

DRAFT MINUTES OF THE HONINGHAM PARISH COUNCIL **MEETING HELD ON** **WEDNESDAY 10TH SEPTEMBER AT 7:30pm**

Councillors Present: Paul Blyth, Sally Blyth, Jules Dean (Chair) and Bearnie Perrett.

Members of the Public Present: 11

Clerk: Samantha Bromley

1. Apologies.

Apologies were received and accepted from Cllr and R. Harvey (alternative commitment).
Congratulations were extended to Cllr R. Harvey on the birth of his baby boy.

2. Minutes.

The minutes of the Parish Council Meeting, dated Wednesday 9th July 2025, were approved as a true and accurate record and signed by the Chair.

3. Declaration of Interest.

- 3.1. No pecuniary or non-pecuniary interest, on any subject on the agenda, was received.
- 3.2. No dispensation requests were received.

4. To receive updates on matters not elsewhere on the agenda.

- 4.1. It was noted that the traffic safety mirror has been purchased and received. It will be installed at the bottom of Hall Drive within the coming weeks.
- 4.2. To receive an update on the asset inspection. DEFFERED.
- 4.3. It was noted that the Government Gateway contact number has been updated to the Parish Council's mobile phone and access has now been restored.
- 4.4. It was noted that the local Police Constable was contacted regarding parking concerns near Honingham Buck. He visited the area on 15th July but noted there were no vehicles parked at that time. Photos showing the extent of the problem were shared with him and he has confirmed that he will continue to monitor the situation during his late shifts. – Cllr J. Dean to remind the Honingham Buck to encourage their customers to utilise the village hall car park when holding events.
- 4.5. It was noted that the broken Colton Road sign has been reported to the Borough Councillor.
- 4.6. The broken manhole cover has been repaired.
- 4.7. The landowners manager has been contacted regarding their overgrown hedge at the junction of Colton Road and Mattishall Road and the Council has been informed that they have started hedge cutting and so this hedge should be completed withing a couple of days.

5. Correspondence.

- 5.1. External Auditor: Honingham Parish Council NO0240 - review of AGAR part 3. Noted.
- 5.2. District Council: IMPORTANT Unauthorised Encampment Guidance document for Parish/Town clerks. Noted.
- 5.3. Police: OP Radium. Noted.
- 5.4. District Council: Update on Mindful Towns and Villages Project. Noted.
- 5.5. Resident: Re: A47 Works. Public Update 28.05.25. Noted.
- 5.6. Police: Obstructive Parking on Pavements - Request for Patrol. Noted.
- 5.7. Police: Introduce myself. Noted.
- 5.8. NCC: Tree ownership enquiry. Noted.

6. Public Participation and Reports.

- 6.1. County Cllr Greg Peck was not present.
- 6.2. District Cllr Peter Bulman was not present.
- 6.3. The Police were not present.

- 6.4. A report was received following attendance at the July Liaison Meeting. It was noted that there have been ongoing issues with HGVs misusing local roads, which continue to be reported. Updates were also provided on National Highways projects, including:
- Approval for works to proceed, with traffic management on Lynn Road, North Tuddenham, scheduled from September to November, during which time the road will be closed.
 - Vegetation clearance to take place in September, followed by static traffic management on the A47 in November.

Regarding the Norwich Western Link, it was reported that progress has been delayed due to the re-designation of bat species and the subsequent refusal of a licence by Natural England. A public consultation is expected in summer 2026, after which Norfolk County Council will select a new route option. An options assessment will then be undertaken, reviewing both previous and new potential routes, with ongoing work alongside Natural England. The scheme continues to aim to support economic growth and local communities.

6.5. Open forum for members of the public:

- Concerns were raised regarding the hedgerow on Mill Lane, where some trees have been removed and fencing panels taken down, causing damage to the hedgerow on the opposite side and leaving some mess. It was noted by another resident that they believe that the individual who removed the panels intends to replace the panels once work is complete. The ownership of the hedgerow is unclear, but it was suggested that consideration could be given to replanting with a wild hedgerow. It was agreed to assess the area once works are completed to determine the impact and any necessary action.
- A resident congratulated the local farmer for trimming the hedges next to the bus stop, however, concern was raised regarding the positioning of the new bus shelter once installed.
- A concern was raised about the visibility and safety when driving around the corner along Mattishall Road, particularly when approaching the village from the Norwich direction.
- It was reported that the Highways sign indicating a crossroads, when approaching from Mattishall, is obscured by overgrown vegetation. - Clerk to contact the relevant authority to request clearance.
- It was noted that several pieces of street furniture and signs are rotting at the base, and that the village hall sign also has rotting timber. – Cllrs to include as part of the upcoming asset inspection.

7. Open Spaces.

- To note the playground inspection report. DEFERRED.
- It was noted that Honingham Parish Council is to collect the SAM2 sign (06358) by the 4th of October 2025 from Attlebridge Parish Council that this will be installed on Norwich Road as you enter the village.
- It was noted that the Council has been invited to bid for the Parish Partnership Scheme for local highway improvements in 2026/27; however, it was agreed that no application will be made at this time.
- It was noted that the Council has been informed that the replacement climber will not fit in the same location within the playground. The Council considered the following options:
 - Remove and relocate rocking horse, including 9 grass mats for surfacing for £645 + VAT
 - Remove and dispose of the freestanding slide for £465 + VAT
 - Remove and set aside for the customer to collect for £620 + VATFollowing discussion, it was RESOLVED to AGREE to Option 1, to remove and relocate the rocking horse for an additional cost of £645 + VAT. Proposed Cllr J. Dean, seconded Cllr S. Blyth.
- To receive concerns about the continuous roadside parking of a road sweeper. DEFERRED.

8. Planning Matters.

- 8.1. To consider a consultee response to applications received from Broadland District Council: None.
- 8.2. To consider a consultee response to any other applications received from Broadland District Council after the publication of the agenda: None.
(https://www.southnorfolkandbroadland.gov.uk/planning-applications/find_planning-application)
- 8.3. To receive notifications of decisions made by Broadland District Council:
 - 8.3.1. 2025/2179 - Merryhill House Telegraph Hill Honingham Norfolk NR9 5AT - Demolition of Merryhill House and swimming pool building. PRIOIR APPROVAL NOT REQUIRED. Noted.

9. Financial & Governance Matters

- 9.1. Bank reconciliations for July and August 2025 were noted and signed by the Chair.
- 9.2. It was noted that the NJC 2025/26 pay agreement, effective from 1 April 2025, has been agreed and implemented. The Clerk's back pay, totaling £63.70 and reflecting Spinal Column Point 16, has been calculated in line with the agreement and has been included in Staffing under item 9.4.
- 9.3. It was noted that the following payments were made in July 2025:

Payee	Description	Method	Net	VAT	Gross
Staffing	Salary/Tax/NI/WFHA	BACS	£406.58	£0.00	£406.58

- 9.4. It was RESOLVED to AGREE the following payments, proposed Cllr J. Dean, seconded Cllr S. Blyth:

Payee	Description	Method	Net	VAT	Gross
Staffing	Salary/Tax/NI/WFHA	BACS	£491.72	£0.00	£491.72
E G Grounds Care Ltd	Grass Cutting (1176)	BACS	£135.00	£27.00	£162.00
E G Grounds Care Ltd	Grass Cutting (1177)	BACS	£135.00	£27.00	£162.00
E G Grounds Care Ltd	Grass Cutting (1140)	BACS	£135.00	£27.00	£162.00
Parish Pump	Printing - Donation	BACS	£150.00	£0.00	£150.00
Mr A. Meynell	Reimbursement – Wix Domain (annual subscription)	BACS	£10.39	£2.07	£12.46
Mr A. Meynell	Reimbursement – Wix Pem Plan (annual subscription)	BACS	£108.00	£21.60	£129.60

10. Members' Matters

It was noted that the drain at the bottom of Mill Lane is blocked with leaves and mud and requires clearing. - Clerk to confirm who is responsible for maintenance and contact the relevant authority to arrange for the drain to be cleared.

11. Public Participation.

- 11.1. More use of the Village Green was discussed.
- 11.2. A suggestion was made to install a zipwire on the village green.
- 11.3. It was noted that many vehicles are ignoring the road closed sign in relation to Berry's Lane. Clerk to contact Highways for additional signage or to seek guidance from the A47 Rep

12. Items for the next meeting.

None.

13. Next meeting of the council.

It was noted that the next meeting of the Council will be held on Wednesday 12th November 2025 at 7:30pm in the Honingham Village Hall.

It was RESOLVED to AGREE, under the Public Bodies (Admission to Meetings) Act 1960, to exclude members of the press and public for the following confidential items.

14. Staffing.

It was noted that the Clerk had tendered her resignation, effective from 31st December 2025, due to forthcoming maternity leave. Following discussion, the Council expressed its wish to retain the Clerk and therefore agreed to increase the Clerk's contracted hours to 8 hours per week and the Work From Home Allowance (WFHA) from £8 to £10 per month, effective from 1st October 2025, in order to meet the qualifying threshold for statutory maternity pay. It was further agreed to advertise for maternity cover for the Clerk's position, to commence from 1st January 2026, on the same rate of pay, with a WFHA of £10 per month and mileage reimbursed at £0.45 per mile, excluding travel to and from meetings or for posting meeting agendas on the noticeboards.