

Great Witchingham Parish Council

Friday 13th January 2023

Dear Councillor,

Your attendance is required at the **Meeting of the Parish Council** to be held on Thursday 19th January 2022 at 7.00pm in Great Witchingham Village Hall.

Members of the press and public are cordially invited.

Sarah Hunt

Locum Clerk

AGENDA

1 Apologies.

To receive and note apologies for absence.

2 Minutes.

2.1 To approve the Full Council minutes dated 10th November 2022.

3 Declarations of Interest.

3.1 Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.

3.2 To consider any dispensation requests.

4 To receive updates on any matters not elsewhere on the agenda

4.1 Play Area Benches – quotation received £250/table.

4.2 Memorial Bench – on hold pending location

4.3 Land Registration – land registry document to be reviewed. No response received from Highways.

4.4 Sam2Sign. Update. Cllr Banks.

4.5 Bus Shelter. Update. Clerk.

5 Public Participation and Reports.

5.1 County Councillor Greg Peck

5.2 District Councillor Peter Bulman

5.3 Members of the Public.

6 Planning.

6.1 To consider consultee response to applications received from Broadland and south Norfolk District Council:

6.1.1 20221626 – 5 Fakenham Rd, Lenwade, Norwich, NR9 5SE. Demolition of existing canopy, pump island, kiosk. Existing fuel tanks to remain. Replacement with new canopy islands, pumps and 2 underground fuel tanks. Conversion of existing MOT bays to garage shop & store Class A1 use. AMENDED PLANS SUBMITTED. RECONSULTATION. Extension granted for Parish Council comments.

6.2 To receive notification of Planning decisions taken by Broadland and South Norfolk District Council and received before the meeting.

6.2.1 Application 20220034 – Norfolk Dinosaur Park, Morton Lane Weston Longville, NR9 5JW. Hybrid application - Part full and part outline for the change of use of a former Deer Park to provide an extension to the Roarr Dinosaur Attraction

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comprising three phases of development, including a volcano feature, rides, food and beverage facilities, toilet block, entrance feature, extension to overflow carpark, ecological enhancement and landscaping. APPROVED

7 Correspondence and Communications.

Letter	Pensions Regulator	Re-enrolment date 31.08.2023	Clerk to action
Email	Norwich Western Link	Attlebridge traffic mitigation proposals – consultation to 20.1.23	Previously Circulated.
Email	Hornsea Fund	Drop in events – to consider attendance	Previously Circulated.
Email	Clerk – Swannington	Copy letter to Bernard Matthews re: Litter.	For information.
Email	NPLaw	No longer offering subscription service – legal services now available at £63.50/hour	For information.
Email	Broadland D Co	Rough Sleeper Count 27 – 28 th January. Please notify clerk if any figure to be returned.	For response.
Email	John Fleetwood	Tree warden Annual meeting Wednesday 25 th January, Freethorpe, 7pm.	To consider attendance.

8 Reports – for information only.

8.1 To receive a report on matters pertinent to parish crime. Cllr S Acloque.

9 Financial Matters.

- 9.1 To receive update on Unity Application. Clerk.
- 9.2 To review budget for 2023/24.
- 9.3 To agree precept for 2023/24.
- 9.4 To note VAT return made £3,536.66 to 31st October 2022.
- 9.5 To agree payments as presented.
- 9.6 Preliminary budget – to receive draft budget and set date for Councillors to
- 9.7 Defibrillator Installation. Update. Cllr Acloque
- 9.8 To consider Internal Auditor for 2023/24.
- 9.9 Draft Actuarial Valuation of LGPS Pension notified.
Anticipated Rates: Current 24%. 2024/25 23.5%. 25/26 23%. 26/27 22.5%.

10 Administrative Matters.

- 10.1 To consider weekly playground inspections, personnel resources and any necessary training. Courses available;
Community Action Norfolk – Feb 21st, 10am to 1pm.
Community Action Norfolk – May 9th 1pm – 4pm.
Community Action Norfolk – August 10th 10am – 1pm.
Approx Cost £60.00 per person.
NORSE Quotation: 3 quarterly inspections plus annual £460 + VAT. 3 quarterlies £330.00 + VAT.
- 10.2 To review and agree Standing Orders.
- 10.3 To receive Staffing committee minutes from meeting held 13.1.23.
- 10.4 To consider recommended policies:
 - 10.4.1 Grievance Policy.
 - 10.4.2 Disciplinary Policy.

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- 10.4.3 Expenses. Including expenses claim form.
- 10.4.4 Sickness/Absence Policy to be recommended as presented.
- 10.4.5 Health Safety and Welfare Policy to be recommended as presented. Including return to work form.
- 10.4.6 Equal Opportunities Policy.
- 10.4.7 Lone Working Policy.
- 10.4.8 Manual Handling Guide.
- 10.4.9 Lone Working Risk Assessment.
- 10.4.10 Working at Height.
- 10.5 To agree Terms of Reference for Staffing Committee
- 10.6 To consider subscription to Parish Online.

11 Highways Matters.

- 11.1 To note all grit bins will be replenished w/c 9th January 2023.

12 Items for next agenda.

13 Dates of next meeting:

Annual calendar of meetings to be reviewed.

Current meeting dates: *9th March, 11th May, 13th July, 14th Sept, 9th Nov.*

1st or 4th Thursday available at Village Hall;

Suggested dates: Thursday 2nd March. 11th May (APM and APCM) – note second Thursday due to election - 6th July, 7th September, 2nd November.

To consider a resolution to exclude the press and public in accordance with the Public Bodies (Admission to meetings) Act 1960 in consideration of the following item due to the confidential nature of the items to be discussed.

17. Staffing matters.

- 17.1 To receive staffing committee report. Cllr P Banks.
- 17.2 To consider recommendations.

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