

# GREAT WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of Great Witchingham Parish Council held on  
Tuesday 9 March 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 Tracey Buckenham – Chairman

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

4 representatives of GW PCC

1 Member of the public

Due to the absence of the Chairman & Vice Chairman of the Council Mrs Wright opened the meeting welcomed those present and invited nominations for Chairman of the meeting.

## **72. Election of Chairman**

Mrs Buckenham was nominated and there being no further nominations it was  
**RESOLVED** Mrs Tracey Buckenham be appointed as Chairman of the meeting.

Mrs Buckenham explained that an additional item would be included in the meeting. This was for a decision on appointment from 1 April 2021 of a payroll provider and would be agenda item 11.7. Agreed

## **73. Apologies for Absence**

Mrs Pauline Brown, Mrs Jo McKenzie & Mr Dean Bailey - apologies received.  
All other members in attendance.

## **74. 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.

Mrs Tracey Buckenham – planning application 20210267

Disclosable Pecuniary Interest – applicant

No further declarations.

No requests for dispensations.

## **75. Minutes of the meeting held on 14 January 2021 & 4 February 2021**

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.



**76. Information arising from the minutes**

- **Traffic calming & Gateway Scheme.**  
Traffic calming. The clerk explained the scheme's central ladder marking was not intended due to the width of the carriageway and turning provision. NCC has however subsequently agreed to reinstate the single central white line. There is a scheme to re-surface a length of carriageway at the bridge and the lining re-instatement will be completed following this. Notification has now been received that this re-surfacing is intended over the weekends of 17/18 & 24/25 April and will be subject to road closure. Gateways. Contact had been made with Mr Greg Peck however no response had been received. Mr Peck requested re-contact. Clerk to deal. **Action PK**
- **Alleyway linking A1067 & Heath Close.** The clerk informed NCC had advised the path has never been adopted and there are no plans for it to be. She further explained this refers to the part from A1067 to the turning point into Heath Close. The part from the turning point to Heath Lane known as Heath Close is adopted. It was agreed the matter for consideration of the council taking ownership to be an agenda item for the next meeting.
- **SAM signs – agenda item.**
- **Recreational Land – land transfer currently with land registry. Noted. Action PK**
- **Calor Gas Compound maintenance.** Mrs Buckenham briefed on confirmation of Calor Gas 2021 maintenance schedule which had been previously supplied to members. She requested assistance with monitoring and would report any failings to Calor as need.

**77. Public Participation**

Representations were made from members of GW PCC regarding the Council's decision not to include provision for a contribution to support the church grounds maintenance in the 21/22 budget and of incorrect information received at that meeting. Without the support the PCC would be unable to deliver the same level of cutting as in previous years. It was considered the church and its grounds is an asset to the parish and is frequently visited by those who live in the parish or who indeed visit. The funding received from GWFAC is restricted by deed for use for the fabric of the church only  
The Chairman gave thanks for attendance and the meeting was reconvened.  
Agenda item 11.3 would be taken after agenda item 6.

**78. Parish Crime Matters**

No matters raised.

**79. Correspondence (part)**

**Letter from GW PCC.** Much discussion took place. The clerk advised that not including provision for support was removing an intention to support. However just because an item is included in the budget is not a guarantee that the item will receive support. There is no delegated authority in place and so all such provisions are presented to council with evidence to make an informed decision. Non inclusion does not remove a third party from applying for support and an application would receive attention as appropriate. It was noted that the information received at the last meeting in respect of income from GWFAC was incomplete.



It was with agreement any approach for support would be a matter for attention at the time and furthermore in line with budget setting requirements any case presented at budget setting time would form part of the budget and precept decision making process.

## 80. Reports from County & District Councillors

Mr Peck gave a verbal report. The County Councillor Member budget to spend on highways projects such as road calming projects village gateways Speed Messaging Signs has been increased to £10,000 and applies after May 2021. This can be stand alone or to cover the PC's share of a Parish Partnership Scheme.

Mr Bulman gave a verbal report. The GNLP consultation has been extended to 22 March. Ward Member Grant bids are now being taken for support of projects in the next financial year.

## 81. Reports in respect of non agenda items

The Clerk briefed members on administration work undertaken.

- £1000 has been moved from the General Reserve to support ongoing expenditure to year end. Any balance will be reimbursed following year end and precept receipt.
- the internal auditor had confirmed her services for the 20/21 year end requirements at a continued cost of £25.
- Norse has advised the grounds maintenance contract is subject to a 5% increase in charges. The budget provision is adequate for this however this is based on the current contract schedule which may be subject to variation once play equipment is installed.

## 82. 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 February 2021.

3. **Schedule of Receipts & Payments**

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

Receipts		£
13.	N/A	
Payments		
55/56.	Clerk. Jan salary	460.28
57.	NPF. Jan conts	138.02
58/59.	Clerk. Feb salary	460.28
60.	NPF. Feb conts	138.02
61.	Clerk. Jan & Feb Contract & admin expenses*	149.86

## 83. 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 both matters are still with Nplaw and despite reminders no response has been received. It was with agreement that Mr Greg Peck to address with Nplaw.



## **2. Play Area Working Party.**

Written report received. This was noted.

Mrs Wright would remind GWFAC following the request for the match funding.

Mr Bulman would remind BDC.

## **84. Correspondence**

**1. Risk Assessment for SAM sign deployment.** The clerk informed that communication had taken place with the Council Chairman who had points to raise. In her absence and the absence of Mr Bailey it was agreed to defer to the next meeting.

**2. Meeting day.** Current information from GWWH was that there was no other availability. It was with agreement to revisit once face to face meetings resume.

**3. Letter from GW PCC.** Dealt

**4. NWL LLG meetings.** Mr Gribble briefed on the meetings. Junction assessments have yet to be fully explored in respect of the Wood Lane route and level of traffic going through Lenwade and Porters Road junction.

**5. Dog fouling concern.** Mrs Wright advised the matter was placed on social media and in Wensum Diary and it would appear to have had an effect. This was noted.

**6. Annual Parish Meeting 2021.** It was with agreement the clerk to contact the Chairman of the Council to take this forward.

**7. Payroll provision from April 2021.** The indicative costs for client set up and annual provision were considered.

**RESOLVED** to appoint Karen Eason Certified Accountant Limited from 1 April 2021.

## **85. Planning**

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

#### **20210267 – Stillwater Farm Rabbit Lane**

Removal or variation of Condition 4 following grant of planning permission 20201051 – use and occupation

The DPI from Mrs Buckenham and her requirement to leave the meeting resulted in the meeting becoming inquorate and therefore this business was not transacted.

**2. Greater Norwich Local Plan Regulation 19 Publication.**

**RESOLVED** no representations.

## **86. Exchange of Information**

None.

## **87. Next meeting**

The next meeting would be held remotely via Zoom on  
**Tuesday 4 May 2021 commencing at 7pm.**

**The Chairman gave thanks for attendance and closed the meeting at 9.02pm**