

# GREAT WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of Great Witchingham Parish Council held at  
Great Witchingham Village Hall on Thursday 9 September 2021 at 7pm.

## Present

Mrs Jo McKenzie-English – Chairman

Mrs Tracey Buckenham

Mr Ray Gribble

Mrs Bridget Wright

## In Attendance

Mr Peter Bulman – Broadland District Councillor – Gt Witchingham Ward

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

2 Members of the Public (from 7.35pm)

The Chairman opened the meeting and welcomed those present. The meeting was informed that planning application 20211586 would be considered at agenda item 13.1. Noted.

### 36. Apologies for Absence

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

### 37. Co-option for Parish Councillor

No applications received.

### 38. 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.

### 39. Minutes of the meeting held on 8 July 2021

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

### 40. Information arising from the minutes

- Village Gateway Scheme. NCC have informed gateway moving would be at the PC expense however only one gateway could be re-located within the 30mph zone due to lack of space on the offside verge. The clerk encouraged the cost to be challenged due to no consultation taking place with this part of the scheme should council be minded to go ahead with moving.  
Much discussion took place with the agreement to ascertain what was in the scheme for the specification of the gates as those located on the Norwich side of the village are



smaller than those at the Sparham end and has the PC received what was paid for.

**Action PK**

- Recreational Land – Land Registry completed and Title Documents received. Noted.
  - 1 Million Trees for Norfolk initiative.
    - (i) Magazine article. Mr Gribble had provided members with a draft article and was awaiting response. It was with agreement the article supplied can be placed in Wensum Diary.
    - (ii) BDC Tree Officer meeting. The Chairman was dealing direct with the Officer and has suggested a meeting date of 22 September. Mr Bulman would ensure this receives a response.
- Mrs Buckenham informed she has been involved with this matter at a personal level and it would appear such projects within the initiative are involved and the council would need help possibly by way of a working party.
- It is anticipated the meeting with the officer would clarify.
- Vehicle data on A1067. Mr Bailey had informed he had contacted Reepham SNT and was awaiting a response.

**Action DB**

**41. Public Participation**

No attendees

**42. Parish Crime Matters**

No matters raised.

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

Mr Peck. Apologies given. No report received.

Mr Bulman had nothing to report. He clarified internal issues regarding the BDC accommodation review consultation.

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

The Clerk briefed members on administration work undertaken.

- Confirmation of Exempt Status for Year end 2021 had been received from the external auditor.
- Reimbursement of monies in respect of VAT regarding the play equipment had taken place.

**At this point due to members of the public entering the meeting the Chairman returned to Public Participation**

**45. Public Participation**

Representations were made in respect of lack of maintenance to the Calor Gas access track and compound.

Mrs Buckenham provided the enquirer with the scheduled maintenance dates secured and requested she is kept informed. She would however make contact with Calor Gas.

**Action TB**



#### 46. 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 August 2021.

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

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

##### **Receipts**

	£
8. BDC. Member Ward grant for play area (DUPLICATE)	500.00
9. HMRC. VAT claim 1 April 21 – 30 June 2021	6000.53
10. Crowdfunder Ltd. Play area funding	63.97

##### **Payments**

23. Norse. June play area grounds	170.36
24. NPF. July conts	147.78
25/26. Clerk. July salary	481.54
27. BDC. Refund Member Ward duplicate remittance (receipt 8)	500.00
28. Norse. July play area grounds	170.36
29/30. Clerk. August salary	481.07
31. NPF. Aug conts	147.63
32. Norse. Aug play area grounds	170.36
33. Clerk. July & Aug Contract & admin expenses	133.14

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

##### **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 response from Nplaw had been provided to members and it was

##### **RESOLVED**

(i) to move forward with the advice to meet with respective parties to address obligations of which body to provide for play provision and to accept the offer from and delegate to the Chairman to take this forward. **Action JM-E**

(ii) to rely on the supplied Deed of Variation 16 June 2015 in respect of ownership of the village hall being attributed to BDC as the Custodian Trustee and to close this matter.

##### **2. Play Area**

(i) Litter bin. Discussion took place and cost for bin style and emptying addressed. A volunteer had come forward to install and had provided contact details to the Chairman.

**RESOLVED** to install a Swintex Osprey bin at an indicative purchase cost of £132.95

(ii) Working Party Written Report. A report had been received however this had been queried and a reply and revised report had not been received. The content of the original report had indicated not much had happened since the July report due to the summer break. Noted.

#### 48. Correspondence

**1. GVVH request to release funds for CCTV installation.** Amount of held money noted.

**RESOLVED** to release on presentation of invoice.



**2. NCC Parish Partnership Scheme (PPS) 22/23.** Members to consider and address accordingly and to provide the Clerk with requirements in order to seek NCC agreement and costings prior to next meeting.

**3. BDC Accommodation Review.** Input declined & review noted.

**4. Clerk membership renewal SLCC.** The Chairman advised she had discussed this with the Vice Chairman and as there was no money available this would not be paid for by the council. This can be a consideration for next year.

**5. Risk Assessment for Recreational Land & Play Area.** The Chairman advised a risk assessment is in existence for the play area as this was undertaken by Action Play & Leisure. A risk assessment is not needed for anything else.

**6. Risk Assessment for land adjacent to the bridge on A1067**

The Chairman advised this is not required as the area is under utilised and furthermore if the land is not in the PC ownership then there is no need to have a risk assessment.

**7. Volunteer Group Litter Pick 13 November 2021.**

**RESOLVED** to support.

**8. S106 monies applicable to development of Bridge Close.**

**RESOLVED** to allocate the play contribution of £2935.08 to the play area project at the village hall site.

**9. Risk Assessment & Management Document.** The clerk advised the draft document presented needed to reflect the recent instruction from the Chairman that all emails sent on behalf of the PC must be copied to the Chairman and Vice Chairman.

**RESOLVED** to adopt subject to the amendment.

**10. Data Protection. Information Audit, Privacy Statement & GDPR Policy**

**RESOLVED** to adopt as presented.

**11. Transport for Norwich Strategy Consultation.** Mrs Buckenham raised the matter of the parish needing more public transport.

It was with agreement to delegate to Mrs Buckenham to include within and complete the survey.  
**Action TB**

**49. Planning**

**1. Planning Applications.**

**20211543 - Willow Tree Barn Whitwell Street Reepham**

Extension to the existing dwelling, demolish the outbuildings and construct a 1-bed Annexe and replacement Cart Lodge

**20211586 – Milcot 9 Ladys Row Lenwade**

Proposed replacement dwelling

**RESOLVED** no objections

**2. CPRE communication.** GNLP - Public Examination potential legal costs and financial contribution. Noted

**50. Exchange of Information**

None.

**51. Next meeting**

The next meeting would be held in **Great Witchingham Village Hall** on **Thursday 11 November 2021 at 7pm.**

The Chairman gave thanks for attendance and closed the meeting at 8.06pm