

# GREAT WITCHINGHAM PARISH 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 10 September 2020  
commencing at 7pm**

for the purpose of transacting the following business

## AGENDA

### WELCOME

1. **Nominations for and Election of Chairman of the Council for the remaining term and Declaration of Acceptance of Office.**
2. **Nominations for and Election of Vice Chairman of the Council for the ensuing year (if applicable)**
3. **To receive apologies for absence**
4. **Co-option. One vacancy - advert closed 28 August 2020. No applications received.**
5. **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
6. **To receive approval of minutes of the meeting held on 23 July 2020**
7. **To receive information on matters arising from the minutes not covered elsewhere on the agenda.**
  - Traffic Calming & Village Gateway scheme (DB)
  - Alleyway linking A1067 & Heath Close & responsibility of (DB)
  - SAM signs (DB)
8. **To receive questions and comments from the public and to allow members with a non-disclosable pecuniary or non-pecuniary interest to speak**
9. **To raise any matter pertinent to parish crimes accessed via <https://www.police.uk>**
10. **To receive any written or verbal reports from County & District Councillors**
11. **To receive any written and verbal reports from the clerk & members in respect of items not covered elsewhere on this agenda**
12. **Finance**
  - 12.1 – To receive confirmation of verification of invoices from cheque signatories.
  - 12.2 – To confirm Bank Reconciliation to date
  - 12.3 – Schedule of Receipts & Payments
  - (i) **Receipts.** To note monies received £
  - 6. N/A
  - (ii) **Payments.** To authorise schedule of payments (\* Retrospective)
  - 24/25. Clerk. July salary\* 448.16
  - 26. NPF. July conts\* 135.16
  - 27. Norse. June grounds\* 162.25
  - 28. NPF. Aug conts\* 135.16
  - 29/30. Clerk. Aug salary\* 448.16
  - 31. Clerk. July & Aug Contract & admin expenses\* 150.03
13. **Land transfer at village hall.**
  - 13.1 – To note land transfer completion took place 25 Feb 2019. Copies executed documents received. Land registry requirement of re-signing amended plan Dec 2019. Further requisition required March 2020 to make reference to the exclusion of retained land. Currently with Land Registry as at 3 Sept 2020

- 13.2 – Lack of Maintenance Calor Gas Compound. To consider Solicitor response following engagement to determine compound and access track maintenance. Further info requested and sent 24 August 2020. No response as at 3 Sept 2020
- 13.3 – Play Area Working Party.
- (i) To consider response from Mr Bulman in respect of questions asked regarding matters pertinent to the planning permission
  - (ii) To consider written communication from the Working Party for revised project.
- 14. To receive correspondence/administration and agree action and/or response**
- 14.1 – Norwich Western Link. (NWL).
- (a) To receive a briefing from appointed member of LLG meetings 4 February & (virtual) 18 August – Mr Bailey
  - (b) To note NCC consultation on proposals for local roads that cross the Norwich Western Link and Public Rights of Way in the vicinity of the new road and potential measures to support walking, cycling and public transport use across a wider area. (27 July – 20 September)  
(info emailed to members 1 Sept)
- 14.2 – Data Protection. To review & adopt
- (i) Information Audit
  - (ii) Privacy Statement
  - (iii) GDPR Policy
- 14.3 – To consider draft Document Retention Policy
- 14.4 – To review and adopt current Risk Assessment & Management document
- 14.5 – NCC PPS 2021/2022. To consider invitation to bid (closes 4 December 2020)
- 14.6 – To consider consultation BDC Licensing Policy Review
- 14.7 – To consider a contribution (1/3 £58.68)) for Clerk membership renewal of SLCC.
- 14.8 – FOR INFORMATION ONLY. To note the contractual changes effective from 1 April 2020 as informed by NfKALC Bulletin 3 September 2020
- 15. To consider planning applications and matters as listed and/or planning applications or matters received after the agenda was published**
- 15.1 – 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
- 20201462 – 2 Lake View Close, Gt Witchingham  
First floor extension
- 16. Exchange of Information**
- 17. To confirm time and venue of next council meeting on**  
**Thursday 12 November 2020**

**THE PRESS & PUBLIC ARE INVITED TO ATTEND AND THE MEETING ALLOWS FOR PUBLIC PARTICIPATION AT AGENDA ITEM 8.**

Attendees to note the venue 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
- tables and chairs will be pre-arranged for the hire - this will be for PC Members and public
- 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.
- after the event clean will be undertaken by the hall – please leave furniture in situ

*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 3 September 2020.

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 10 September 2020**

Update for NWL LLG - July 2020

NPTS Training

NCC Temporary closure of Aylsham Road (Cawston) - works to replace NCC manhole cover 19 August

NPF On behalf of LGA: Employer Role training 13 Oct

BDC Planning Enforcement July & August 2020

Norfolk ALC Bulletin - 16 July 2020

Norfolk ALC Bulletin - 28 July 2020

Norfolk ALC Bulletin - 5 August 2020

NWL Local Liaison Group – meeting agenda 18th August 2020

BDC Rough Sleeper Estimate - Sept 1st -2nd 2020

NPF Employer Newsletter August 2020

NflkALC Upcoming training courses

Norfolk ALC Bulletin - 3 September 2020

NorfolkALC Wellbeing: END JUNE UPDATE & WEBINARS/Norfolk Safeguarding Adults Board/DECARBONISING TRANSPORT by Ben Colson/Norfolk's Local Outbreak Control Plan/July Tip & New Guest Author/END JULY 2020 UPDATE/WATER IS THE ESSENCE OF LIFE/Protect Norfolk Campaign - TRACK AND TRACE/MID AUGUST 2020 UPDATE/Invitation to COMMUNITY ENERGY WEBINAR/ENVIRONMENTAL LAND MANAGEMENT/JoiningTheDots AUGUST 2020 NEWSLETTER/FACTSHEET : Mental Health Provision for children/FACT SHEET : Mental Health Provision for Adults/Climate Action Project : TIP OF THE YEAR 2020/Covid-19: Voices from the frontline/Tip of the month : REDUCE WASTE & LITTER

128 FAKENHAM ROAD TAVERHAM NR8 6QH

Email: [greatwitchinghamparishcouncil@gmail.com](mailto:greatwitchinghamparishcouncil@gmail.com)

Tel 01603 860671 (answer machine)

gwpc.org.uk