

Minutes of the Great Witchingham Parish Council meeting held
on Thursday 27th July 2023
in Great Witchingham Village Hall at 7pm.

Present: Cllrs S Acloque, P Banks, R Banks (chair – part), T Buckenham, P Collingsworth, R Middleton (chair – part),

Clerk: Mrs S Hunt.

Four members of the public were present.

1 Election of Chair.

This item was chaired by Cllr R Middleton. Cllr R Banks was PROPOSED by Cllr R Middleton, seconded by Cllr T Buckenham and took the chair.

2 Apologies.

None.

Noted that there remains one vacancy on the Council unfilled.

3 Minutes.

The Parish Council minutes from the meeting held on 20th June 2023 were AGREED as a true and correct record and signed by the Chair.

4 Declarations of Interest.

None.

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

5.1 Land at crossroads - ongoing. The Clerk reported the response from Highways.

5.2 SAM2 sign – identified that there are two signs, both pending repair. Quotes for repair to be sought, this will incur a £50 fee per camera. Cllr R Banks.

5.3 CiL Annual return – outstanding.

6 Public Participation and Reports.

6.1 County Councillor Greg Peck apologies sent.

6.2 District Councillor Peter Bulman apologies and report sent.

6.3 Members of the Public addressed the meeting, matters included;
Hippo bag left on recreation ground.

Concerns regarding local planning enforcement issues.

The possibility of the Post Office operating from the Village Hall.

7. Planning.

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

7.1.1 None.

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

9.2.2. 20221626 – 5 Fakenham Road, Lenwade, NR9 5SE. This was APPROVED with 21 conditions attached, opening now to be 7am to 8pm.

7.3 The meeting received pre-planning Consultation Cornerstone 11211824. NOTED

8. Correspondence and Communications.

Email	Parishioner	Path to Heath Close	NOTED
Email	Norfolk Co Co	NWL Update	NOTED

Locum Clerk: Sarah Hunt

Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Tel: 07379451727

email: greatwitchingparishcouncil@gmail.com

9. Highways.

9.1 NOTED that the Highways Ranger will be in the Parish w/c 24th July 2023.

9.2 A47/LLG Highways meeting – 27th June 2023. Cllrs P and R Banks attended.

9.3 The invitation to bid for 50/50 funding for 2024/5 was NOTED. Clerk to investigate 30mph roundels signs and/or rumble strips on entrance to village on the main road. There is an issue with the Wensum Way becoming impassable in one area due to mud. Cllr P Banks to send location and possible solutions to clerk.

10. Financial Matters.

10.1 The payments as detailed in Annex A were PROPOSED Cllr R Banks, seconded Cllr S Acloque.

10.2 The bank reconciliation was received and signed by the Chair:

Barclays Comm (6137) at 11.7.23	£ 4,187.86
Barclays Prem. (7649) at 11.7.23	£ 1.82
Barclays Prem. ME. (0965) at 11.7.23	£ 2.43
Unity Account (1884) at 27.7.23	£13,205.56

10.3 It was AGREED to open a Savings account to operate alongside Current Account with Unity – Interest rate net 2.08%, gross 2.6%. PROPOSED P Banks, seconded S Acloque.

10.4 It was AGREED to close of Barclays Bank with automatic transfer of balance into Unity bank. PROPOSED Cllr Buckenham, seconded Cllr Collingsworth.

10.5 Council spend to date was reviewed. Budget to be circulated to councillors.

10.6 A quotation of £125.00 for internal audit for 2023/24 from Sonya Blythe was RECEIVED and AGREED. PROPOSED Cllr Buckenham, seconded Cllr P Banks.

10.7 The asset register was REVIEWED – additional SAM2 to be added.

10.8 It was AGREED to purchase a smart phone to allow easier email monitoring – purchase delegated to Clerk, value of phone up to £100.00.

10.9 It was AGREED to delegate authority to Chairman/Clerk to agree payments that fall due during August. Any payments to be reported to September meeting.

11. Administrative Matters.

11.1 Defibrillator Training. Clerk to investigate dates/trainer.

11.2 The updated Code of Conduct was ADOPTED as presented.

11.3 The Co-option policy was ADOPTED as presented.

11.4 The Co-option application form was ADOPTED as presented.

11.5 All councillors do not yet have access to the Council email addresses. Ongoing.

11.6 It was AGREED the Council contact details should be updated wherever necessary to locum clerk.

11.7 The Financial Regulations were ADOPTED as presented– changes at item 11. B and H to increase from £25,000 to £30,000 to comply with national procurement policy change.

11.8 The press/media policy was ADOPTED as presented.

11.9 The social media and electronic communication policy was ADOPTED as presented.

12. Play Area

12.1 The ownership of area was reviewed on available paperwork. Deeds to be downloaded from Land Registry to confirm boundaries.

12.2 The annual report and recommendations were received – quote to be obtained and works ordered. Clerk to obtain necessary signage.

12.3 NOTED that the Clerk is undertaking playground inspection training with Community Action Norfolk on 10th August on behalf of another Council.

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- 12.4 Further availability: 10th August or 9th November at £60.00 per person. Next meeting.
- 12.5 Received email regarding truck parking on Council land. Police have been attending – not present during visits of police or clerk.
- 12.6 Bin in playground – CONFIRMED this has been added to Broadland emptying schedule. Larger bin to be considered at budget setting meeting.

13. Grants and Projects.

- 13.1 Pride in Place – Cllr P Banks attended the meeting on 13th June 2023. There is no money from Broadland currently, but other schemes have been identified. There is funding for biodiversity and local projects that may qualify. Next Meeting. Cllr P Banks.

14. Items for next meeting:

Review of freedom of information and data protection policies
 Review of the employment policies and procedures.
 Internal Controls
 To receive responses from Highways/Surgery re; signage.
 To receive quotation for grass cutting at Memorial adjacent the bridge.
 Verge Cutting within the Parish.

28th September 2023 at 7pm – Village Hall

23rd November 2023 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.

15. Land request.

Councillors considered a communication received regarding a small piece of land at Hubbards Loke. It was AGREED that in principle Council had no objection to the sale subject to certain initial agreements.

16. Staffing matters.

- 16.1 The Council now has no permanent post holder of Clerk and RFO. Mrs Sarah Hunt to continue as locum clerk at a rate of 7 hours/week at £17.10/hour from 1st August on PAYE terms.

The meeting closed at 9.17pm.

ANNEX A

Payments for July 2023 meeting.

		Net	VAT	GROSS
Salary payments	Final Payment	£2,484.07		£2,484.07
Leathes Prior	Legal Representation	£350.00	£70.00	£420.00
Robin English	Seat Installation	£500.00		£500.00
	Refund Telephone credit	£10.00		£10.00
Sarah Hunt	June grass cutting	£164.67	£32.93	£197.60
Norse Eastern	Refund hazard tape	£13.58	£2.72	£16.30
Sarah Hunt	Meetings	£149.00		£149.00
Village hall	Key refund	£2.50	£0.50	£3.00
S Hunt		£3,522.32	£105.65	£3,627.97

Signed:

18th September 2023