

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 the Parish Council on **4 May 2021** commencing at **7pm** for the purpose of transacting the business listed on the agenda below

The Meeting is being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

This meeting is being held virtually online via Zoom.
Log on details are

7 - 7.40pm	7.45 - 8.25pm	8.30 – 9.10pm	9.15 – 9.55pm
Meeting ID: 849 9339 3720	Meeting ID: 895 3876 5955	Meeting ID: 812 6431 6231	Meeting ID: 814 1510 0072
Passcode: RY3hgG	Passcode: wv8UUB	Passcode: ds31Uv	Passcode: e8ca0N

AGENDA

WELCOME

- 1. Nominations for and Election of Chairman of the Council for the ensuing year and Declaration of Acceptance of Office**
- 2. Nominations for and Election of Vice Chairman of the Council for the ensuing year**
- 3. Co-option. To receive written applications for the Office of Parish Councillor and to co-opt a candidate to fill the existing vacancy. No applications received.**
- 4. To receive apologies for absence**
- 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 appoint authorised signatories to orders of payment (Chq/Mandate – max 3) (RG/PB/Clerk)**
- 7. To confirm details of the ordinary meetings for the ensuing year (normally second Thursday of every odd month) Note: Agreement 9 March 2021 that matter to be discussed upon resumption of face to face meetings.**
- 8. To appoint members/representatives to local bodies & groups currently in force (incl substitutes if applicable). Currently**
 - NWL Local Liaison Group/A47 dualling** (Dean Bailey/Ray Gribble substitute)
 - Play Area Working Party** (Jo McKenzie)
 - GWVH Management Committee** – one member maybe appointed - clause 3.7 Deed of Variation 16/6/15 to Trust Deed 20/11/08) (no current appointment)
- 9. To receive approval of minutes of the meeting held on 9 March 2021**
- 10. To receive information on matters arising from the minutes not covered elsewhere on the agenda.**

- Village Gateway scheme – PK
- Alleyway linking A1067 & Heath Close – agenda item

- SAM signs – DB. Agenda item.
- Recreational land – land transfer – PK. Currently with Land Registry

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

15. Finance

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

15.2 – To confirm Bank Reconciliation to

(i) year end

(ii) to date

15.3 – Schedule of Receipts & Payments

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

£

13. Barclays Interest Reserve A/C

0.20

14. Barclays Interest Fund A/C

0.60

15. BDC. Unknown Balance held and owing

3.37

1. GWFAC. Play area. Match Funding as offered

5000.00

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

62. ICO. Data Protection renewal fee 21/22

35.00

63/64. Clerk. March salary

460.28

65. NPF. March conts

138.82

66. Clerk. March Contract & admin expenses*

71.14

1. Karen Eason Accountant. PAYE 21/22*

133.00

2. Clare Morton Account Auditing Services. 20/21 Int Audit*

25.00

15.4 – To receive budget monitoring statement of receipts and payments to end of financial year 31 March 2021

15.5 – Annual Audit

(i) To receive and consider the Annual Internal Auditor & Audit Report

(ii) To consider the internal control procedures and to review effectiveness

(iii) To consider explanation of Variances & Reserves

(iv) To consider and approve the Annual Governance Statement (Section 1)

(v) To consider and approve the Accounting Statement (Section 2)

(vi) To consider criteria for & exemption from a limited assurance review

15.6 – To review Financial Reserves Policy & agree Schedule of Financial Reserves from 1 April 2021

16. Land (transfer) at village hall.

16.1 – 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

16.2 – Play Area Working Party. To receive a written report from the Working Party and to agree action in response to proposals therein.

17. To receive correspondence/administration and agree action and/or response

17.1 – To consider the Risk Assessment for deployment of SAM speed signs – Mr Bailey

17.2 – To consider taking ownership of alleyway linking A1067 to the turning point into Heath Close.

17.3 – NflkALC. To consider renewal subscription at a cost of £152.64

17.4 – To consider BDC communication to support our armed forces by signing the Armed Forces Covenant for Parish Councils

17.5 – To consider Norfolk County Council 1 Million Trees for Norfolk initiative.

- 17.6 – To consider Zurich Annual Insurance renewal 21/22 at a cost of £354.46 (excludes play area equipment (Budget allocation £400)
- 17.7 – Annual Parish Meeting. To note meeting held 22 April 2021 (draft minutes supplied) and to agree action in response to resolutions relevant to the Council.
- 17.8 – To approve payment in line with contractual obligations of Clerks hours worked in previous financial year in excess of normal working hours.
- 18. To consider planning applications and matters as listed and/or planning applications or matters received after the agenda was published**
- 18.1 – Applications. Unless otherwise stated applications are available to view online at www.broadland.gov.uk/plans by inserting the application number
- 20210324 – Woodleigh The Street.
Erection of a wooden garage.
- 19. Exchange of Information**
- 20. To confirm date time and venue of next council meeting in July 2021 (second Thursday is 8 July)**

**THE PRESS & PUBLIC ARE INVITED TO JOIN THE MEETING USING THE LOG ON
DETAILS ABOVE.
THE MEETING ALLOWS FOR PUBLIC PARTICIPATION AT AGENDA ITEM 11.**

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 27 April 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 4 May 2021

BDC: Change of Property Name: Lenwade House Hotel, Fakenham Road. To The White Pheasant, Lenwade
Hose Drive, Lenwade, NORWICH, NR9 5QP

CPRE Spring edition of Norfolk Voice

Norfolk PTS Training

Hornsea Project Three: Update

NWL: LLG Presentation and Minutes from 23/02/2021

Norfolk ALC Bulletin - 9 March 2021

BDC Planning Enforcement Update for

Open Enforcement Cases as at 8 March 2021& Enforcement Cases Closed in Feb 2021

NPF Employer Newsletter March 2021

BDC Street Numbering: S Matthews Joinery, Unit Y, Station Yard, NORWICH

Norfolk ALC Bulletin - 23 March 2021

Norfolk ALC Bulletin - 30 March 2021

NCC Temporary Road Closure A1067 (bridge Great Witchingham) - Carriageway resurfacing 16-19 April

Ørsted Hornsea Project Three Newsletter

Equinor Parish and Town Council Stakeholder Forum & follow up

Norfolk PTS networking sessions

NflkALC Training Update 22/4/21

Norfolk ALC Bulletin - 19 April 2021

BDC CIL Payment notification to Parishes April 2021

Advance Notice of Consultation in Respect of Proposed Development – Sheringham Shoal Extension Project
and Dudgeon Extension Project 29/4/21 – 10/6/21
BDC Weekly List of New Planning Applications
NfIkcALC 'OUR GENERAL MEETING - 20th MAY'

NorfolkALC Wellbeing: DRIVE LOCAL INVESTMENT BOARDS/Spring into Wellbeing'/Weekly Briefings 5th
march 2021/REE Lateral Flow Device (LFD) testing for Covid 19) for Town and Parish Councils/Latest
Information, Advice, Useful Links and Service Updates (Updated 11 March 2021) /Trading Standards advice
on food allergens and new labelling requirements/GREENWAYS TO GREENSPACES/Latest Information,
Advice, Useful Links and Service Updates (Updated 19 March 2021)/ Webinar on Flooding : A Chance to Meet
& Question Key Players/25.03.21 COVID-19 NCC Briefing/REDUCE SINGLE-USE CAMPAIGN "SWAP2SAVE"/01-
04.21 COVID-19 NCC Briefing/A Tribute to HRH The Duke of Edinburgh/15-04.21 COVID-19 NCC
Briefing/Norwich Together Wellness Guide

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