

# GREAT WITCHINGHAM PARISH COUNCIL

## TO MEMBERS OF THE COUNCIL

### NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend the meeting of Great Witchingham Parish Council  
to be held in

**Great Witchingham Village Hall on Thursday 8 July 2021  
commencing at 7pm**

for the purpose of transacting the following business

## AGENDA

### WELCOME

1. **To receive apologies for absence**
2. **Co-option. To receive written applications for the Office of Parish Councillor and to co-opt a candidate to fill the existing vacancy.**
3. **Declarations of Interest and Dispensations**  
(a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should not participate in a discussion or vote on the matter in which the member has a disclosable pecuniary interest and must withdraw from the meeting room at the point the matter is under consideration. In the case of non-disclosable pecuniary interests and non-pecuniary interests the member may speak on the matter but not vote and must follow the procedure in the adopted Code with respect to disclosure.  
(b) Clerk to report any written requests for dispensation in respect of items on this agenda and the Council shall give consideration to each request
4. **To receive approval of minutes of the meeting held on 4 May 2021**
5. **To receive information on matters arising from the minutes not covered elsewhere on the agenda.**

- Village Gateway scheme – PK
- Recreational land – land transfer – PK. Currently with Land Registry
- 1 Million Trees for Norfolk initiative – Agenda item

6. **To receive questions and comments from the public and to allow members with a non-disclosable pecuniary or non-pecuniary interest to speak**
7. **To raise any matter pertinent to parish crimes accessed via <https://www.police.uk>**
8. **To receive any written or verbal reports from County & District Councillors**
9. **To receive any written and verbal reports from the clerk & members in respect of items not covered elsewhere on this agenda**
10. **Finance**

10.1 – To receive confirmation of verification of invoices from cheque signatories.

10.2 – To confirm Bank Reconciliation to date

10.3 – Schedule of Receipts & Payments

(i) **Receipts.** To note monies received

	£
2. BDC. Precept -1 <sup>st</sup> instalment	5924.50
3. BDC. CIL Oct 20 - March 21	2462.35
4. Geoffrey Watling Charity. Grant for play area equip	3000.00
5. Barclays Interest Reserve A/C	0.17
6. Barclays Interest Fund A/C	0.68
7. BDC. Member Ward grant for play area	500.00

(ii) **Payments.** To authorise schedule of payments (\* Retrospective)

3/4. Clerk. April salary	460.28
5. NPF. April conts	141.25
6. Clerk. April Contract & admin expenses*	92.47
7. Norse. April play area grounds*	170.36
8. Mr T King. Land near the bridge cuts*	50.00

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|--------|---|----------|
| 9.     | Kompan. Supernova – play area*              | 4469.76  |
| 10.    | NPF. May conts                              | 153.48   |
| 11.    | NflkALC. 21/22 subs                         | 152.64   |
| 12.    | NCC Nplaw. Calor compound concerns          | 294.00   |
| 13/14. | Clerk. May salary                           | 500.11   |
| 15.    | Norse. May play area grounds                | 170.36   |
| 16.    | Zurich. 21/22 insurance (ex play equip)     | 354.46   |
| 17.    | APL. Phase 1 play equip                     | 29324.72 |
| 18.    | Zurich. Ins play equipment                  | 153.23   |
| 19/20. | Clerk. June salary                          | 481.54   |
| 21.    | NPF. June conts                             | 147.78   |
| 22.    | Clerk. May & June Contract & admin expenses | 120.52   |
- 10.4 – To receive budget monitoring statement of receipts and payments to end of June 2021
- 11. Land (transfer) at village hall.**
- 11.1 – Matters pertinent to planning permission – to consider response
- (i) in respect of question asked regarding obligations of which body to provide for play provision – currently with Nplaw
  - (ii) regarding perpetual ownership of the village hall – currently with Nplaw
- 11.2 – Play Area Working Party. To receive a written report from the Working Party and to agree action in response to proposals therein.
- 12. To receive correspondence/administration and agree action and/or response**
- 12.1 – To ratify and adopt Risk Assessment for Face to Face meetings - Covid 19
- 12.2 – Armed Forces Covenant. To consider
- Appointment of Armed Forces Champion (2.1 - first pledge). Info supplied
  - How to approach honouring the commitments pledged and the management of that approach (2.2)
- 12.3 – To consider CIL received for period Oct 20 – March 2021 (£2462.35) in accordance with BDC 'Use of CIL Funds'
- 12.4 – H/E A47 dualling scheme & NWL LLG. To receive a briefing from appointed member of meeting 1 June – Mr Bailey (Mr Gribble substitute)
- 12.5 – To agree purchase of notice board for VHall external wall in line with agreement 17 December 2020. (Vhall confirmed agreement for installation)
- 12.6 – To consider and approve current Asset Register
- 12.7 – 1 Million Trees for Norfolk initiative. To receive an update from Cllr Gribble, (delegation to take forward May 2021) & to consider further suitable areas for tree planting in addition to those previously identified (play area & land at the bridge)
- 12.8 – Play area. To consider play equipment providers advice regarding equipment maintenance & periodic inspections giving consideration to a rota and recording of the task. Advice & template supplied.
- 13. To consider planning applications and matters as listed and/or planning applications or matters received after the agenda was published**
- 13.1 – Applications. Unless otherwise stated applications are available to view online at [www.broadland.gov.uk/plans](http://www.broadland.gov.uk/plans) by inserting the application number
- 20210941 – Clay Hall Farm Heath Lane Gt Witchingham  
Retention of part of building previously to be removed as part of planning permission 20090851. Erection of water services building. Erection of electrical services building.
  - 20210912 - River Barn Hall Road Great Witchingham.  
Erection of single storey extension to north elevation to provide additional living space
- To ratify response of no objection sent to meet response time**
- 20210952 – 17 Norwich Road. Gt Witchingham  
Extension to the rear of the property
  - 20210925 - 1 Heath Close Great Witchingham  
Attached double garage plus new access driveway & dropped kerb

- 20211089 - River Barn, Hall Road Great Witchingham  
Erection of single storey extension to north elevation to provide additional living space (Listed Building)
- 13.2 – Sheringham Shoal Extension Project and Dudgeon Extension Project.  
To ratify no representations in respect of Statutory Consultation – proposed DCO application. (closed 10 June)
- 13.3 – South Norfolk Village Clusters Housing Allocations Plan. To consider Regulation 18 Consultation (closes 2 August)
- 14. Exchange of Information**
- 15. To confirm time and venue of next council meeting 9 September 2021**

**THE PRESS & PUBLIC ARE INVITED TO ATTEND AND THE MEETING ALLOWS FOR PUBLIC PARTICIPATION AT AGENDA ITEM 6.**

**Attendees to note**

The Parish Council in resuming face to face meetings requires

- The meeting to be attended only by those who need to attend
- A maximum of 30 persons in the meeting room
- Lateral-flow tests must be completed prior to entry
- An electronic temperature check to be taken on entry
- Masks must be worn when not seated

GWVH has advised of the following in order to comply with the Government Guidance for the safe use of multi-purpose community facilities

- sanitiser is provided and must be used on entry
- toilets are in use but only one person at a time – please re-sanitise after hand washing
- no standing/talking in large groups
- if a large number of attendees then the arrival would possibly need to be staggered.
- the kitchen is not in use.

*In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting informs the Council beforehand so appropriate arrangements can be made to facilitate the recording.*

.....Mrs Patricia Kirby.....

Dated 2 July 2021.

Clerk to the Council & Responsible Financial Officer

***Note to Members – Register of Members Interest.***

***Should any change need to be made to your declaration please be reminded that this should be actioned within 28 days of the change***

**List of items of correspondence not circulated for PC meeting 8 July 2021**

NCC Emergency road closure The Street (Lenwade) - fire hydrant repairs 27 April to 4 May 2021  
Norfolk ALC Bulletin - 29 April 2021  
A47 North Tuddenham to Easton Dualling – Flythrough  
Town and Parish Council Forum 22 April - YouTube link and slides  
NflkALC Training Newsletter - May 2021  
BDC Planning Weekly Lists  
Norfolk ALC Bulletin - 7 May 2021  
BDC Rough Sleeper Estimate - May 30th - May 31st 2021  
Boundary Commission Final recommendations for Norfolk County Council published

Equinor New Energy Limited – Sheringham Shoal and Dudgeon Extension Projects - Stakeholder Forum Report  
Equinor New Energy Limited – Sheringham Shoal and Dudgeon Extension Projects - Stakeholder Briefing Pack and Webinar Follow Up  
CPRE Norfolk Awards 2021  
Norfolk ALC Bulletin - 18 May 2021  
Agenda NWL & HE A47 dualling Scheme LLG Meeting - Tuesday 1st June 2021  
Norwich Western Link project update  
May News from Jerome Mayhew MP  
Training & support from NPTS  
Norfolk ALC Bulletin - 1 June 2021  
New Broadland and South Norfolk (Council) Website  
NorfolkALC Training Newsletter - June 2021  
NCC notification Temporary closure of Norwich Road (Guist) Carriageway reconstruction works 21-30 June  
Norwich Western Link project update  
Norfolk ALC Bulletin - 8 June 2021  
Haveringland Parish Meeting re application Haveringland Hall Country Park (no collective view taken)  
NPF Employer Forum - Thursday 8 July  
Sheringham Shoal Extension Project and Dudgeon Extension Project - Stakeholder Forum Report  
Roarr Consultation Event re proposals for expansion 23/24 June  
NCC Highway Inspection Parish Visit 19 July  
Summer Training at Norfolk PTS  
Norfolk ALC Bulletin - 1 July 2021

**NorfolkALC Wellbeing:** (Agreement 23 July 2020 communications to be listed as non circulated)  
Norfolk Strategic Flooding Alliance Meeting/ Fires caused by Portable heaters/29.04.21 COVID-19 NCC Briefing/Cloud Computing Security for Town and parish Councils/COULD YOUR COMMUNITY BE “THE STREET THAT SAVED”?/ Letter from the Chairman of the Norfolk Strategic Flood Alliance/Covid-19 Briefings : 13th May 2021/Helping people get back into work/Covid Briefing for 20th May 2021/A message from Norfolk County Council Fostering Service – A Call for more Foster Carers/MEET THE HIGH SHERIFF : Webinar/NCC Briefing : 3rd June 2021/ FOLLOW UP TO THE WEBINAR ON GreenWays to Green Spaces/ EMAIL: RECOGNISING ITS IMPORTANCE FOR TOWN AND PARISH COUNCILS/Weekly Briefings : 11th June 2021/The Queen’s Platinum Jubilee Beacons & The Guide to taking part/13/05/2021 Members Briefing/Weekly Briefings : 11th June 2021/ Safer Norfolk Plan 2021-24/ 1/07/2021 Member Briefing

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