

Minutes of The Annual Meeting of Great Witchingham Parish Council

held on Thursday 11th May 2023 at Great Witchingham Village Hall immediately following the Annual Parish Meeting.

Present: Cllrs P Banks, R Banks (part), T Buckenham (chair), P Collingsworth (part), R Middleton.

six members of the public were also present.

Clerk: Sarah Hunt. The clerk confirmed that all councillors present had signed declaration of office forms prior to the meeting.

1 Election of Chair.

Cllr Tracey Buckenham was PROPOSED Cllr P Banks and seconded Cllr R Middleton. Cllr Buckenham agreed to chair this meeting with the chairmanship of the Council for the forthcoming year being added to the June agenda. Cllr Buckenham signed the declaration of acceptance of office.

2 Election of Vice-Chair.

Cllr R Middleton was PROPOSED Cllr T Buckenham, seconded Cllr P Banks – AGREED.

3 Apologies.

Apologies were RECEIVED and ACCEPTED from Cllr S Acloque – unavailable. It was RESOLVED to allow an extension for the signing of the declaration of office for Councillor Acloque. To be signed before the next meeting of the Council.

4 Co-Option.

Mr Rowan Banks was Co-opted onto the Council, PROPOSED Cllr Middleton, seconded Cllr Buckenham. Cllr Banks joined the meeting and signed a declaration of acceptance of Office.

Mr Peter Collingsworth was Co-opted onto the Council, PROPOSED Cllr Middleton, seconded Cllr P Banks. Cllr Collingsworth joined the meeting and signed a declaration of acceptance of office.

There remains one vacancy on the Council – June meeting.

5 Minutes.

- 5.1 The Extra-Ordinary meeting minutes from the meeting held on 30th April 2023 were AGREED as a true and correct record and signed by the chair.

6 Declarations of Interest.

- 6.1 Cllr R Middleton declared an interest in item 9.1.2 and left the meeting when this item was discussed.

7 To receive updates;

- 7.1 Land at Crossroads – Clerk seeking historical evidence and quote for advice. Ongoing.
7.2 SAM2 sign. Pending repair work.
7.3 Tree Planting off Common Lane by Broadland District Council; BDC have confirmed this will remain open to the public and be maintained. Apologies were extended for not informing the Parish Council prior to the planting
7.4 Mobile Post Office Provision. The mobile unit has been advised of the local request. For new Post Office provision the following response: *Any existing businesses can provide*

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their retail business name & full address in order to register interest for Post office services.

- 7.5 Installation of Defibrillator – this is now installed and functional. Awaiting registration with Webnos. Training to be provided in the village for residents/councillors/staff of The Queen of Hearts.
- 7.6 NOTED that payroll processing is now operated in house.
- 7.7 NOTED that the word 'staffing' has been removed and replaced with 'employment' on all policies for clarity purposes.

8 Public Participation and Reports.

- 8.1 County Councillor Greg Peck sent apologies to the meeting.
- 8.2 District Councillor Peter Bulman confirmed that the leader of the County Council, Mr Andrew Proctor has resigned due to ill health. Cllr Kay Mason Billig had been voted in as his replacement.
- At Broadland following the recent elections there is no political party in overall control, a coalition is currently being negotiated to enable administration to be organised. The new premises is ready the move should be taking place shortly. This will save costs as although the two Councils (South Norfolk and Broadland) are acting in a sovereign manner, they are sharing officers and premises.
- The A47 dualling is subject to a judicial review – if the judge decides the challenge is valid then the current project will be halted. The Western Link will not progress until this matter is settled.
- 8.3 A recent retrospective planning application was mentioned by a parishioner which utilizes a layby for access to the property. Clerk to investigate whether the layby access has been investigated by Planning.

9. Planning.

- 9.1 To consider consultee response to applications received from Broadland and south Norfolk District Council:
- 9.1.1 2023/0411 – Great Witchingham House, Health Lane, Great Witchingham, NR9 5PE. Internal alterations to house, including new doorways and minor changes to layout. New dormers and amendments to Pool Building. NOTED no comment sent.
- Councillor Roger Middleton left the meeting.
- 9.1.2 2023/1229 – Lakeside, Mill Lane, Lenwade, Norfolk, NR9 5SQ. Proposed side extension and loft conversion. No comment or objection.
- Councillor Roger Middleton rejoined the meeting.
- 9.2 To receive notification of any planning applications decisions received from Broadland and South Norfolk District Council.
- None.
- 9.3 Breckland Local Plan – Clerk to respond with concerns over: Environmental impact, particularly given location in Wensum Valley; local infrastructure deficits; traffic, not just locally to development but also in local area.

10. Correspondence and Communications.

Email	NALC	DLUHC Consultation on infrastructure levy	Noted
Email	Broadland D C	Mini Forests	Interest to be expressed.
Email	Lord Lieutenant	Nominations for Community Champions	Cllr Banks to respond.

11. Reports.

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- 11.1 To receive a report on matters pertinent to parish crime. Cllr S Acloque had sent a report through – no areas of concern within Great Witchingham and Lenwade.
- 11.1 To note there are no CIL payments due April 2023 for Great Witchingham. Annual return to be submitted.
- 11.2 Report from clerk regarding 'Plug in Norfolk' EV Charging point installation. It was AGREED not to follow this up.

12 Financial Matters.

- 12.1 NOTED up to date bank balances:
- | | |
|--------------------------------|-------------|
| Barclays balance as at 28.4.23 | £22,187.86. |
| Unity balance as at 4.5.23 | £1,616.58 |
- This includes £13,000 from Broadland District Council Precept payment.
HMRC Repayment of £350.98.
- The agreed annual budget was presented to Council for 2023/24 and discussed.
Confirmed that the Clerk will facilitate moving money across to Unity to allow for BACS payments to be made.
- 12.2 To confirm and review current banking signatories.
Barclays bank: S Acloque, T Buckenham, R Middleton. Savings account funds transferred into current account. Current account final balance to be transferred across to Unity and Barclays account to be closed. Clerk has notified BDC that future precept payments should be to unity account.
Unity account: S Acloque, T Buckenham and R Middleton – S Hunt administrator.
- 12.3 To receive update on year end accounts. A June meeting will be called to approve accounts once they are returned from the Internal Auditor.
- 12.4 The payments as presented at Annex A were APPROVED. PROPOSED Cllr T Buckenham, seconded Cllr R Middleton.
- 12.5 To confirm Direct Debits. Information Commissioner - £35.00/year. To be moved to Unity.
- 12.6 To confirm S137 allowance - £9.93/member of the electorate – currently 526 parishioners.
- 12.7 To note that the fund account and savings account at Barclays have zero balances, funds held have been transferred to current account. Current account to be closed in due course.
- 12.8 The meeting received the specification for grass cutting as provided by NORSE for 2023/24. Full specification to be drawn up and to be put out to tender in September for 2024/25.
- 12.9 The renewal of insurance with the current provider at a cost of £684.60 was AGREED. PROPOSED Cllr P Banks, SECONDED Cllr T Buckenham.
- 12.10 NOTED cancellation of cheque number 101009 value £656.59 at a cost of £12.50.
- 12.11 It was RESOLVED to add the playground bin to the schedule with Broadland District Council at a cost of £4.25/empty/weekly. Council to consider the installation of a larger bin at this location. Next meeting.

13 Administrative Matters.

- 13.1 The Terms of Reference for Employment Committee were AGREED as presented.
- 13.2 The membership of Employment Committee to remain as is, Chair: Cllr Peta Banks, members Cllrs Tracey Buckenham and Roger Middleton (vice-chair).
- 13.3 The Standing Orders were AGREED as submitted..
- 13.4 To review and adopt Financial Regulations. Next meeting
- 13.5 To review and agree representation on any external bodies. None.
- 13.6 To receive copy of Asset Register and agree any changes. Next meeting.
- 13.7 To note a review of freedom of information and data protection policies will be undertaken

at the next meeting.

13.8 To note that a review of the press/media policy will be undertaken at the next meeting.

13.9 To note that a review of the Council's employment policies and procedures will be undertaken at the next meeting.

13.10 To note Cllr T Buckenham attended NALC 'Introduction to Being Chair of a Council' Training. Cllr T Buckenham reported that it was very informative.

13.11 NOTED that NALC are currently unable to provide an email system (.gov.uk). Cllr R Banks will enable each councillor to have a Council specific email address. Councillors were advised that personal emails will not be used moving forwards.

14 Items for next agenda.

End of year accounts and AGAR.

15 Dates of next meeting:

To note that the Clerk will be calling an additional meeting to sign off the end of year accounts when available.

27th July 2023 at 7pm – Village Hall

28th September 2023 at 7pm – Village Hall

23rd November 2023 at 7pm – Village Hall

18th January 2024 at 7pm – Village Hall

21st March 2024 at 7pm – Village Hall

16th May 2024 at 7pm – Village Hall

It was RESOLVED 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.

16 Staffing matters.

16.1 The meeting was updated on current processes.

16.2 Recommendations from the Staffing Committee members were ACCEPTED.

The meeting closed at 9.27pm.

12.4 Payments May 2023

	Zurich Insurance	renewal 2023/23	£684.60		£684.60
paid	Karen Eason	Payroll Services	£24.75		£24.75
	Everwell Occupational Health	professional services	£180.00	£36.00	£216.00
	Norse Eastern	April Grass Cutting	£164.67	32.93	£197.60
paid	Salaries	April	£565.30		£565.30
	Norfolk ALC	Membership	£188.66		£188.66
	Begley Electrical	Defibrillator Installation	£188.99	£37.80	£226.79
	Salaries	May	£389.85		£389.85
	Sarah Hunt	Key cutting	£10.50	£2.10	£12.60
			£2,397.32	£108.83	£2,506.15

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