

# CORPUSTY & SAXTHORPE PARISH COUNCIL

07894 061571  
[c.sparishclerk@gmail.com](mailto:c.sparishclerk@gmail.com)

Clerk to the Council;  
Amanda Yacoubian  
Mulberry House, The Green  
Edgefield, Norfolk, NR24 2AL

## **Minutes of Corpusty & Saxthorpe Annual Parish Council Meeting held on Wednesday 8<sup>th</sup> May 2024 at 7:30pm, in Corpusty & Saxthorpe Village Centre.**

Present Cllr Guy Hodgson (Chair)  
Cllr Caroline Randell  
Cllr Stephen Fenny (Vice Chair)  
Cllr John Birchall  
Cllr Lesley Last  
Cllr Caroline Randell  
Cllr Peter Jones

5 members of the Public

2024/39 **Election of Chair 2024/25** - Cllr Guy Hodgson was nominated by Cllr Waterson and Seconded by Cllr Last. ALL AGREED

2024/40 **Election of Vice Chair 2024/25** – Cllr Stephen Fenny was nominated by Cllr Hodgson and seconded by Cllr Last. ALL AGREED

2024/41 **To accept apologies for absence** – Cllr Barnett, County Cllr Steffan Aquarone, Cllr Jacobs. Apologies accepted

2024/42 **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 15 minutes)** A parishioner lives on the Briston/Holt junction and has had 3 near misses of speeding traffic whilst walking home along the road. A parishioner suggested turning part of the common into a meadow and also suggested allowing some vegetation growth on the river bank. Cllr A Brown suggested asking the Council to protect the area. Work is in progress to allow grass to grow on specified areas on the common.

1 parishioner left the meeting

2024/43 **To approve minutes of the meetings held on**

**13<sup>th</sup> March 2024** - PROPOSED Cllr Fenny, SECONDED Cllr Last. Minutes were approved,

**APM held on 10<sup>th</sup> May 2023** - PROPOSED Cllr Birchall, SECONDED Cllr Fenny, minutes were approved

2024/44 **To note updates**

**Norfolk Constabulary – none.**

**County Councillor - report received,**

**District Councillor report received and circulated on 7<sup>th</sup> May.** Cllr A Brown also mentioned that the poultry farm, within tunnels and so a permitted development, has been extended considerably, which is being tracked by planners.

**Village Hall Committee –** The Village Hall Committee is looking to carry out more fund raising activities and is chasing the contractor to empty the textile bin. The boundary of the Old Village Hall is to be fenced off.

2024/45 **Correspondence** – A parishioner has written in to ask if something can be done to prevent people putting their bins out too early. It was suggested that the direction that bins should not be put on the public highway before 6pm on the evening before collection and be removed promptly after collection should be put in the CVN.

2024/46 **Finance**

(i) To approve the monthly financial statement, Bank reconciliation, cash book & budget, (emailed to Councillors on 1<sup>st</sup> May 2024) PROPOSED Cllr Birchall seconded Cllr Waterson, ALL AGREED

(ii) To approve payments to be made and those made between meetings (see below)

28/02/2024	A Yacoubian salary	Clerk salary	£500.93
04/03/2024	Cozens UK Ltd-Installation of new LED light		£474.00
26/03/2024	NPower	Electricity	£135.70
28/03/2024	A Yacoubian	Clerk salary	£500.93
31/03/2024	Unity Trust	Service charge	£5.74
08/04/2024	Countrystyle recycling	invoice no 439550	£33.00
08/04/2024	NALC	invoice no 1427	£214.28
08/04/2024	Cozens	invoice no 8314	£216.00
08/04/2024	Norfolk Garden & Property	Grasscutting	£400.00
08/04/2024	Dom Arnold	Deflectors River Bure	£807.00
09/04/2024	I Waterson	Riparian Planting	£18.00
25/04/2024	NpowerDD	invoice 10120562	£139.81
29/04/2024	Norfolk Garden & Property	Grasscutting	£480.00
29/04/2024	A Yacoubian	Wix website	£108.00
29/07/2024	Jo Boxall	Internal Auditor	£75.00
29/04/2024	Marty Jacobs aggregate & associated costs		£467.84

PROPOSED Cllr Fenny SECONDED Cllr Last, ALL AGREED

- (iii) To acknowledge receipts  
04-Apr-24 R Wells memorials Gravestone £167.00

- (iv) **To declare the Parish Council exempt from external audit in 2023-24**

PROPOSED Cllr Hodgson, SECONDED Cllr Fenny, ALL AGREED

- (v) **To receive the internal auditor's report, and to accept recommendations**  
To sign Direct debit mandate for HMRC and cancel standing order for clerks pay, D/D mandate was signed

- (vi) **To approve and sign the Annual Governance Statement 2023-24**

PROPOSED Cllr Hodgson, SECONDED Cllr Fenny, ALL AGREED and the Annual Governance Statement was signed

- (vii) **To approve and sign the Accounting Statement 2023-24**

PROPOSED Cllr Hodgson, SECONDED Cllr Fenny, ALL AGREED and the Accounting Statement was signed

- (viii) To appoint an external auditor for the 2024-25 AGAR – Jo Boxall

PROPOSED Cllr Hodgson, SECONDED Cllr Fenny, ALL AGREED

- (ix) **To agree the period for Exercise of Public Rights, Monday 3 June – Friday 12 July 2024** – PROPOSED Cllr Jones, SECONDED Cllr Randell, ALL AGREED

#### 2024/47 Planning

- (i) **NNDC Appeal - AP/23/0032 - 1 Manor Farm Barns, Norwich Road, Corpusty** – acknowledged. Email has been sent to NNDC for an update
- (ii) **PF/24/0701 - Corpusty and Saxthorpe - Woodside, Heydon Road, Corpusty** – Concerns are raised about what has been historically placed in the pit and that it may be toxic. It was suggested that tests should be carried out to see if it is safe before the planning application progresses.
- (iii) **NNDC Decision issued re. RV/24/0322 Thistledown Cottage** - Acknowledged
- (iv) **PF/24/0822 - Corpusty and Saxthorpe - Lancaster House, Heydon Road** – no objections

**2024/48 Re-Location of Defibrillator** – It was mentioned that the defibrillator does not have to be inside and could be located on the outside of the telephone box, however, it was decided that the defibrillator should be moved into the Telephone box and a working party will look at what else to do with the available space. Clerk to contact shop owner to advise that the defib will be moved as soon as possible and to ask if any monies are owed for hosting it since 2020. Cllr Jacobs to look into the process for moving the defibrillator. ALL AGREED

**2024/49 To update on River Bure** – Noted that the annual inspection of the river bank had been carried out on 6 May by Cllrs Birchall and Hodgson, who reported that no works other than routine mowing and maintenance is required. It was resolved to tidy up the website by removing the historic documents relating to the dredging of the river: the chronology and letter to member of the public. PROPOSED Cllr Hodgson, SECONDED Cllr Birchall, ALL AGREED

**2024/50 Local history box project** – ref above

#### **2024/51 To decide on course of action regarding signage & feasibility study**

This was received from Highways on 15<sup>th</sup> April 2024 – Council to arrange a meeting with Cllr A Brown, Highways & Cllr Steffan Aquarone to discuss options, who will be sent a copy of Cllr Hodgson’s commentary on the ‘feasibility study report’. PROPOSED Cllr Waterson, SECONDED Cllr Hodgson. A working party is to attend meetings: Cllr Last, Cllr Fenny, Cllr Waterson & Cllr Hodgson. Clerk to chase the Village gates. ALL AGREED

#### **2024/52 To decide on response to request PMB729 Corpusty drainage – Site Compound –**

It was decided that the dates suggested are not the right time to do carry out the proposed works due both to the fact that during summer it is used by villagers and visitors, and because the land is rarely dry enough to support vehicles. Clerk to write to decline the request. ALL AGREED

1 parishioner left the meeting

**2024/53 Repairs to play area** – tree works planned for 17<sup>th</sup> May, repairs to the seesaw to be added to list of repairs. ROSPA report is due in June, Clerk to contact contractors to obtain quotations for the required works.

**2024/54 Creating a meadow on The Common** – The plan to leave some areas of the Common to grow wild is in progress. The area to the north of the footpath (by the phone box) will be left unmowed until July, save that there will be paths mowed by the river, overflow stream and diagonally across the common (from the footpath gate to the playground and from the sluice towards the phone box, that is two diagonal paths in the same format as the Scottish flag). More research needs to be carried out to enquire whether additional seed sowing is desirable and Cllr Randall will investigate this.

**2024/55 Little London Allotments** –Working group formed: Cllr Birchall, Cllr Last, Cllr Waterson. Clerk to contact contractors to carry out the required works.

#### **2024/56 Clerk Report**

**Bank accounts** – Nationwide have received the application and estimate up to 12 weeks from 8<sup>th</sup> April to open the account but will apply the interest rate at the time the application was made.

#### **gov.uk domain & email**

- (i) NALC – website & emails £56 & VAT p.a, admin fee £70 p.a. Cabinet Office offer an advisory service only. The Clerk attended a meeting on 8<sup>th</sup> May and CO advised to seek quotes as what is offered, as the prices vary considerably. Clerk to obtain more quotes PROPOSED Cllr Jones, SECONDED Cllr Waterson

#### **Insurance renewal due 18<sup>th</sup> May –**

- (i) Renewal ACY 2402138 £441.47 CAS Insurance,
- (ii) Clear Councils (was BHIB) £ 467.05 A 3-year Long Term Undertaking would reduce the annual premium to £ 455.78 including 12 month subscription to Parish Online- It was decided to accept the offer from Clear Councils. ALL AGREED

**Subscription to NPT&S - £177.20 p.a. ALL AGREED**

2024/57 **To receive items for information – Action Plan**

2024/58 **To close the meeting and confirm date of next meeting 10<sup>th</sup> July 2024**

2024/59 **Meeting ended at 21.00 hrs**

Signed..... Date.....