



Pudding Norton & Testerton Parish Council

Meeting Minutes

Thursday 10 February 2022, 6pm, The Gallow

Parish Councillors present: Patrica Ainger (Chairman), Vivien Woods, Nigel Housden (District & Parish Councillor), Renata Garfoot (NNDC). 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 Michael Ainger. Apologies accepted.

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

There were none.

3. To approve the minutes of the meetings held on 30 September 2021

The minutes were approved without amendment and signed by the Chairman as a correct record.

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

There were none.

5. To hear from NNDC Estates & Asset Strategy Manager, Renata Garfoot regarding the Sale of the Parklands Site

Ms Garfoot introduced herself and gave some background to the proposed sale of Parklands.

NNDC have owned the site for many years but in 2018 they were approached by a park home operator interested in buying the site.

In March 2020 the decision was made to put the site on the open market so that they could obtain best value for members but decided not to progress due to the uncertainty of Covid-19. The options are to sell, to leave it as is or retain it and have some sort of management function.

During the summer of 2021 when things started to open up again after the lockdowns NNDC decided to write to residents advising them of the proposed sale.

They were contacted by a number of residents and they met with a few of them. Those residents had expressed an interest in purchasing the site themselves and NNDC were expecting a formal proposal but did not receive one. NNDC therefore started advertising via a specialist estate agent. In October 2021 they closed the marketing as they had received 10 bids. 9 bids were from other parties, and one bid was from residents wishing to manage it.

Following a shortlisting it was decided to reject the management offer as members at NNDC wished to sell the site. Ms Garfoot went on to explain that there is someone that is willing to purchase the site and take it on. NNDC have been doing their due diligence on this candidate. Once

completed there will be an interviewing process via a panel including various representatives. This is expected to take place in early March 2022.

NNDC may decide to sell to a buyer, but they may also decide not to do that.

It was noted that Cllr Ainger has not been informed of the process as a resident of Parklands.

Cllr Ainger also went on to advise that she was the secretary of the original Residents Association and was asked to become Chairman for a time, until it dissipated due to a lack of members and a lack of attendance by NNDC officers.

Ms Garfoot felt that from NNDC's point of view they are not set up to manage the site properly. Its not run how Cllr Ainger would like to see it run. Ms Garfoot believes that a new owner of the site would manage it better.

Cllr Housden agreed this is part of the problem, he feels this area has been neglected. He also felt that a splinter had been made between the Residents Association and the Parish Council which was unnecessary. The Parish Council should have been included with this process and not excluded, especially with the pending amalgamation of Pudding Norton & Hempton PC.

Ms Garfoot apologised for this as it was not the intention, they had been nervous of information leaking out before the residents were made aware of their plans.

Cllr Woods explained that the Parish Council could have helped with the process if included and concerns could have been shared. Cllr Housden reiterated that the Parish Council want to be included in the cross communications. All agreed this was very important.

Cllr Woods asked why the option to sell the site outright to the residents wasn't considered. Ms Garfoot explained that anyone could have made an offer on the open market and the offer was made to the residents but after some time to consider they chose not to purchase the site, they would like to just manage the site.

Cllr Woods requested that NNDC allow the Parish Council an extension of time to investigate the option of residents purchasing the site outright and then organising some sort of management committee/ or company. Ms Garfoot agreed she would do this.

Cllr Housden noted that if the Parish Council had been aware of progress, this option could have been a significant one to be explored further at an earlier stage.

NNDC will require a proposal from anyone wishing to purchase the site. The Council agreed to pursue this with residents (38 plots) to gauge their interest and the feasibility of this option.

Cllr Woods has requested copies of the figures and sales pack as Ms Garfoot confirmed they are readily available.

There was some discussion surrounding the residents' licences and whether they are all signed and completed? Cllr Housden believes that all licences should be in place before the handover, for security for residents. Ms Garfoot explained that residents are protected under the Residents Homes Act 2013 but some are missing and some have not been signed. Ms Garfoot also agreed to forward us some Government guidance.

Cllr Ainger has her original licence from 1970 which Ms Garfoot explained would still be valid, but there is no copy at NNDC offices. She has received her new licence from NNDC but has not signed it yet. Cllr Housden advised Cllr Ainger to compare the original licence with the new licence before it is signed. Ms Garfoot will forward a copy of this licence to the Clerk.

Cllr Housden's own position would be to make people aware of the importance of having a signed licence – he would be uncomfortable with any being missing – he feels a solicitor should be provided so that residents are represented. The Council agreed to look into providing the funds for a solicitor and arrange for them to provide necessary guidance regarding their licences. Cllr Ainger suggested that there may still be some funds available from the original Residents Association funds. The Chairman thanked Ms Garfoot for attending. Ms Garfoot then left the meeting.

6. To receive reports from NCC Cllr & NNDC Cllr, if attending

District Cllr Nigel Housden

- Cllr Housden confirmed that the grouping has been approved. All agreed this is good news. Clerk will liaise further with Rob Henry to discuss the processes of the grouping.
- Cllr Housden has heard from a parishioner who expressed interest in joining the Parish Council, they were advised to get in touch with the Clerk.

County Cllr Tom FitzPatrick

Not present.

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

There were none.

8. Open Spaces

8.1 Discuss and report any highways issues

Cllr Housden advised that there is a wider push for NCC Highways to change and synchronise speed limits all over. Cllr Woods agreed the legislation needs to be changed to reduce speed and that we could also drop a note to Jerome Mayhew MP about reducing the speed.

8.2 Receive update on the Village Gateways

We are awaiting the outcome of our funding bid, which should be received in March.

9. Planning Matters

9.1 To receive results of applications

PF/21/1430 | Barn At, The Hall, Dereham Road, Pudding Norton, Norfolk
Conversion of 2No Agricultural Buildings to 3No Dwellings

PC comment – SUPPORT with comments | NNDC decision - APPROVED

LA/21/1431 | Barn At, The Hall, Dereham Road, Pudding Norton, Norfolk
Conversion of 2No Agricultural Buildings to 3No Dwellings

PC comment – SUPPORT (as above) | NNDC decision - APPROVED

PO/20/1736 (Appeal Ref: AP/21/0044) | Erection of two dwellings (2-bed) - (outline with all matters reserved) Site At, Green Lane, Pudding Norton, Fakenham, NR21 7LT

PC comment – NEUTRAL | NNDC decision – Appeal REFUSED

- 9.2 To receive and consider new applications
There were none.

10. To receive and consider correspondence

Community Covid Plaque was presented to Cllr Woods on behalf of the Parish Council, which will be displayed on the noticeboard.

11. Financial matters

- 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
<i>J Bond</i>	<i>Salary (Oct – Nov)</i>	<i>100412</i>	<i>244.32</i>
<i>Hempton PC</i>	<i>Clerk mobile, laptop, stationery expenses</i>	<i>100413</i>	<i>22.48</i>
<i>Eon</i>	<i>Electricity Costs (Dec)</i>	<i>DD</i>	<i>72.54</i>
<i>Fakenham Sports Centre</i>	<i>Venue Hire Fees</i>	<i>100409</i>	<i>25.00</i>
<i>British Legion</i>	<i>Donation</i>	<i>100410</i>	<i>20.00</i>
<i>J Bond</i>	<i>Mileage Expenses to NRO</i>	<i>100411</i>	<i>10.80</i>
<i>J Bond</i>	<i>Salary (Dec-Jan)</i>	<i>100414</i>	<i>244.32</i>
<i>Hempton PC</i>	<i>Clerk mobile, laptop, stationery expenses</i>	<i>100415</i>	<i>28.69</i>
<i>K&M Lighting</i>	<i>Street Light Maintenance</i>	<i>100416</i>	<i>27.52</i>
<i>Fakenham Sports Centre</i>	<i>Venue Hire Fees</i>	<i>100417</i>	<i>20.00</i>
<i>Npower</i>	<i>Electricity Costs (Jan)</i>	<i>DD</i>	<i>57.07</i>
Total payments to be approved			£
Receipt from	Description		Receipt
<i>Barclays Bank</i>	<i>Interest on reserves</i>		<i>0.14</i>
Total payments received			£0.14

- 11.2 To receive report from parish councillor checking finances

Cllr Woods reviewed the finances and reported that they were in good order.

- 11.3 To review and approve the budget and set the precept for 2022/23

The Clerk presented a draft of the budget for consideration. Following discussion, the Council RESOLVED to approve the budget and set the precept at £5000 for 2022/23.

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

Cllr Housden advised that the result of the NNDC meeting was to APPROVE the grouping of Hempton & Pudding Norton. All AGREED this was good news. Further progress update to follow. Councillors AGREED that the suggested new name should be 'The Parish Council of Hempton, Pudding Norton & Testerton' instead of the proposed 'Common Council of Hempton & Pudding Norton'. Clerk to action.

13. Consider contributing towards the Hempton Parish newsletter and delivery

The Council RESOLVED to contribute one third of the printing fees to include Pudding Norton & Testerton residents within the newsletter distribution. It was also agreed to circulate a one off flyer to PN&T residents requesting volunteers to deliver the newsletters in the first instance.

14. Approve the Financial Regulations and adopt Record Management Policy & Retention of Documents Schedule

Following consideration the Council RESOLVED to approve the Financial Regulations Policy and adopt the Document Retention Policy and Record Management Policy presented by the Clerk.

15. Acknowledge Cllr Brett's resignation

Cllr Brett has resigned from the Parish Council due to personal circumstances. The Chairman wished to thank Cllr Brett for her efforts on behalf of the Parish Council.

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

The next meeting will be held on Thursday 10 March at 6pm.

The Chairman thanked everyone for attending and closed the meeting at 8.20pm.

Signed by Chairman: Date: