

# GREAT WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of Great Witchingham Parish Council held at  
Great Witchingham Village Hall on Thursday 11 November 2021 at 7pm.

## Present

Mrs Jo McKenzie-English – Chairman

Mr Dean Bailey

Mrs Pauline Brown

Mrs Tracey Buckenham

Mr Ray Gribble

Mrs Bridget Wright

## In Attendance

Mr Greg Peck – Norfolk County Councillor – Reepham Division

Mr Peter Bulman – Broadland District Councillor – Gt Witchingham Ward

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer

5 Members of the Public

The Chairman opened the meeting and welcomed those present.

### 52. Apologies for Absence

All members in attendance.

### 53. Co-option for Parish Councillor

No applications received.

### 54. 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.

### 55. Minutes of the meeting held on 9 September 2021

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

### 56. Information arising from the minutes

- Village Gateway Scheme. No response had been received from the Officer at NCC and Mr Peck had been asked to pursue the lack of reply.

Mr Peck informed a reply had been promised today. It was with agreement a copy to be sent to all members in lieu of and for consideration at the next meeting. **Action PK**



- Meeting with BDC Tree Officer 22 September regarding 1 Million Trees for Norfolk initiative. The Chairman was unable to make this meeting and had not yet rearranged. This will be taken forward. **Action JM-E**

Mr Peck informed as part of a county councillor supported scheme free tree packs are available for parish councils or community groups and subject to following the required criteria he can support schemes and allocate tree packs. Any bid by the parish council would need to be with him as soon as possible.

- Vehicle data on A1067. Mr Bailey informed he had not received any data from the police and was asked to chase for the next meeting. **Action DB**
- Calor Gas contact regarding lack of maintenance to access track & compound. Mrs Buckenham informed contact had been made but no response had yet been received however this was still in the reply deadline. If nothing heard she will chase. **Action TB**

- Meeting with respective parties to address obligations regarding provision for play. The Chairman had not moved this forward and informed the only meeting held was in respect of the Go Fund Me matter. **Action J-ME**

At this point Mrs Buckenham raised the matter of the coalition of parish councils which are calling for developers of windfarm projects to build an Offshore Ring Main and queried if the parish council had joined the coalition. As it was confirmed the council had not it was questioned if this should be considered and it was with agreement to join. The Clerk to contact Oulton PC to request inclusion. **Action PK**

#### 57. Public Participation

Representations were made regarding

- grass cutting support at the church. Mrs Acloque, GW PCC requested financial assistance is considered and included in the council's forthcoming budget. The current seasons cost is around £1500 and half of this would be appreciated. If this was not possible she would like to know why this is not possible.

The Chairman confirmed this would be taken forward.

Mr Gribble suggested the church move forward with an environmental approach.

Mrs Acloque informed that following the joint meeting held on site earlier in the year to address avenues of help the PCC was still awaiting the promised environmental plan.

- cars parking on the junction near the old post office shop. The meeting was advised to contact the local police beat manager. Mrs Wright to take this forward.

**Action BW**

#### 58. Parish Crime Matters

No matters raised.

#### 59. Reports from County & District Councillors

Mr Peck gave a verbal report. A cabinet meeting regarding environmental issues is available on YouTube. Commitment by NCC to be carbon neutral by 2030.

The forthcoming budget has been discussed. The public consultation has been deferred to possibly January. Consultation will only be relative to a 3% increase.



Mr Bulman gave a verbal report. He had pursued the matter of lights in Hubbards Loke and confirmed these are now the responsibility of NCC and as such are listed on its inventory.

Issues in Common Lane again brought to his attention and these have been pursued with BDC. He requested to be informed of all matters of concern and he would take these forward.

Roarr development proposals. Has been speaking to adjoining parish councils and a footpath to the establishment is being pursued.

## 60. Reports in respect of non agenda items

The Clerk briefed members on administration work undertaken.

- Referred the matter of street lights in Hubbards Loke not working to Mr Bulman following parishioner contact. No repair had taken place as they were not listed on either BDC or NCC inventory.

## 61. Finance Matters

**1. Verification of invoices.** Signatories confirmed the check and verification to date.

**2. Bank Reconciliation.** The Chairman confirmed the reconciliation to statement to 5 October 2021.

### **3. Schedule of Receipts & Payments**

**RESOLVED** to accept income and expenditure as follows

#### **Receipts**

	£
11. Barclays Interest Reserve A/C	0.12
12. Barclays Interest Fund A/C	0.28
13. BDC. Repayment of balance Parish Deposit Scheme	80.08
14. BDC. Precept 2 <sup>nd</sup> instalment	5924.50

#### **Payments**

34. Roadware. Litter bin	159.54
35. NPF. Sept conts	147.57
36/37. Clerk. Sept salary	480.88
38. Norse. Sept grounds - Rec land incl play area	170.36
39. GWH. CCTV provision (from held CIL)	1709.99
40. GWH. July PC meeting room hire	22.00
41. GWH. Sept PC meeting room hire	22.00
42/43. Clerk. Oct salary	480.13
44. NPF. Oct conts	147.34
45. Clerk. Sept & Oct Contract & admin expenses	126.07
46. Norse. Oct grounds - Rec land incl play area	170.36

The clerk informed that the invoice for the Remembrance Wreath had now been received. Members noted this and agreed to make payment. The chairman stated she would be laying the wreath at the service.

The chairman informed she had taken delivery of and holds the litter bin. She will make arrangements for installation.

### **4. Budget Monitoring Statement April – September 2021.**

**RESOLVED** to accept.

## 62. Recreational Land including play area at Village Hall site.

**1. Play Area Working Party.** Written report received. It was



**RESOLVED** to place the order for phase two equipment with Action Play & Leisure at a cost of £14044.00 upon receipt of the donation of £8000.00 from the Go Fund Me cause. The comments regarding the sign and benches were noted. Mrs Buckenham offered to assist with the sign design once all information to be included is ascertained and agreed.

**63. Correspondence**

**1. NWL LLG & H/E A47 dualling scheme meeting 29 September.** Mr Gribble advised the meeting was informed there would be no impact on the village and therefore no traffic mitigation measures proposed. He suggests council pursue a meeting with highways to address. It was with agreement Mr Bailey to take this forward. **Action DB**

**2. NCC Parish Partnership Scheme (PPS) 22/23.** It was **RESOLVED** to confirm there would be no bid for 22/23.

The Chairman to address improvements to land adjacent to A1067 with Cllr Peck in conjunction with his member budget.

**3. CEE Bill.** Deferred to next meeting.

**4. Defence Employer Recognition Scheme.**

**RESOLVED** to apply for a Bronze Award.

**5. BDC review and consultation - Hackney Carriage & Private Hire Vehicle Policy & Conditions.**

**RESOLVED** to ratify no representations.

**6. BDC review and consultation - Gambling Policy.**

**RESOLVED** to ratify no representations.

**7. SAM sign responsibility.** The Chairman stated the council must adhere to moving the signs and considers a rota is appropriate for the task to be undertaken by members.

Mr Bailey informed one sign is faulty and is not used – this sign does not collect data. The other sign is in use but the battery appears to be defective and as a result the batteries and charger are currently held with Mrs Wright.

It was with agreement Mr Bailey to ascertain costs for

- sign repair
- replacement batteries
- brackets for locations where not currently provided

**Action DB**

**8. Memorial bench.** A communication had been received to place a bench in the village at the writers cost. It was with agreement to accept the request and an ideal location was considered to be on the land which leads down to the river near to The Bridge PH. However the view of the river is not visible due to overgrown scrub and the Chairman suggested an approach is given consideration in the New Year to establishing a working party to undertake the clearance.

**9. Standing Orders.**

**RESOLVED** to accept as presented.

**10. Document Retention Policy.**

**RESOLVED** to accept as presented.

**11. Risk Assessment & checklist for volunteer litter picks.** The Chairman informed she had been unable to prepare the risk assessment for this meeting. Deferred to next meeting.

**12. Financial support for Village Defibrillator.** It was agreed in principle to contribute and the need was to know the indicative cost to the Council.

The meeting was informed that BHF funds half of costs providing the application is from a charity.



**64. Planning**

**1. Planning Applications.**

**20211696 – 70 Fakenham Road Gt Witchingham.**

To build a kitchen extension and conservatory on rear of building and a window in existing bedroom 1 on side elevation

**RESOLVED** no objection

**65. Exchange of Information**

The Memorial Plaque made for each Council honouring the community efforts during the pandemic could either be delivered or presented. Council preferred to receive at the next meeting.

**66. Next meeting**

The next meeting would be held in **Great Witchingham Village Hall** on **Thursday 13 January 2022 at 7pm.**

**The Chairman gave thanks for attendance and closed the meeting at 8.37pm**