

Great Withingham Parish Council

Meeting of the Parish Council – Minutes

Thursday September 28th, at 7pm
Great Withingham Village Hall, Great Withingham.

Present: Rowan Banks – Chair (RB)
Peta Banks (PB)
Peter Collingsworth (PC)
Roger Middleton (RM)
Tracy Buckenham (TB)

Dawn Clarke - Clerk and RFO to the Parish Council
9 Members of the public

Minutes

1. Welcome by the Chair and to consider apologies for absence.

Councillors were introduced and residents were welcomed to the meeting.

The Chair gave thanks to his thanks to Councillor Tracy Buckenham for all her hard work over the previous year whilst in the post of Chair of the Council.

Thanks were given to Locum Clerk Sarah Hunt for stepping in and supporting the council during the previous Clerk's illness and transition to this point.

Apologies were received from Sally Acloque and accepted.

2. To agree the appointment of Dawn Clarke as Clerk and RFO.

Dawn Clarke was appointed Clerk and Responsible Financial Officer.

Proposed - TB, Seconded - PC, agreed.

3. To consider co-option of any candidate present.

None. Members of the public were reminded that there was one vacant seat on the council.

4. Minutes.

The minutes for the meeting held on July 27th, 2023, were approved as a true record and signed by the Chair.

Proposed, PC. Seconded, PB, agreed.

5. Declarations of Interest.

None.

6.To receive updates on any matters not elsewhere on the agenda.

None.

7. Public Participation and Reports.

- 7.1 County Councillor Greg Peck
- 7.2 District Councillor Peter Bulman
- 7.3 Members of the Public.
- 7.4 To receive a short presentation from Mr Mark Campbell, Head of Health, Safety & Environment – Bernard Matthews Foods Ltd.

7.1 & 7.2 reports were not sent in advance.

7.3 A member of the public asked if there was any update in respect to a complaint regarding noise made by a local business. The Chair shared that Councillor Bulman and himself planned to ask the owner for a meeting and talk about the problem. It was confirmed that the business has an operator's licence which has been in place for many years and any restrictions on operational hours were by agreement with local residents and not part of the licence. Residents were concerned not only about the quantity of vehicles but also the working times and the volume of noise. It was suggested to the residents that continue to record events in their Environmental Health Department Diary and the use of the 'The Noise App' to illustrate what the noise is.

A resident felt that the planning department was not addressing the concerns, the Parish Council directed residents to Environmental Health who are responsible for noise complaints.

A resident asked for an update in respect to the recovery vehicle that is parked on the verge at the corner of Hubbard's Loke. The resident was advised to contact the police if the vehicle was parked in a dangerous way and continue a dialogue with the beat officer. The resident was concerned for safety of all users as the vehicle blocks the vision splay. PC Colin Bailey has attended previously and on each occasion the vehicle was not present.

Clerk to contact the community police officer and investigate double yellow lines for that location.

7.4 Mark Campbell from Bernard Mathews has not attended again. The Clerk asked to discover the reasons he asked to attend a meeting and request his presentation in advance.

8. Planning.

- 8.1 To consider consultee response to applications received from Broadland

and South Norfolk District Council:

By Delegation:

8.1.1 2023/2282 Park Farm Nature Reserve Fakenham Road Great Witchingham Norfolk NR9 5QS: Erection of aviary block – No comment made.

8.1.2 2023/2436 Blackwater Cottage Blackwater Lane Great Witchingham Norfolk NR9 5P: Replace ground floor and first floor window to north (facing) and east elevations: Listed Building Consent – No comment made.

Any late submissions will be advised to the meeting.

8.2 To receive notification of any planning applications decisions received from Broadland and South Norfolk District Council.

8.3 To receive pre-planning Consultation.

8.1 Planning items noted, no late applications.

8.2 None.

8.3 None.

9. Correspondence and Communications.

9.1 Email from Bruno Peake regarding 80th Anniversary of D-Day – in pack.

9.2 Call and Email from The Bug Park regarding bus stops.

9.3 Norfolk CC, Mindful Villages information – distributed.

9.4 SNBDC, to note and respond to the letter asking for support in the Public Spaces Protection Order – in pack.

9.1 The Parish Council resolved not to arrange an event and to signpost anyone in the village to the nearest event via Facebook and the Website.

9.2 The Bug Park have customers, staff and volunteers who wish to use the public transport to access the site. There is historical information that prior to COVID when the Wildlife Park closed there was a bus stop and post box in that location. The Parish Council agreed to support the request for a bus stop at the layby. Clerk to action.

9.3 This has been distributed and placed on Facebook.

9.4 The order and background to it was discussed. The definition of a meet being 2 people was of concern and the council decided that whilst GWPC sympathises with the issue and supports the intent, we do not support the order in the current wording. Clerk to respond.

10. Highways.

To note that the Highways Department will be installing a 'Doctors' sign from the Main Road.

It was confirmed by Highways that 2 signs or one double sided sign will be installed at no cost to the Parish.

11. Financial Matters.

11.1 To agree payments as detailed in Annex A.

11.2 To receive the bank reconciliation.

11.3 To note the receipt of Exempt Status from the External Auditor.

- 11.4 To note the additional fee of £34.73 +vat per occasion. For additional grass cutting and discuss the invoicing schedule.
- 11.5 To authorise the Clerk to attend Playground Safety Training and Training.
- 11.6 To resolve bank access for the RFO.
- 11.7 To review budget to date.
- 11.8 To consider Councillors plans so that the budget may be considered.
- 11.9 To discuss the repair of the SAM2 Machines.

11.1 The payments were agreed.
Proposed PC. Seconded TB, agreed.

Payroll & Tax	July - September	£2082.37		£2082.37
Norse Eastern	July grass cutting	£164.67	£32.93	£197.60
	August grass cutting	£164.67	£32.93	£197.60
Unity	Bank Charge	£18.00		£18.00
Dawn Clarke	Expenses	£79.31	£15.33	£94.64
		£2,509.02	£81.19	£2,590.21

11.2 A full reconciliation was not given due to new clerk's account access, however balances on September 28th, 2023, were received and signed by the chair.

Barclays Comm	(6137)	4,187.86
Barclays Prem	(7649)	1.82
Barclays Prem	(0965)	2.43
Unity Account	(1884)	10,321.63
Total		14,513.74

11.3 Noted.

11.4 Noted.

11.5 Playground Training at CAN, Dereham in November was authorised at a cost of £60. Proposed Rowan Banks. Seconded Tracy Buckenham, agreed. Once the training is complete the Clerk will take on the playground safety, then the training can be cascaded to councillors for the interim checks.

Chairmanship training was authorised for Rowan Banks when there is availability. Proposed Tracy Buckenham, Seconded Peta Banks, agreed.

11.6 It was resolved to grant Full Banking Access to both Barclays and Unity Bank to the RFO, Dawn Clarke.

Proposed, Peta Banks, Seconded Peter Collingsworth

11.7 An indicative budget was presented in August but bank access has restricted preparation this month. A new reporting structure has been discussed and will be implemented.

11.8 The council discussed building reserves for the playground and holding an event to engage the community with the possibility of an event and

electronic and paper surveys.

A member of the public asked if it was possible to have a traditional village sign and suggested fundraising or engaging with local businesses to galvanise the community. Further discussion was held about match funding of grants and approaching local businesses for support.

The SAM 2 Machines that are no longer working have been assessed and the repair cost, including the replacement of both batteries is substantial.

The idea of using the sale of one to fund the repair of the second one. PB was concerned about the lifespan of the machine as batteries. Council believes that there will be an increase in traffic when the NDR/NWL are under construction and they will be a useful tool to show the impact. The Clerk to determine the sale price so as to fund the repair of the second machine.

Proposed RB, Seconded, PC, Agreed

12. Administrative Matters.

12.1 Defibrillator Training. To confirm date and plan.

12.2 To resolve the purchase of a Remembrance Wreath and attendance of the chair.

12.3 To confirm that all Councillors now have access to the Council emails.

12.4 NPTS Quote for membership and training for council.

12.1 The dates and times were not formalised; it was decided to delay this until after the end of November, dependent on availability.

12.2 It was agreed that Rowan Banks will represent the Parish Council at the Remembrance service.

It was agreed to purchase a Remembrance Wreath from the Royal British Legion with a limit of £20 - Clerk to arrange.

Proposed Rowan Banks, Seconded Tracy Buckenham

12.3 It was agreed that the @gwpc.org.uk email domain be used from this meeting forward. The Clerk was instructed to start updating contacts with the new email address with the goal of all councillors and the Clerk being functional before the next meeting

Proposed Rowan Banks, Seconded Roger Middleton, agreed.

NPTS have quoted £130 for training – Clerk to assess if this is viable cost wise. Peta Banks wants to look at the cost benefit and return in November taking into account the costs related with all council training so as to understand if to continue with NALC or move to NPTS.

13. Play Area

13.1 To review ownership of area and consider any actions. Cllr P Banks.

13.2 To consider any Councillor also attending training – 9th November

13.3 To resolve the bin in playground.

13.1 Clerk to check for updates and forward to PB.

13.2 Peta Banks would like to attend if there is space and she has availability.

It was agreed that Peta Banks attends Playground Training,

Proposed RB, Seconded PC, agreed.

13.3 It was agreed in consultation with the members of public present that with the emptying schedule in place it was sufficient.

14. Grants and Projects.

14.1 To receive any update.

14.2 To discuss a Parish Plan and encouraging community engagement.

14.1 No update at this time.

14.2 The Chair explained that a neighbourhood plan would give a profile of the village and this would help form village development for the next 5 – 8 years and would validate and give evidence of the wishes of the public in any grant application. Initially an engagement activity was suggested. A member of the public suggested a low-cost Halloween Hunt around the village, and a Christmas Party and was happy to help. Peter Collingsworth felt that the village needed to reach more people and asked about readership of the Wensum Diary. Engagement contact methods were discussed, and the use of social media would not reach all residents and face to face engagement was emphasised. The members of public present made suggestions and welcomed more engagement and fund-raising activities. Clerk to supply demographic information to councillors.

15. Staffing Matters

To note: Dawn Clarke accepted the Clerk and RFO post starting September 1st, 2023, and signed the NALC model contract prior to the meeting on September 28th, at SCP 21.

16 . For information and Items for next meeting:

There have been a number of thefts of agricultural items and mischief. The Clerk to contact the Community Policing team. (PC Baily)

Items for the next agenda: reserves policy and target values, such as developing a reserve fund for playground maintenance.

Meeting closed at 20:15

To note the next meeting dates: 23rd November 2023 at 7pm – Village Hall

18th of January 2023 at 7pm – Village Hall