

GREAT WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of Great Withingham Parish Council held at
Great Withingham Village Hall on Thursday 10 September 2020 at 7pm.

Present

Mr Dean Bailey – Chairman

Mr Ray Gribble Mrs Jo McKenzie Mrs Sandra Sanders Mrs Bridget Wright

In Attendance

Mr Peter Bulman – Broadland District Councillor – Gt Withingham Ward
Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer
4 Members of the Public

Due to the vacant role of Chairman of the Council Mr Dean Bailey as Vice Chairman opened the meeting welcomed those present and invited nominations for Chairman of the Council.

18. Election of Chairman

Nominations made were not accepted.

Mr Bailey was happy to be Chairman for the meeting and was subsequently nominated.

There being no further nominations it was

RESOLVED Mr Bailey be appointed as Chairman of the meeting.

The Clerk again advised of implications of continuing without a Chairman and pointed out that the method as resolved is not a solution but a way forward.

19. Election of Vice Chairman

This item was not applicable.

20. Apologies for Absence

Mrs Pauline Brown - apologies received.

All other members in attendance.

21. Co-option for Parish Councillor

No applications received.

22. Declarations of Interest & Dispensations

In respect of the minutes, reaffirmation of previous declarations from those present who declared an interest at the last meeting where applicable.

No further declarations.

No requests for dispensations.

23. Minutes of the meeting held on 23 July 2020

The minutes, having previously been circulated, were approved and signed by the Chairman as a true record.

24. Information arising from the minutes

- Traffic calming & Gateway Scheme. Mr Bailey informed the outstanding matter is in respect of lining and gateways and no responses are being received from NCC.. Mr Bulman would take the matter forward in the absence of but in consultation with Mr Peck. Clerk to provide Mr Bulman with relevant information.
- Alleyway linking A1067& Heath Close. Mr Bailey had not progressed this matter. Mr Bulman to take forward with highways.
- SAM signs
Mr Bailey was deploying these in the designated locations. He had prepared a risk assessment and this will be provided for approval at the next meeting. **Action DB**

25. Public Participation

Representations were made in respect of
- access matters to land and facilities near the Bridge PH.
This was noted.
The Chairman gave thanks for attendance and the meeting was reconvened.

26. Parish Crime Matters

No matters raised.

27. Reports from County & District Councillors

Mr Peck. Apologies received. No report received. The Clerk advised she had again reminded him of the matters he had confirmed he would take forward with NCC. These being the footpath from A1067 to The Dinosaur Park and Atlas Works matters.
Mr Bulman. Nothing to report.

28. Reports in respect of non agenda items

The Clerk briefed members on administration work undertaken.
- BDC advice had been received that application 20201370 which was commented on at the last meeting was not an application and set up in error
- Money equivalent to the second precept instalment has been moved from the General Reserve to support ongoing expenditure. This will be reimbursed once the instalment is received.
- Year end package had been submitted to the external auditor and confirmation received. Relevant documents had been added to the website in line with compliance with transparency legislation.

29. Finance Matters

Verification of invoices. Signatories confirmed the check and verification to date.
Bank Reconciliation. The Chairman confirmed the reconciliation to statement to 5 August 2020.

Schedule of Receipts & Payments

RESOLVED to accept income and expenditure as follows

Receipts

None received

£

Payments

24/25. Clerk. July salary	448.16
26. NPF. July conts	135.16
27. Norse. June grounds	162.25
28. NPF. Aug conts	135.16
29/30. Clerk. Aug salary	448.16
31. Clerk. July & Aug Contract & admin expenses	150.03

30. Land Transfer at village hall

Land transfer. Land Registry registration still awaited. Noted.

Compound maintenance. Further information had been supplied to Solicitor. This was noted.

Play Area Working Party.

(i) Matters pertinent to planning permission. The response from BDC officer was considered. Clarification was to be sought in respect of the reference to
(a) funding of amenities being the responsibility of the village hall trust and how this stands now that the PC is in ownership of a parcel of the land identified as an area of the said amenities.

(b) the PC being the owner in perpetuity of the Village Hall

(ii) Working Party letter for revised project.

It was with agreement a scaled down scheme would be better than no scheme and the group would need to formulate documentation in line with BDC Planning Officer advice for agreement at the next meeting. Mrs McKenzie to inform the group.

31. Correspondence

Norwich Western Link.

(a) Mr Bailey informed he had not attended meetings.

(b) NCC Consultation. It was with agreement to respond in favour of

- A footpath from A1067 to the Dinosaur Park
- Removal of HGV status on B1535
- A pedestrian crossing near the bridge.

It was with agreement Mr Bailey takes this forward.

Data Protection. Information Audit, Privacy Statement & GDPR Policy

RESOLVED to adopt as presented.

Document Retention Policy.

The draft document had not been fully received. Agreed to defer to the next meeting.

Risk Assessment & Management document.

RESOLVED to adopt as presented.

NCC Parish Partnership Scheme 2021/2022. It was with agreement not to bid.

BDC Licensing Policy Review. Noted

Contribution to Clerk membership SLCC.

RESOLVED to contribute £53.68.

Contractual changes effective from 1 April 2020. Noted.

32. Planning

Planning Applications.

20201462 – 2 Lake View Close, Gt Witchingham

First floor extension

RESOLVED no objections

33. Exchange of Information

The clerk informed that the Village hall notice board lock is defective again. The budget caters for the notice board at the bus stop to be replaced however the surrounding vegetation obscures and interferes with access and suggests thought is given to a robust replacement board at the village hall. This was accepted and costs will be provided for the next meeting.

34. Next meeting

The next meeting would be held in
The Village Hall, on Thursday 12 November 2020 at 7pm.

The Chairman gave thanks for attendance and closed the meeting at 8.53pm

DRAFT