

# GREAT WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of Great Withingham Parish Council held at  
Great Withingham Village Hall on Thursday 17 December 2020 at 7pm.

## Present

Mr Dean Bailey – Chairman

Mrs Tracey Buckenham

Mrs Pauline Brown

Mr Ray Gribble

Mrs Bridget Wright

## In Attendance

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer  
2 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.**

### **35. 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.

### **36. Election of Vice Chairman**

This item was not applicable.

### **37. Apologies for Absence**

Mrs Jo McKenzie & Mrs Sandra Sanders - apologies received.

All other members in attendance.

### **38. Co-option for Parish Councillor**

One application had been received and the applicant was invited to address the meeting.

On the proposal of Mr Bailey, seconded by Mr Gribble it was

**RESOLVED** to co-opt Mrs Tracey Buckenham to the position of Parish Councillor who subsequently signed the Declaration of Acceptance of Office.

### **39. 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.

**40. Minutes of the meeting held on 10 September 2020**

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

**41. Information arising from the minutes**

- Traffic calming & Gateway Scheme. Mr Bailey informed the outstanding matter is now in respect of lining as the gateways have been installed at each end of the village since the last meeting. He advised the lining has been promised. However only the gateway at the Sparham end of the village includes a 30mph sign. The gateways from the city approach are placed within the 40mph zone and as such it was preferable that these should be moved to within the 30mph zone and a speed limit sign included.  
Mr Bailey will continue to pursue. **Action DB**
- Alleyway linking A1067 & Heath Close. Mr Bulman had contacted NCC highways following the last meeting however to date no response had been received. **Action DB**
- SAM signs – agenda item.

**42. Public Participation**

Representations were made in respect of  
- Common Lane and issues regarding the unmade-up road - the surface of which is deteriorating due to the number of vehicles which regularly access premises in the lane. The lane is not adopted and it is assumed responsibility lies with landowners. The Chairman confirmed the matter was known to the council and albeit the concern was supported the matter is not the responsibility of the parish council. Residents were encouraged to pursue with District Councillor Bulman. The Chairman gave thanks for attendance and the meeting was reconvened.

**43. Parish Crime Matters**

No matters raised.

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

Mr Peck. Apologies received. No report received. The Clerk advised no response had been received regarding 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 and suggested members make contact if matters were still relevant.

Mr Bulman. Apologies received. No report received.

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

The Clerk briefed members on administration work undertaken.

- The second precept instalment has been received as noted in the schedule of receipts & payments and therefore the General Reserve has now been reimbursed.

**46. Finance Matters**

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

to 4 December 2020.

### Schedule of Receipts & Payments

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

|   | £       |
|---|---------|
| <b>Receipts</b>                                 |         |
| 6. BDC. Precept. 2 <sup>nd</sup> instalment     | 5523.00 |
| 7. HMRC. VAT claim 1/7/18 – 31/3/19             | 790.56  |
| 8. Barclays. Interest Reserves A/c              | 2.35    |
| 9. Barclays. Interest Fund A/c                  | 1.85    |
| 10. BDC. CIL April 20- Sept 20                  | 1050.00 |
| <b>Payments</b>                                 |         |
| 32. Norse. August grounds                       | 162.25  |
| 33/34. Clerk. Sept salary                       | 626.39  |
| 35. NPF. Sept conts                             | 190.24  |
| 36. SLCC. Membership Contribution 20/21         | 53.68   |
| 37. NPF. Oct conts                              | 138.82  |
| 38/39. Clerk. Oct salary                        | 463.28  |
| 40. Clerk. Sept & Oct Contract & admin expenses | 111.21  |
| 41. RBL (Janet Houlston). Remembrance wreath    | 18.00   |
| 42/43. Clerk. Nov salary                        | 461.68  |
| 44. NPF. Nov conts                              | 138.82  |
| 45. Norse. Sept grounds                         | 162.25  |
| 46. Norse. Oct grounds                          | 162.25  |
| 47. Norse. Nov grounds                          | 162.25  |

### Budget monitoring statement April – September 2020.

**RESOLVED** to accept

#### 47. Land Transfer at village hall

**Land transfer.** Land Registry registration still awaited. Noted.

**Compound maintenance.** Solicitor response and content of letter 10 November 2020 and subsequent communications noted. Response in respect of frequency of maintenance visits now awaited. Clerk to pursue.

#### **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.

The Clerk informed that following a further response from the planning officer which indicated it is likely that obligations of play provision had been inherited with the land transfer unless waivers or exemptions applies has been referred to Nplaw for advice.

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

The clerk informed the matter is with Nplaw for clarification.

(iii) Working Party revised project.

The clerk informed that a communication had recently been received from the group albeit this had not been given full attention it did not appear to provide the requirements of a comparison between the approved masterplan and the revised scheme together with written justification for the proposed changes as required by BDC planning in order to seek an informal view as to the likelihood of getting a variation to the current application approved. It was with agreement the communication received is sent to members for comment.

**48. Correspondence**

**Norwich Western Link.**

Mr Bailey informed he had not attended meetings. It was with agreement to appoint Mr Gribble as a substitute member of the LLG. Clerk to provide the LLG with contact details.

**Risk Assessment for SAM sign deployment.** Mr Bailey informed the document will be provided for approval at the next meeting.

**Document Retention Policy.**

**RESOLVED** to approve as presented.

**St Mary's Church Grass cutting contribution**

**RESOLVED** to contribute £700.

**CIL allocation.**

**RESOLVED** the recent amount of £1050.00 to be allocated to the Play area project.

**Notice Board for Village Hall external wall**

The style of the board presented was accepted and subject to the village hall approval it was

**RESOLVED** to hold the current budget provision of £150 and provide additional budget provision within next years budget for balance of cost for installation next financial year.

**Financial Regulations.**

**RESOLVED** to approve as presented.

**BDC Overview & Scrutiny Committee request.** Noted

**49. Planning**

Planning Applications.

**None received.**

**50. Exchange of Information**

The clerk informed that Seasons Greetings had been received from Jerome Mayhew MP which included a request for an invite to a PC meeting and suggested a response is sent advising him no invite is required to the public meetings.

**51. Next meeting**

The next meeting would be held in

**The Village Hall, on Thursday 14 January 2021 at 7pm.**

**The Chairman gave thanks for attendance and closed the meeting at 8.30pm**