

## Minutes of the meeting of Great Witchingham Parish Council held at Great Witchingham Village Hall on Thursday 8 July 2021 at 7pm.

### Present

Mrs Tracey Buckenham – Chairman

Mr Dean Bailey

Mrs Pauline Brown

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

The Vice-Chairman opened the meeting and welcomed those present.

The meeting was advised the Declaration of Office for the Chairman of the Council had been signed.

### 21. Apologies for Absence

Mrs Jo McKenzie-English - apologies received & accepted  
All other members in attendance.

### 22. Co-option for Parish Councillor

No applications received.

### 23. 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.

### 24. Minutes of the meeting held on 4 May 2021

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

### 25. Information arising from the minutes

- Village Gateway Scheme.  
Gateways. No direct contact from NCC had been received. Mr Peck had been informed. Mr Peck requested an official request indicating where the council would ideally like the gateways positioned. **Action PK**
- Recreational Land – land transfer currently with land registry. Noted. **Action PK**
- 1 Million Trees for Norfolk initiative. Agenda item



**26. Public Participation**

No attendees

**27. Parish Crime Matters**

No matters raised.

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

Mr Peck gave a verbal report. He advised since the elections county has approved the agreement to apply to central government for the NWL financing. A contractor has been selected and if all on target the aim is for completion in 2025.

Mr Bulman gave a verbal report. He confirmed his member ward grant of £500 for the play area project.

He had visited Roarr regarding the proposed development and if and when an application is received he will pursue mitigation measures for traffic movements. He noted the parish councils ongoing concerns regarding no footpath from the A1067 to the park entrance. He would take forward the matter raised regarding lack of response to planning application requests for response time extension.

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

The Clerk briefed members on administration work undertaken.

- 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.
- The play equipment had been paid with the VAT amount being paid from the Reserve account. Once the VAT claim is received the account will be reimbursed.
- It would appear a duplicate transaction of the member ward grant had been received and this is being queried as noted on the bank reconciliation

Mr Bailey raised the matter of measuring traffic movement through the village and the concern regarding speeding and volume. Mr Peck advised that mitigation is based on accidents and deaths in the area and a request for measuring may not happen just because it is wanted. He advised this is a police responsibility and suggested a request is made to the local Beat Manager for data on the stretch of road. Mr Bailey to take this forward.

**Action DB**

**30. 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 8 July 2021.

**3. Schedule of Receipts & Payments**

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

**Receipts**

	£
2. BDC. Precept -1 <sup>st</sup> instalment	5924.50
3. BDC. CIL Oct 20 - March 21	2462.35
4. Geoffrey Watling Charity. Grant for play area equip	3000.00
5. Barclays Interest Reserve A/C	0.17

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Approved.....

Date..... 11/9/21



6.	Barclays Interest Fund A/C	0.68
7.	BDC. Member Ward grant for play area	500.00
<b>Payments</b>		
3/4.	Clerk. April salary	460.28
5.	NPF. April conts	141.25
6.	Clerk. April Contract & admin expenses	92.47
7.	Norse. April play area grounds	170.36
8.	Mr T King. Land near the bridge cuts	50.00
9.	Kompan. Supernova – play area	4469.76
10.	NPF. May conts	153.48
11.	NfikALC. 21/22 subs	152.64
12.	NCC Nplaw. Calor compound concerns	294.00
13/14.	Clerk. May salary	500.11
15.	Norse. May play area grounds	170.36
16.	Zurich. 21/22 insurance (ex play equip)	354.46
17.	APL. Phase 1 play equip	29324.72
18.	Zurich. Ins play equipment	153.23
19/20.	Clerk. June salary	481.54
21.	NPF. June conts	147.78
22.	Clerk. May & June Contract & admin expenses	120.52

#### 4. Budget Monitoring Statement April – June 2021.

**RESOLVED** to accept

### 31. Land (Transfer) at village hall

#### 1. Matters pertinent to planning permission

(i) 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 a response had now been received from Nplaw and was yet to receive attention. It was with agreement a copy to be sent to all members. **Action PK**

#### 2. Play Area Working Party.

Written report received. This was noted.

In respect of the next step proposals it was with agreement to pursue

- A sign - with consideration to be given to naming the park via a competition in the new school year inviting local school children to take part and this to coincide with the opening event. Working party to be informed.
- Benches - location needed to be known however 3 costs were needed all to include fixing onto a concrete pad. Working party to be informed.
- Litter bin – this would be subject to costs for emptying. The clerk to ask BDC for costs in the first instance. **Action PK**

### 32. Correspondence

1. **Risk Assessment for Face to Face meetings – Covid 19.** A risk assessment had been agreed pre meeting.

**RESOLVED** to ratify.

#### 2. Armed Forces Covenant.

- Armed Forces Champion. No volunteer at this time.



- Approach for honouring commitments pledged. The Covenant will be placed on the website and the pledges addressed as need.

### **3. CIL allocation.**

**RESOLVED** the recent amount of £2462.35 to be allocated to the Play area project.

**4. H/E A47 dualling scheme & NWL LLG meeting 1 June.** No attendance. Mr Gribble had recently attended a meeting with regards to ecology and informed both schemes are going ahead subject to any legal challenges.

### **5. Notice board Village Hall external wall.**

The current board had not been defective for a few months and it was with agreement not to pursue replacement at this stage. Money allocated in the current budget to be held to address if need.

As previously identified the board on the bus stop to be removed. Mrs Wright to take this forward. **Action BW**

### **6. Asset Register.**

**RESOLVED** to agree subject to inclusion of the assets on the land adjacent to the bridge.

### **7. Allocated 1 Million Trees for Norfolk initiative**

Mr Gribble had not moved this forward and suggested an article in the parish magazine asking landowners to come forward with potential sites. All in agreement. **Action RG**

It was further agreed to request the BDC Tree Warden attends a meeting to address the topic further. Clerk to request via Mr Bulman. **Action PK**

### **8. Play Area Equipment Maintenance & Inspections.**

**RESOLVED**

- Weekly visual - to be undertaken by the working group
- 4-6 weekly operational – to be undertaken by PC members on a rota basis
- Annual Inspection – to be undertaken by an accredited body such as RoSPA.

## **33. Planning**

### **1. Planning Applications.**

#### **20210941 – Clay Hall Farm Heath Lane Gt Witchingham**

Retention of part of building previously to be removed as part of planning permission 20090851. Erection of water services building. Erection of electrical services building.

#### **20210912 - River Barn Hall Road Great Witchingham.**

Erection of single storey extension to north elevation to provide additional living space

**RESOLVED** to ratify no objections.

#### **20210952 – 17 Norwich Road. Gt Witchingham**

Extension to the rear of the property

#### **20210925 - 1 Heath Close Great Witchingham**

Attached double garage plus new access driveway & dropped kerb

#### **20211089 - River Barn Hall Road Great Witchingham**

Erection of single storey extension to north elevation to provide additional living space (Listed Building)

**RESOLVED** no objections

### **2. Sheringham Shoal Extension Project and Dudgeon Extension Project.**

**RESOLVED** to ratify no representations

### **3. South Norfolk Village Clusters Housing Allocations Plan. Noted**



**34. Exchange of Information**

Mr Gribble informed a Volunteer Group Litter Pick led by Mrs Gribble is to be arranged for 13 November and he would be asking for council to support.

**35. Next meeting**

The next meeting would be held in **Great Witchingham Village Hall** on **Thursday 9 September 2021 at 7pm.**

**The Chairman gave thanks for attendance and closed the meeting at 9.06pm**