SAHAM TONEY PARISH COUNCIL
MINUTES A MEETING HELD ON THE 4th AUGUST 2025

A Meeting of the Parish Council was held at the Wells-Cole Community Centre, Bell Lane on the 4th August at 7.30 p.m.

The Chair welcomed everyone to the meeting and said that the Agenda item "Exclusion of Public and Press to Discuss a Confidential Matter" will be moved to the September Agenda.

Present: Messrs. J. Baldwin (Chair), Ms. K. Avery, D. Freeman, R, Harrold, C. Millan, A. Wilson, Ms. M. Baldwin, Mrs. H. Crane (District Councillor).

7 parishioners and the Clerk were present.

1. To Consider Apologies for Absence: Apologies received from Cllrs G. Morton, L. Rees-Murphy and S. Rees-Murphy.

2. To receive Declarations of Interest from Members on Items on the Agenda: No declarations were received.

3. To Confirm and approve the Minutes of the Meeting held on the 7th July 2025:
The Minutes of the meeting held on the 7th July 2025 were proposed by D. Freeman, seconded by C Millan and unanimously agreed.

4. To Report Matters Arising from the Minutes:

- Playing Field Matters – On Agenda
- Fabric of WCCC - ongoing
- Cley Pit and Gravel Pits – no tenders received
- Parish Partnership Grant – to be on September Agenda
- Signage for Village Gateways – On Agenda
- Hedge at the School overhanging bus shelter –hedge has now been cut.
- Possible funding for Orchard –fund closed in June.
- RoSPA report – reported to Caloo and repairs carried out.

5. Reports from District/County Councillors: - Ms. H. Crane gave a report as follows:-
On Monday 20th October there will be a special cabinet meeting to approve the draft Reg 18 document of the local plan. The assessment of the SDAs will not be concluded until mid - late August. We will then have to consider and agree the new HEDNA and policies for the new plan and decide on the number of homes to be allocated in towns and parishes according to the recently adopted Settlement Hierarchy. The draft Reg 18 will be discussed with officers early in October. There will be a special cabinet on the 20th October to release the Reg 18 for a 6-week consultation. This timetable accords with the Local Delivery Scheme, which outlines the programme for producing our local plan which was agreed by cabinet earlier this year.
Grants are being offered for shop fronts to help revitalise town centres. Alongside this is the 'Love your Market Town' pride of place grant. Grants of between £1,000 and £5,000 are available to support creative projects that bring people into town centres and increase local spending.

The CAP (Community action partnership) has been launched in Thetford. Designed to support a healthier and safer community by uniting Norfolk police, Public Health, Trading Standards, and the local community. The initiative is to address issues related to underage drinking and vaping. Later this will be launched in Dereham.
The match funded community grant scheme is open until 9th October. Details can be found on Norfolk Community foundation website.
Ms. H. Crane confirmed that Breckland has not received a planning application for the Hare and Barrel to be renovated and used to house asylum seekers despite rumours to the contrary.

6. Time Allocated for Members of the Public to Speak: Mr. N. Garioch spoke about a new project for Class 2 (not residential) assisted living homes at Fiona's Meadow in Chequers Lane. In Saham Toney, and in Breckland, there is a critical shortage of quality, purpose-built homes for older people that offer independence, safety and community. Mr. Garioch is proposing a private, gated development of nine single-storey barn-style bungalows sensitively designed around a lake to offer peace, beauty and support for those in later life. This not just a housing project – it is a lifeline. The project will –

- Deliver on Breckland's unmet five-year housing land supply.
- Support the aims of the NP by enhancing community wellbeing.
- Reduce the burden on residential care homes and the NHS.
- Generate local jobs and keep families together.
- Fills a gap with compassion, not concrete.

The project is supported by Home Instead and Enable Healthcare Solutions and the District Councillor. The Planning Application has just been submitted to Breckland.
The properties will be rented.
Mrs. M. Robins said her Safety Project for Cley Lane is not yet ready to be discussed by the Council as more work is needed.

7. Correspondence:

- Letter of Resignation received from Mr. N. Creek – letter of thanks for his service to be sent.
- Email from Heritage Group in response to Council's reply re grant for laptop – laptops have now been purchased.
- Email from parishioner with update on the Local Plan- At the Cabinet meeting on the 4th July Cabinet approved the Town and Parish Settlement Hierarchy and its methodology to support the emerging development strategy.
- Email from NALC with questions about Adult Social Care and Support Service -A parishioner said his proposed project will provide transport services.
- Email with Update on solar panels.
- Letter from PKF Littlejohn (Auditors) re successful completion of Audit
- Email from Breckland confirming that, if no requests to hold an election are received by the 8th August, the vacancy can be filled by co-option.

It was agreed to send a letter of thanks to Gillian Christian for her time as Clerk.

8. To approve Accounts for payment: The following account was paid between meetings:-

- Five Tech - £1609.56 -purchase of 4 laptops (£1341.63 paid by the WC Trust Fund)

The following accounts are due for payment:-

- NALC - £84.00 – Website housing fees
- Mrs. J.S. Glenn - £215.34 made up of Salary - £192.00
  Expenses – £23.34
- PKF Littlejohn – £378 - Audit fee
- EFire - £225.60 – Fire Extinguisher Service for WCCC
- Mr. J. Baldwin - £340 – maintenance at the WCCC and 3 cuts of grassed areas

The payment of these accounts was proposed by Ms. K. Avery, seconded by C. Millan and unanimously agreed.

The balances on the Accounts as at 29th July 2025 are Business Current Account - £20,248.89 and Business Savings Account - £23,585.58.

9. To Consider Planning Matters:

- Notification of Discharge of Conditions 5 & 6 on 3PL/2020/0589/D Site: 94a Richmond Road, Saham Toney – for information only
- PL/2025/0756/FMIN – proposed change of use of land to a traveller site including all ancillary hard standing with the change of use of existing building for an onsite manager dwelling Site: Otterwood Kennels Dereham Road, Saham Toney. It was agreed to comment that the Council is in agreement with the surrounding parishes in not supporting the application.
- PL/2025/1030/FMIN Proposed erection of new effluent tank with sealed roof, membrane tank, extension to pipe bridge, 2 new pads for odour abatement plant, redistribution of car park spaces to other areas to ensure no loss of staff parking provision: Cranswick Country Foods, Abattoir, Brandon Road, Watton – no objection.

10. To discuss signage on the Village Gateways– Quote from Glasdon: It was proposed by D. Freeman, seconded by R. Harrold and unanimously agreed to order one sign for Ovington Road to read "SAHAM TONEY please drive carefully" and one for Richmond Road to read "SAHAM TONEY please drive carefully" with a 30mph speed sign.

11, To appoint a temporary RFO until a new Clerk is appointed: As a new Clerk has been appointed from the 1st October 2025, it was agreed that this is not needed. The Temporary Clerk will record receipts and payments until the end of September.

12. To change the Council's bank details – address for statements: It was agreed to change the registered office of the Council to the Wells-Cole Community Centre. R. Harrold will attempt to do this with Barclays but it not an easy process. Mr. Harrold will find out if there can be one address for statements and one for general correspondence. A secure post box will be needed for the Community Centre.

13. To discuss Playing Field matters

- Update on Fire and Action Lists -the fire blanket is now on the kitchen wall and quotes are being obtained for emergency lighting. Everything due to be completed in 3 months

has been done.

- Advertising boards – the advertising board extension had been agreed in 2023, but it was thought the extent of the extension exceeded the original request. The Playing Field were now aware that detailed permission must be gained from the Council prior to any work being carried out.

14.To consider a Safety Review of Cley Lane: Mrs. M. Robins said she is aiming to put this in the October Saga with boxes for the questionnaire to be returned at the WCCC and the Pavilion at the Playing Field. Councillors suggested that maybe a sentence – do you feel there are any other roads in the parish that could benefit from the survey should be added. To be on the September Agenda. Ms. M. Baldwin will liaise with Mrs. Robins in-between meetings.

15. To appoint a Trustee to the Wells-Cole Trust Fund as Mr. N. Creek has resigned as a councillor and is therefore automatically not a Trustee: The Chair proposed Mr. C. Millan fill the vacancy for a Trustee and this was unanimously agreed. A Deed of Resignation and Appointment will need to be made, and the Trust Fund will contact Spire to prepare this.

16. To appoint someone to look after the defibrillators – this can be a parishioner: The information needed to appoint someone to look after the defibrillators has not yet been provided – Clerk will email Mr. Creek again. It was agreed to look at Defibrillator and CPRE Training at the Community Centre – Ms. K. Avery will speak to the WCCC about this.

17. To receive Reports from: -

17.1 Wayland Partnership – The Partnership has issued 12 months' notice to Norfolk Constabulary terminating the tenancy agreement for the proposed development of the site for the Digital Creative Media Centre. Meanwhile the Partnership continues its activity in line with its constitution while it awaits the erection of the new building.

17.2 Wells-Cole Community Centre - The hall committee met on Thursday 31 July to discuss the upcoming dog show and organise the event - there will be tea and coffee, BBQ, and stalls selling their wares. There will also be inflatables for the children and in whole a family day out.

I am having trouble getting hold of the company that are supplying us the tables that we have paid for. There has been email conversations at the beginning of June when I ordered them, then again early July when they didn't turn up the first time and was told they were out of stock, and they were expected mid-July and then they would arrange delivery. I have emailed since and no reply and also tried ringing the company on Friday and today and no answer on any of the options available. I will contact the bank now I have had no contact from them and see what they say.

17.3 Playing Field - Meeting held Monday 14th July, committee discussed the concerns received from the parish council, mostly items from fire risk assessment. The fire blanket had already been installed, and the committee had discussed getting quotes for the fire exit signs (Rob has since sent an update).

The boiler was empty at the time of service; it had since been filled, and Rob is checking on the update for having the service completed.

Internal doors: the recommendation was to remove the glass, still to be completed.

Music playing Rugby - raised as a concern - this is to do with the fitness sessions on a Thursday.

Barclays account - final signature due by Simon/Rob.

The next meeting will be the AGM on Monday 20th October.

17.4 Wells-Cole Trust Fund – As at the 4th August the current status of the Trust Fund **is:-**

- 4 Laptops ordered, awaiting delivery (WCCC, WCTF and 2off Saham Heritage) previously agreed. Total £1,609.96
- Balance of Saham Heritage groups approved grant paid into their account. £828.47
- Playing Field Flood Lighting – On going due to change in specification and subsequent cost impact.
- New proposal of a seating area at the WCCC in the space between the building and Bell Lane under review. £10K agreed.

17.5 Play Park Inspector– Inspection carried out on the 4th August, and everything is in good order.

17.6 Bird Sanctuary – Thanks to Graham from Sanctuary Meadow for spraying the weeds in the driveway**.**

17.7 Any Other Reports – St, George's Church – The church is still in the situation of being without water. The director of property at the Norwich Diocese has experienced similar problems in London where the water has had to be turned off because they haven't got a stop cock in the house. Apparently, it is an offence to cut of water supply without notice and is recognised as an infringement of Human Rights. This disruption is affecting activity and a reduction in revenue. Quotes are being obtained to resolve the problem, but this could cost £2000, and legal advice is being sought. The new vicar has tried to get in touch with the owner of the Rectory, but she is refusing to talk to him or anyone else. The owner was last seen 6-8 weeks ago visiting the property with a contractor.

The Coffee morning on the 30th August will be held at the Chapel. Hills Road: Car Treasure Hunt 27th September starting at 10.30am from the Church Car park at the bottom of St Georges Close

Flood Group – Ms. M. Baldwin had attended a webinar where there were 50 people in attendance. It was a very negative meeting, and the maps are an ongoing issue. The maps do not update and consequently insurance companies are relying on incorrect information.

18. Items for the next agenda (not for discussion): The following items to be on the September Agenda – Parish Partnership Grant; Safety Review of Cley Lane; To appoint someone to look after the Defibrillators and Exclusion of Public and Press.

19. To confirm the date and time of the next Parish Council Meeting – Monday 8th September 2025 at 7.30 pm at the Wells-Cole Community Centre, Bell Lane.

The meeting closed at 9.00 p.m.

Parish Matters

R. Harrold reported that someone's shed had been damaged by a grass cutter cutting the grass at Nilefields. The Clerk had already attempted to find the owner of the field and had passed on the auction house email where the land was sold. It was thought it might be something to do with the Wayland Show as they use Nilefields.

C. Millan reported that the air conditioning unit was running when he was at the WCCC on Saturday afternoon – Ms. K. Avery will investigate.

D. Freeman said that Ovington Road, particularly by the new houses, is in a bad state of repair – Clerk will report to Highways.

D. Freeman said the WCCC accounts are ongoing. A meeting has taken place with Raechal and Neville where the cash payments were produced and handed over to Mr. Freeman who is going through these. This will not make any difference to the bottom-line figures as the bank balance is correct. The WCCC will now have a laptop with a Zero accounts package where, if everything is recorded correctly, a set of accounts will be produced at the end of the year.