

# 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 11 November 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. No applications.**
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 9 September 2021**
5. **To receive information on matters arising from the minutes not covered elsewhere on the agenda.**
  - Village Gateway scheme – PK
  - BDC Tree Officer meeting 22 September in support of 1 Million Trees for Norfolk initiative – JM-E
  - Vehicle Data on A1067 – DB
  - Calor Gas contact regarding lack of maintenance to the access track & compound – TB
  - Meeting with respective parties to address obligations regarding provision for play – JM-E
6. **To receive questions and comments from the public and to allow members with a non-disclosable pecuniary interest 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 £
    11. Barclays Interest Reserve A/C 0.12
    12. Barclays Interest Fund A/C 0.28
    13. BDC. Repayment of balance Parish Deposit Scheme 80.08
    14. BDC. Precept 2<sup>nd</sup> instalment 5924.50
  - (ii) **Payments.** To authorise schedule of payments (\* Retrospective)
    34. Roadware. Litter bin\* 159.54
    35. NPF. Sept conts\* 147.57
    - 36/37. Clerk. Sept salary 480.88

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|--------|---|---------|
| 38.    | Norse. Sept grounds - Rec land incl play area | 170.36  |
| 39.    | GWVH. CCTV provision (from held CIL)          | 1709.99 |
| 40.    | GWVH. July PC meeting room hire               | 22.00   |
| 41.    | GWVH. Sept PC meeting room hire               | 22.00   |
| 42/43. | Clerk. Oct salary                             | 480.13  |
| 44.    | NPF. Oct conts                                | 147.34  |
| 45.    | Clerk. Sept & Oct Contract & admin expenses   | 126.07  |
| 46.    | Norse. Oct grounds - Rec land incl play area  | 170.36  |
- 10.4 – To receive budget monitoring statement for April – September 2021
- 11. Recreational Land incl play area at village hall.**
- 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 – Norwich Western Link. (NWL). To receive a briefing from appointed member of LLG meeting(s) 29 September – Mr Bailey (Mr Gribble substitute)
- 12.2 – NCC PPS 2022/2023. To confirm no requirements were forthcoming and to decline invitation to bid (closes 10 December 2021)
- 12.3 – CEE Bill. To consider support of the Climate and Ecological Emergency (CEE) Bill
- 12.4 – Defence Employer Recognition Scheme. To consider application for ERS Bronze Award to align values with the Armed Forces Covenant. (Eligible as having signed and registered the AFC as resolved May 2021)
- 12.5 – BDC review Hackney Carriage and Private Hire Vehicle Policy and Conditions. To ratify no representations to consultation (6 Sept – 1 Nov)
- 12.6 – BDC review Gambling Policy. To ratify no representations to consultation (20 Sept – 1 Nov)
- 12.7 – To consider SAM sign responsibility
- 12.8 – To consider parishioner communication for memorial bench
- 12.9 – To review Standing Orders. Draft supplied
- 12.10 – To review Document Retention Policy. Draft supplied
- 12.11 – To consider risk assessment & checklist for volunteer litter picks
- 12.12 – To consider communication regarding financial support for a village defibrillator
- 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
- 20211696 – 70 Fakenham Road Gt Witchingham.  
To build a kitchen extension and conservatory on rear of building and a window in existing bedroom 1 on side elevation
- 14. Exchange of Information**
- 15. To confirm time and venue of next council meeting 13 January 2022**

**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

*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 November 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 11 November 2021**

BDC weekly planning lists w/c 6/9 13/9 20/9 w/e 8/10 24/10 29/10

Police forum update - Next community Policing Meeting - Aylsham, Taverham, Hellesdon Area 28 September

BDC Planning Enforcement update. Open Enforcement Cases as at 6 September & Enforcement Cases Closed in August. Open Enforcement Cases as at 4 October & Enforcement Cases Closed in September. Open Enforcement Cases as at 1 November & Enforcement Cases Closed in October.

NPF Employer Newsletter - September 2021

NWL / A47 LLG Meeting Invite, agenda, mins & copy slides - Wednesday 29th September 2021

Norfolk ALC Bulletin - 21 September 2021

Autumn Clerk & Councillor training from NPTS

Norfolk ALC News – 29 Sept

Norfolk ALC Training Newsletter - October 2021

Norfolk ALC Bulletin - 5 October 2021

SEP and DEP Project Update – DCO submission now intended summer 2022

BDC Street Numbering: Broadland House, Lenwade, Norwich. Change postcode to NR9 5SG

BROADLAND TREE WARDEN NETWORK ANNUAL GENERAL MEETING 10 Nov 2021 (Zoom)

Norfolk PTS Improve your budgeting skills and knowledge

Norfolk ALC Bulletin - 13 October 2021

South Norfolk and Broadland Safety Advisory Group (SAG). Proposed events

Norfolk ALC Queen's Platinum Jubilee Celebrations Meet the Pageant Master Tuesday 26 October at 7pm

NorfolkPTS training

NflkALC partnership with Breakthrough Communications - programme of new training courses

Broadland District Council, Annual Rough Sleeper Estimate 2021 - Weds 17th Nov 12pm – Thursday 18th Nov 2am

NCC Temporary closure of Church Road (Little Witchingham) Openreach cable renewal works. 16 Nov.

BDC New TPO 2021 No.9 - 5 Lake View Close, Great Witchingham, NR9 5SB

HE (now National Highways) A47 North Tuddenham to Easton New Project manager introduction communication

NPF Virtual Employer Forum - Thursday 9 December

Norfolk ALC Training Newsletter - November 2021

**NorfolkALC Wellbeing:** (Agreement 23 July 2020 communications to be listed as non circulated)

Latest Information, Advice, Useful Links and Service Updates from NCC/Weekly update including new Confidence Boosting Covid-19 Testing kits/Help with Planting Trees/NCC weekly Briefing : 23rd September 2021/Press Release about the Plaques/30th September Briefing/ Points of Light/ Latest Information, Advice, Useful Links and Service Updates 10th October 2021/REMINDER : FREE TREES/FOUR AUTUMN WEBINARS COMING UP/This Week's Briefing from Norfolk County Council/Norfolk Strategic Flood Alliance formally adopts Strategy/Norfolk ALC Well-Being Update - 26 October 2021/ Norfolk ALC Well-Being Update - 3 November 2021

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