Hodgson's email to him dated 3 October (15.58), either in writing before the meeting or verbally at the meeting.

**2023/75 Finance**

(i) To approve the monthly financial statement, bank reconciliation, cash book and budget. These were emailed to Cllrs on 31<sup>st</sup> October 2023

PROPOSED Cllr Fenney SECONDED Cllr Waterson - ALL AGREED

(ii) To approve the following retrospective payments & acknowledge receipts

PROPOSED Cllr Jacobs SECONDED Cllr Waterson ALL AGREED

**Payments**

01/09/2023	Norfolk Garden	grass cutting	£	440.00
18/09/2023	Country Style	Glass recycling Aug	£	18.00
18/09/2023	A Yacoubian	SLCC CiLCA course fee & Book	£	261.38
20/09/2023	ICO	Data protection	£	35.00
26/09/2023	Npower	Electricity	£	72.29
28/09/2023	A Yacoubian	Clerk salary	£	349.70
02/10/2023	Norfolk Garden	grass cutting	£	440.00
05/10/2023	Cozens UK Ltd	Street lights July/Aug/Sept	£	216.00
17/10/2023	NNDC	Elections	£	50.62
25/10/2023	NPower	Electricity	£	106.82
30/10/2023	A Yacoubian	Clerk salary	£	349.70

**Receipts**

29-Sep-23	AJ & JM Simpkin	Allotment	£20.00
29-Sep-23	NNDC	Precept	£8,860.00
03-Oct-23	Fisher MR & WP	Allotment	£20.00
05-Oct-23	Alan Doy	Allotment	£40.00

(iii) To decide on Precept for 2024/25 which will remain the same as 2023/24 at £17,720 The tax base is 286.60, Band D equivalent £61.82

PROPOSED Cllr Randell, SECONDED Cllr Waterson

**2023/76 To decide on further course of action to be compliant with remedial works required by the Environment Agency**

**Contractor** – Cllr Hodgson proposed that we should accept the most favourable quote, as works have to be carried out within the required time restrictions imposed by the EA. PROPOSED Cllr Hodgson, SECONDED Cllr Birchall

**Riparian planting** – Cllr Hodgson proposed that the planting scheme submitted to the EA be implemented once approved. PROPOSED Cllr Randell & SECONDED Cllr Birchall

**River Management Policy** PROPOSED Cllr Hodgson SECONDED Cllr Jacobs, Cllr Fenney

**2023/77 To decide of course of action regarding pruning the trees around lights and play area** – it was suggested to get some advice about cutting the trees. Clerk to email Cozens regarding broken light opposite the art gallery and faulty light on The Street

**2023/78 To decide on course of action regarding signage & feasibility study (Highways)**- Clerk will keep chasing

**2023/79 To decide on course of action regarding tree felling and TPO's** - The loss of the Oak trees on Horseshoe Lane and Locks Farm. A TPO can only be applied if the tree is at risk, it was suggested to identify trees in the village that are of special significance to make it easier to protect them. Cllr Birchall is looking into this.

**2023/80 To decide on course of action regarding the layby at St Peters Church** - This has been reported to Highways regarding the road surface however, there is still no visibility. It was suggested to contact the owner of the land to trim back the hedgerow. Cllr Last will be invited contact the owner, alternatively Cllrs Waterson and/or Hodgson will do so. It was mentioned that the layby is full of vehicles overnight.

**2023/81** Policies to be approved  
**Standing Orders** are to be revised along with the **Financial Regulations**  
**Cemetery Policy** - All AGREED Clerk to post on the Website  
**River Management Policy** – ref above 2023/76

## 2023/82 Planning

**NNDC Decision issued re. NP2/23/1615 Locks Farm** – Cllr A Brown advised that although the site is not in a conservation area and there are no TPO's, the felling of some trees were outside the Private area were felled without requesting a licence.

**NNDC TPO Served TPO/23/1028 - noted**

2023/83 **To acknowledge the new bench and concrete plinth on The Green-** Cllr Guy Hodgson would like to thank John Bailey – Chair to write a letter of thanks

2023/84 **To decide on course of action regarding damaged Village Sign (Corpusty & Saxthorpe)** – It was decided to go for the quote using Carman slate. This is a type of granite and will be in keeping with the surrounding structure.  
PROPOSED Cllr Randell & SECONDED Cllr Jacobs

2023/85 **SAM II** – The SAMII is ready to be handed over, Cllr Jones will liaise with the handover, Cllrs Fenny and Hodgson are happy to assist

2023/86 **To decide on action regarding the Neighbourhood Plan Review** – Cllr A Brown mentioned the Local Plan has not yet been adopted therefore review of the Neighbourhood plan should be suspended until further notice

2023/87 **Phone Box – to decide on maintenance & future use** – A Parishioner mentioned it could be used to focus on the River and Local History. Cllr Randell will liaise on behalf of the parish council.

2023/88 **Bottle Bank and area used as a carpark – to decide if the new location is acceptable and to resolve to buy gravel to widen the path for the lorry to collect the recycling** – The new location has been agreed Cllr Jacobs can provide some gravel to enable lorry access to the new location, PROPOSED Cllr Hodgson, SECONDED Cllr Jacobs

2023/89 **Unoccupied Houses – To decide on notification to NNDC for Council Tax purposes** – Cllr A Brown will liaise with Clerk.

2023/90 **To decide on Playground maintenance** – The ROSPA report stated that some repairs are needed, it was mentioned that some repairs have already been made. A Parishioner mentioned that the river is quite deep next to the play area however it is not permitted to enclose common land. It was suggested to put a low fence to act as a visual barrier to prevent anyone running onto the road. Options are to be considered and prices obtained.

2023/91 **Clerk Report**

**To purchase laptop with external Hard Drive – ALL AGREED**

**Recycling credits** – These will be credited to the account in 3 separate amounts as they relate to 3 different financial years and total £820.18. 50% of this money is to be donated to The Holt Youth Club in memory of Graham Sinclair

**Sign direct debit mandate Countrystyle** – signed by Clerk & Cllr Waterson

**Village Gates – Highways**, the gates are in storage, Clerk will continue to chase

**Review Clerks Contracted hours to 8 hours a week ALL AGREED**

**Advisory Clerk payscale increase of £1 back dated to April**

**To buy Xmas decorations for the Church tree - ALL AGREED**

2023/92 **To receive items for information** – Email from NALC received 1<sup>st</sup> November regarding Biodiversity deadline 31<sup>st</sup> January 2024 – As soon as more details are received Clerk will circulate

2023/93 **To close the meeting and confirm date of next meeting 10<sup>th</sup> January 2024**

2023/94 **Meeting ended at 21.26 hrs**

Signed.....

Date.....