Great Witchingham Parish Council

Minutes of the meeting of Great Witchingham Parish Council held at Great Witchingham Village Hall on Thursday 8 November 2018 at 7:30pm.

Present

Ms Jacqueline Tinkler – Chairman
Mr David Beaumont
Mr Ray Gribble

In Attendance
Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer
Mr Simon Woodbridge – Broadland District Councillor – Gt Witchingham Ward
9 Members of the Public

The Chairman opened the meeting and welcomed those present.

52. Apologies for Absence
Ms Jane Wisbey - apologies received and accepted.

53. Co-option for Parish Councillor
One application had been received however the applicant did not attend the meeting and therefore the requirements of the process could not be met. This would be re-advertised. The Chairman reminded that three vacancies are available for co-option.

54. Declarations of Disclosable Pecuniary and other interests
In respect of the minutes, reaffirmation of previous declarations from those present who declared an interest at the last meeting.

55. Minutes of the meeting held on 13 September 2018
The minutes, having previously been circulated, were approved and signed by the Chairman as a true record.

56. Information arising from the minutes
Nothing arising.

57. Public Participation
On the proposal of the Chairman, seconded by Mr Gribble it was RESOLVED that the meeting be adjourned to allow for public participation. No representations were made. The Chairman gave thanks for attendance and the meeting was reconvened.

58. Report from Police to include Parish Crime Figures
No Officer in attendance and no figures received. Members expressed disappointment that again no Officer was in attendance. The Clerk explained communication was awaited in respect of a possible police liaison person who would be a link between the Council and Police regarding any queries about crime trends or concerns raised.
regarding crime in the area and also to access figures. Ms Tinkler agreed to hold this role if it was required. The Clerk to ascertain the police policy on attendance at council meetings.

59. **Reports from County & District Councillors**

Mr Peck had given apologies for the meeting. The Chairman briefed on his supplied written report.

PROW. Noted.

Zebra Crossing. This is an agenda item.

Western Link. Information to be sent to members and placed on the website when received. In view of 18 December deadline Members to respond as individuals.

GNLP. This is an agenda item.

Mr Woodbridge advised BDC is busy in all areas in respect of budget matters.

60. **Reports in respect of non agenda items**

The Clerk briefed members on administration work undertaken. As already advised mid meetings payment in respect of the PPS traffic calming and village gateway has been made. This has been acknowledged by NCC. The highway engineer will make contact prior to work commencing.

Reference has previously been made in respect of a fourth bank signatory. However work via another source has highlighted the type of account has a maximum of three signatories. Therefore the council is complete in this respect.

NCC budget consultation notification has been received. The response deadline is 23 December. Members were not minded to set a meeting for a collective decision and would respond as individuals. Information to be sent to members and placed on the website.

NCC notification received regarding a public local inquiry for modifications for addition of footpaths to the Definitive Map. This requires placing notices to publicise from 14 December. Information to be sent to members and placed on the website as appropriate.

61. **Finance Matters**

10.1 – Verification of invoices. Signatories confirmed the check and verification which included those from the previous meeting.

10.2 – Bank Reconciliation. The Chairman confirmed the reconciliation to statement 5 October 2018.

10.3 – Schedule of Receipts & Payments

RESOLVED to accept income and expenditure as follows

<table>
<thead>
<tr>
<th><strong>Receipts</strong></th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barclays. Interest. Precept</td>
<td>4.88</td>
</tr>
<tr>
<td>Barclays. Interest Fund</td>
<td>1.85</td>
</tr>
<tr>
<td>BDC. Precept 2\textsuperscript{nd} instalment</td>
<td>3000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Payments</strong></th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCC. PPS Traffic Calming</td>
<td>4500.00</td>
</tr>
<tr>
<td>NCC. PPS Village Gateways</td>
<td>2000.00</td>
</tr>
<tr>
<td>AW Cards &amp; Print. Atlas Works Flyers for NCC meeting</td>
<td>20.00</td>
</tr>
<tr>
<td>GWVH. Room hire 13 September</td>
<td>22.00</td>
</tr>
<tr>
<td>SLCC renewal contribution</td>
<td>57.50</td>
</tr>
</tbody>
</table>

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Approved…………………………………………

Date…………………………………………….

Gt Witchingham Mins 8 Nov 2018
PKF Littlejohn. External Audit Fee 240.00
Clerk. October Salary 631.65
NPF. Conts October 190.39
Clerk. Nov Salary 631.65
NPF. Conts November 190.39
R Galley. Grass Cut & Strim Play Area 50.00
Clerk Expenses/Reimbursements 1 Sept – 31 Oct 2018 104.42

RESOLVED to accept.
10.5 – Clay Hall Farm Fund. It was accepted that the need for this had ceased and albeit Council had recognised the return of monies to those that requested it was unclear as to any action taken to support refunds. It was with agreement to pursue placing an article in Wensum Diary asking for those who funded to contact the council either for a refund or for donating to the play area project.

62. Land Transfer at village hall

11.1 – Signed documents still awaited was noted. Clerk to ask Solicitor to expedite this.
11.2 – Compound maintenance. The response from BDC following matters raised since the last meeting was to contact Calor Gas direct. This has been done and a response is awaited. Clerk to remind.
11.3 – Grounds maintenance quotes. At this point the Chairman proposed and it was RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of this agenda item in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and to deal after the item that confirms details of the next meeting.
11.4 – A written report was not available. The Clerk advised the working party had sent a letter of request for funding to Gt Witchingham Fuel Allotment Charity and this had received a favourable response and an offer to jointly meet. It was with agreement the group accept the offer with the clerk attending in the capacity as Proper Officer of the council.

63. Correspondence

12.1 – BDC Overview & Scrutiny refusal. Disappointment was expressed at the absence of a response from Mr Peck and the matter was deferred to next meeting. Clerk to remind.
12.2 – Risk Assessment & Management Register.
RESOLVED to adopt as presented.
12.3 – Bus Shelter.
(i) The Company which had provided the indicative verbal quote has now advised it is proposing to implement an orderly solvent closure at the end of this year, and so it is unable to supply new quotations. Therefore the required information cannot be supplied to the claims handler. Other providers have been approached and quotations are awaited.
(ii) Replacement shelter consultation. Due to member resignation and in the absence of Ms Wisbey no information was available.
12.4 – SAM signs responsibility. Much discussion took place. It was with agreement to seek costs from the supplier for deployment of the equipment.

Approved

Date
12.5 – NCC Parish Partnership Scheme 2019/20. Mr Peck response in respect of the crossing was noted. It was accepted that any such project would not be feasible for the 19/20 PPS application deadline and it was with agreement that no bid is made. The approach suggested by Mr Peck to be pursued with highways.

12.6 – NCC Consultation Transforming Childrens Centres. It was with agreement to respond as individuals. Information to be placed on the website.

12.7 – Footpath provision A1067 Weston Hall Road to Dinosaur Park. The view of Weston Longville PC was noted. The view was to address in the future if need as the Western Link may resolve the matter.

12.8 – Starlings Way Traffic Order for 20mph speed limit.

**RESOLVED** no objections or representations. This was considered to be a waste of money and resource and could be better spent.

12.9 – Draft Standing Orders. These were not presented due to an outstanding concern that had today received a response. Deferred to the next meeting.

64. **Planning**

13.1 – Planning Applications.

20181572 – Walcis Lodge Fakenham Road
Use of land as family burial plot

20181710 – Hawks Hill Fakenham Road
Single storey front & rear extensions

20181779 – 31 Hubbards Loke
Two Storey and Single Storey Rear Extension

It was with agreement to deal with this application which had been received after the issue of the agenda.

**RESOLVED** no objections to the above applications

13.2 – Greater Norwich Local Plan Regulation 18 Consultation – New, Revised and Small Sites.

**RESOLVED** to object to site GNLP2184 on the basis of
- Poor road access to both East and West
- No possibility for footpaths
- Lack of access to services and remote from Great Witchingham (Lenwade)

65. **Exchange of Information**

None.

66. **Next meeting**

The next meeting would be held in Gt Witchingham Village Hall on Thursday 10 January 2019 at 7.30pm.

The Chairman gave thanks for attendance and closed the meeting to the press and public at 8.33pm

**Confidential Item**

11.3 – Grounds Maintenance quotes. Much discussion took place.

**RESOLVED** to accept Option B quote from Norse at a cost of £1081.68
Meeting closed at 8.47pm