

## GREAT WITCHINGHAM PARISH COUNCIL

Draft Minutes of a Meeting held at 7.30 p.m. Gt. Witchingham School on Thursday 28<sup>th</sup> May 2009

Present : Roy Church, Pauline Brown, Stephen Williams, Mark Pead, Tania Spelacy, and Kevin Francis. Ron Cornell in the chair.

Clerk: Peter Dilloway, James Joyce (County Councillor) and 8 members of the public:

(897). Apologies: None.

(898). Election of Chairman and Vice-Chairman. Ron Cornell was not seeking re-election. After some debate, Stephen Williams agreed to accept nomination as Chairman, Kevin Francis stood for re-election as Vice-Chairman. There being no other nominations both were unanimously elected. SW agreed that RC would remain as Chair for the remainder of the meeting and members consented to this.

(899). Minutes of the meeting held 26<sup>th</sup> March 2009 were agreed to be a true record. Proposed Roy Church seconded Kevin Francis and duly signed by the Chairman.

(900). Matters Arising: None

(901). Correspondence:

- (i). Most correspondence had been circulated prior to the meeting.
- (ii). Play equipment brochure ( any subsequent to be passed to TS for the village Hall project)
- (iii). Notification of a planning conference. (to be circulated)

(902). Memorial Hall/Low cost housing scheme.

- (i). BDC cabinet meets in July to consider the land transfer and housing proposals. It is certain that NCC Highways will object to further traffic using the substandard roadway. (The single pavement at the entrance is the stumbling block). The hall trustees could limit the attendance at a function to reduce traffic or require stewards to be provided for functions to arrange parking.
- (ii). The precedent is set for further housing to be built at the site and this would provide further funding towards the village hall. So far it is estimated that the old site and the payback from housing will yield around £350K-£400K with potential for matched funding from other sources.
- (iii). The View of BDC is that it would prefer to transfer the land upon which a new hall would stand to the hall trustees and the remainder to the parish council. This would obviate any funding and maintenance issues later on.
- (iv). A professional survey of the old hall site is required by the Charity Commissioners and the Chris Cate (Chair of Hall Trustees asked if the PC would assist with the cost. Members acknowledged that the Council would assist.
- (v). The Chairman said that he felt that hall trustees has done a good job thus far and hoped that the project would result in success.
- (vi). Preparations for the fundraising fete are going well. John Wilson has kindly agreed to open the fete and many local businesses have made contributions to the day. A marquee is still needed (KF will look into whether he can assist).
- (vii). The Hall Trustees will meet with Broadland Housing Assoc and their architect in June to discuss access and layout. A set of draft plans should be available for display at the fete.
- (viii). The trustees are focussing on use of the hall for performing arts and are hoping to attract a lucrative niche market.

(903). War Memorial.

- (i). English Heritage may have inspected the memorial. If so they have to provide any report. It was suggested that an article be put in the Wensum Diary (WD) stating the memorial stone is to be refurbished and stored. The War Memorials Trust Conservation Officer has been notified. Out of courtesy the British Legion should be informed.
- (ii). The Council will ask Rev. Tillet to document the offer made to PC last year, relating to cost of removal.
- (iii). A roll of honour is to be published in the WD each November.
- (iv). Evidently many primary schools are researching the people whose names appear on their local war memorial. It was asked whether our school was involved. Apparently Rev. Tillet is currently undertaking research on our memorial.

(904). Planning Matters: No applications received. The Chairman made it clear to the public that Clay Hall Farm was not on the agenda for discussion.

(905). Payments/Financial Matters:

- (i). Adoption of 2008/9 accounts & Annual Audit return. The accounts had been circulated to members. Members resolved to adopt the accounts as prepared, for audit. The Clerk and Chairman duly signed the accounts and the Audit Return.
- (ii). Internal audit report. The Internal audit was undertaken by Mrs. Scoffins and there were no matters arising requiring member's attention
- (iii). Annual Governance Statement. The content of the AGS was unanimously agreed to, and the Chair & Clerk duly signed the AGS section of the audit document.

- (iv). Insurance renewal 2009/10. Allianz Insurance plc Cheque no. 100547 £437.28.
- (v). Cheque No. 100548 spoiled and cancelled.
- (vi). Internal audit fees 2008/9. Mrs. S. J. Scoffins Cheque no. 100549 £
- (vii). War memorial/ litter clearance. Payment for March - May. R Cornell. Cheque no. 100550 £74.75.
- (viii). Set Clerk's Salary 2009/10. National scales have yet to be agreed for this year. Salary remains set at Scale SCP 21 (£9.843/hr) Hours remain set at 2 hours per week.
- (ix). Clerk's Salary £255.92 & expenses £55.66 to date. P. Dilloway. Cheque no. 100551 £311.58.
- (x). NALC subscription 2009/10. Norfolk ALC Cheque no. 100552 £121.70.
- (xi). Planning Consultancy fees Oct 2008 to April 2009. M. Haslam Associates Ltd. Cheque no. 100553 £898.80. It was proposed that a letter of thanks be sent to Mike Haslam for his work. It is widely acknowledged that Mike has invoiced only a fraction of the work which he has carried on behalf of the parish.
- (xii). Citizens Advice Bureau – request for donation. Members had previously supported this service and felt that in the present economic climate it was prudent to continue. Resolved to donate £50. Cheque no. 100554 £50.00.  
All payments proposed by Roy Church seconded by K. Francis and approved by unanimous consent.

(906). Any Other Business:

- (i). Heath Close to Fakenham Road Footpath. Several members of the public had attended the meeting to voice their displeasure over the state of the path. Lack of any sort of regular maintenance has turned the path into an assault course which are clearly giving rise to basic health and safety issues. Wherry Housing Association (WHA) have been very negligent in not maintaining the path to an appropriate standard. Several photos were passed to the council and KF offered to take the matter up with WHA. A 6ft fence has also been erected alongside the path. This is believed to be contrary to planning rules. In tandem with a lack of lighting, the fence makes the path even more dangerous for public use at night. The Clerk will also pursue the matter through the County Council.
- (ii). Chris Cate asked if anyone had a map of the parish boundary so that a sponsored walk could be undertaken along the boundary. Roy Church said that there was much of the boundary which was not available for public access and that an alternative should be sought.
- (iii). Gates at the Charity Lakes. It was asked whether it was necessary for the gates to be kept locked at all times. Roy Church responded that there had been so many instances of miscreants causing trouble at all times of the day it was unfortunately necessary to ensure the safety of those using the lakes for legitimate purpose. It was said that many local people may not be able to afford the £5 annual fee in addition to the £10 key deposit. The Trustees are prepared to consider any case where hardship is evident. It was suggested that keys might be distributed to all residents free of charge. The Trustees would not entertain this.
- (iv). David Sayer proposed a vote of thanks to James Joyce (County Councillor) for his support and work on the rendering plant planning saga. Ron Cornell added the council's thanks and reminded those present that a vote of thanks should also go to Simon Woodbridge (District Councillor) who had also played a major part in the saga. Both James and Simon are standing as candidates for election as our County Councillor and the Chairman wished both success.
- (v). Hall Walk. Mrs. Brown asked if the Council would write to the Fishing syndicate asking anglers to refrain from driving too fast along Hall Walk. The Clerk will write.
- (vi). Police Reports. Stephen Williams asked if more detail could be provided against crimes shown on the report. It was doubted whether the Police would be prepared to give more detail but the clerk was asked to make the request.
- (vii). Kevin Francis proposed a vote of thanks to Ron Cornell for his leadership as chairman through what been a most difficult time in parish history. Ron responded and wished Stephen every success as Chairman and offered his support and guidance.

(907). Date and Time of next meeting: 30<sup>th</sup> July 2009 at 7.30pm at Great Witchingham School.

Should An application for alternate use of the CHF building be presented beforehand., a meeting will be called to consider the application.

Meeting closed 9.10pm

**AGENDA**  
**GWPC Meeting – 30<sup>th</sup> July 2009**  
**7.30pm at Great Withingham School**

- (908). Apologies
- (909). Minutes of meeting 28/5/09
- (910). Matters Arising
- (911). Correspondence:
  - (i). All correspondence has been circulated
- (912). Memorial Hall/Low cost housing scheme
- (913). War Memorial
- (914). Payments/Financial Matters)
  - (i). Donation to GW Village Hall - £172.50
  - (ii). Donation to GWPCC – grass Cutting at St. Mary’s Church
  - (iii). Litter clearance/war Memorial maintenance payment £80.50 - R. Cornell
  - (iv). Payment of Clerk’s salary £255.92 & expenses to date.
- (915). Planning Matters:
  - (i). Amberley Lodge – Application for Premises Licence (to serve alcohol)
  - (ii). Clay Hall Farm – Retention of unauthorised building for B1 business & B8 storage and distribution uses.
- (916). Any other Business
- (917). Date & time of next meeting: 29<sup>th</sup> October 2009 at 7.30pm at Great Withingham School.