

# GREAT WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of Great Witchingham Parish Council held on  
Thursday 14 January 2021 at 7pm.

The meeting was held online via Zoom under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

## Present

Mrs Jo McKenzie – Chairman

Mr Dean Bailey

Mrs Tracey Buckenham

Mr Ray Gribble

Mrs Bridget Wright

## In Attendance

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer  
No other attendees

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. He further informed of the resignation received from Mrs Sanders.

## **52. Election of Chairman**

Mrs Jo McKenzie was nominated and there being no further nominations it was **RESOLVED** Mrs McKenzie be appointed and holds the position of Chairman of the Council for the remaining term.

Mrs McKenzie would sign the Declaration of Acceptance of Office at the earliest opportunity and thanked members for her appointment.

## **53. Election of Vice Chairman**

This item was not applicable.

## **54. Apologies for Absence**

Mrs Pauline Brown - apologies received.  
All other members in attendance.

## **55. 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.

Mr Ray Gribble – planning application 20202317

Non pecuniary interest – neighbour to application

No further declarations.

No requests for dispensations.

## **56. Minutes of the meeting held on 17 December 2020**

The minutes, having previously been circulated, were approved and will be signed by the Chairman as a true record at the next face to face council meeting.



**57. Information arising from the minutes**

- Traffic calming & Gateway Scheme. This had not moved forward. It was with agreement the clerk contacts Mr Peck regarding lining and for re-locating of the gateways from the city approach to within the 30mph zone and a speed limit sign included. **Action PK**
- Alleyway linking A1067 & Heath Close. Mr Bailey advised nothing had been heard since the last meeting. It was with agreement the clerk contacts Mr Bulman who had contacted NCC requesting response. **Action PK**
- SAM signs – agenda item.

**58. Public Participation**

No attendees.

**59. Parish Crime Matters**

No matters raised.

**60. Reports from County & District Councillors**

Mr Peck. Apologies received. No report received.

Mr Bulman. Apologies received. No report received.

Communication from Mr Peck advised of PC meetings clashing with full council meetings at BDC. This was noted and it was with agreement to consider at the next meeting a change to the normal Thursday meeting date subject to venue availability.

**61. Reports in respect of non agenda items**

The Clerk briefed members on administration work undertaken.

**62. 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 January 2021.

**3. Schedule of Receipts & Payments**

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

**Receipts**

	£
11. Barclays Interest Reserve A/C	0.11
12. Barclays Interest Fund A/C	0.58

**Payments**

48. Ladywell Accountancy. PAYE 20/21*	60.00
49/50. Clerk. Dec salary*	460.28
51. NPF. Dec conts*	138.82
52. Clerk. Nov & Dec Contract & admin expenses*	134.45
53. BDC. Dog bin empty contract 20/21*	187.20
54. St Mary's PCC. Church grounds contrib 2020 season*	700.00



**4. Draft budget & estimated precept 2021/2022.** The Clerk reiterated the warning given with the draft document of only just meeting obligations and of finances being inadequate. She further pointed out the tax base is an estimate only at this stage and confirmation is awaited. Much discussion took place and it was with agreement to remove the allocation for the churchyard grounds contribution. In consideration of the Council reserves it was **RESOLVED** to

- accept the budget figures supplied with the above amendment
- agree a 7.27% increase in precept. This is a 9.10% increase on last years Band D based on the estimated Tax Base for 2021/2022 of 235 properties
- authorise the Clerk to submit the requirement to Broadland District Council of £11849 for 2021/2022.

**63. Land (Transfer) at village hall**

**1. Compound maintenance.** Solicitor response and content of letter 22 December 2020 noted. I was considered to be an incomplete process however the need was to avoid further legal costs. It was with agreement that Mrs Buckenham to pursue further.

**Action TB**

**2. Play Area.**

(i) Matters pertinent to planning permission - clarification of comments from BDC planning officer regarding 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.

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

The clerk informed both matters are with Nplaw for clarification and reminders are sent.

(iii) Working Party letter.

The design and revised costs referred to in the letter had not been received by the group. It was with agreement this matter is deferred and to be considered by an additional meeting to deal with this matter only and to take place as soon as information is received.

**64. Correspondence**

**1. Risk Assessment for SAM sign deployment.** Mr Bailey informed the document is now being sent to the clerk. This will therefore be a matter for the next meeting.

**2. Appointment of Internal Auditor 2020/2021.**

**RESOLVED** to continue with previous years provider and seek appointment of Clare Morton.

**65. Planning**

Planning Applications.

**20202317 – Woodview 81 Fakenham Road**

Sub division of plot and erection of 2 detached dwellings with garaging & new vehicular access

**RESOLVED** no objections. Mr Gribble did not vote.

**20202277 – 59 Fakenham Road.**

Erection of two storey front extension, first floor side extension & single storey rear extension.

**RESOLVED** no objections.



**66. Exchange of Information**

Mr Gribble informed arrangement of village litter picks normally commences at this time however due to the pandemic this will be given consideration in November.

**67. Next meeting**

The next meeting would be held remotely via Zoom on  
**Tuesday 9 March 2021 commencing at 7pm.**

**The Chairman gave thanks for attendance and closed the meeting at 8.10pm**