

**Minutes of the Meeting of Sustead, Bessingham & Metton Parish Council
Held on Monday 12th February 2024, at 7pm
At Hanworth Memorial Hall.**

PRESENT: Mr. A Fell (Chairman)
Ms. P Howell
Mr. M Blyth
Mrs. A Williams
Mrs. Kirsty Cotgrove (Clerk)
District Cllr John Toye
No members of the public were present.

24/01. Apologies: Apologies were accepted for Alan Depoel-Wood & Maggie Bowland.

24/02. Declarations of interest and dispensations to speak: None.

24/03. The Minutes of the last meeting: Minutes from the meeting held on 20th November 2023 were agreed and signed off as a true record.

24/04. To consider co-option, to fill the vacancy created by the election in May 2023: A member of the public has contacted the Parish Council, expressing an interest in the vacant Councillor position. The applicant is from Bessingham, and concern was raised that the Council has no representation from Metton. Following discussion, it was agreed to engage with the applicant and explain the concerns. The item will be deferred until the May meeting. Cllr Fell will speak to the applicant to explain the situation.

24/05. To receive reports:

Eric Vardy, County Councillor: County Cllr Vardy emailed a report prior to the meeting.

John Toye, District Councillor: District Cllr Toye was in attendance. His report covered help & support for businesses, an online council tax survey & keeping public toilets open.

24/06. To suspend the meeting to allow for public comment on agenda items: None.

24/07. The Three Villages Hall

(i) To update on work carried out, and to approve updating utilities contact details to the Parish Council: Progress is being made. The electricity contract is currently with Eon, on a variable rate. They have now quoted 56p per day for an annual contract. ACRE have put Cllr Williams in touch with Utility Aid, who have found a more competitive rate elsewhere. Cllr Williams proposed British Gas through Utility Aid, all agreed. The electrician has nearly completed the second fix in the kitchen & Councillors have been decorated the kitchen. The floor needs to be repaired, and the doors are ready to be fitted. An order of works has been put together by Cllr Blyth, who has requested tenders from a number of contractors. There remains approximately £5000 in the ringfenced funds. GS Carpentry have been asked to quote for toilet works (4 internal doors) at a cost of £1200. Further quotes will be obtained for the May meeting. The tender procedure, should work be more than £50,000, was discussed along with the possibility of the Parish Council project managing the work, rather than outsourcing this to a

construction firm.

(ii) To approve the following reimbursements for work carried out and

paid for by Councillors: It was agreed to approve the following payment, agreed between meetings to safeguard the security of the Three Villages Hall:

MacKinnon Construction – door locks £203.33

(iii) To discuss and approve the following quotes: The following quote was approved -

Plasterer £600.00

24/08. Financial matters:

(i) To approve the current financial position: The cash book and bank reconciliation were emailed to Councillors prior to the meeting. It was duly approved.

(ii) To approve payments: The following payments were agreed, and cheques were signed:

K Cotgrove – Feb salary £260.00

HMRC – Feb tax £65.00

CAS – Insurance cover £754.76

ICO – data protection renewal £35.00

It was agreed to also approve the hall Hire for Hanworth Memorial Hall of £30 for the meeting. The Clerk is investigating a long term agreement for the insurance, which may reduce the cost.

24/09. Planning Matters:

(i) To discuss applications: None.

(ii) To receive late planning applications: None.

District Cllr Toye asked if there is the possibility of someone living in a commercial property in Bessingham. He will liaise with Cllr Fell.

24/10. Highways matters:

(i) Parishioner complaints regarding Highways situation in Bessingham: A number of Bessingham residents have recently emailed the Council, to complain about the state of the roads in Bessingham. Some residents held a meeting with Duncan Baker MP and the Norfolk County Council Highways Engineer to discuss the issue. The Clerk has responded to the residents, and will contact them again to reassure that the Parish Council is happy to report issues, if they are asked to.

24/11. Grant request by Metton PCC for a £500 donation towards grasscutting in the churchyard : Metton PCC have asked for a contribution towards their grass cutting bill.

Concern was raised that, if the Parish Council gives a donation to Metton, they will be obliged to do the same for Bessingham and Sustead.

24/12. Correspondence: North Norfolk District Council event from District Cllr J Toye – Cllr Williams has registered for this.

24/13. Any other business, for information: District Cllr Toye asked if the Council has considered dedicated Parish Council email addresses. The Clerk will arrange for gmail email addresses for everyone.

Cllr Blyth queried about extensions on buildings without planning permission. He was advised to contact North Norfolk District Council planning if he has concerns.

24/14. Date of next meeting: Monday 13th May 2024, 7pm, at the Village Hall. There being no further

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business, the meeting closed at 8pm.

Signed

Date