

**GREAT WITCHINGHAM PARISH COUNCIL**  
Draft Minutes of a meeting at 7.45 p.m. Gt. Witchingham School  
on Thursday 26<sup>th</sup> May 2011

Present: Sally Acloque, Ron Cornell, Mark Pead, and Kevin Francis.

Clerk: Peter Dilloway, Simon Woodbridge (District Councillor) and 8 members of the public.

(1035).Apologies: None.

(1036).Minutes of the meeting held 24<sup>th</sup> March 2011 were agreed to be a true record and duly signed by the Chairman.

(1037).Matters Arising. None.

(1038).Correspondence:

- (i). Most correspondence has been circulated and that remaining was of only general information for circulation.

(1039).Memorial Hall.

- (i). In the absence of Chris Cate, Jacky Pett gave a progress report. In essence, it is a matter of gaining permission to build a balanced mixture of full market value homes and low cost/rental homes sufficient to fund the cost of the hall and satisfy planning policy, whilst retaining sufficient land for the hall and attendant amenities. It is estimated that each FMV home will provide £25K funding for the hall and the estimated cost of the hall is £600K. Detailed costs and funding have yet to be confirmed.
- (ii). The Hall Committee notes from their most recent meeting are appended.
- (iii). The Council gave a vote of thanks to the hall committee for their achievements to date.

(1040).St. Mary's Churchyard – request for donation towards grass cutting. (SA, as a member of the PCC disclosed an interest in this item and withdrew from the discussion). The Cost of cutting last year was around £1100 and after consideration the council and resolved to donate £750 as last year.

(1041).Wensum Diary – request for funding. Chris Gribble, on behalf of the WD team, outlined the financial difficulties being felt at present. Councillors discussed this and resolved to donate £50 at this time.

(1042).Post Office closure. The Clerk reported that there were discussions in hand between the Post Office and a local business, to provide a service. Other parties have also expressed an interest and the clerk will make the Post Office aware of this.

(1043).Planning Matters:

- (i). Application 20110652 – Manor Farm Cottages – relocation of stable Block. N.B. this is an enforcement matter requiring the relocation. Members had no objection to the scheme as submitted.
- (ii). Clay Hall Farm – Status of permissions not covered under revocation dated 15/10/10 (883361 & 861327). SW had been asked to ensure that BDC planning removed these permissions to clear the Clay Hall site of rendering planning history. He apologised for the fact that the Planning office had been told to write to the PC and had failed to do so. Members expressed their disappointment that nothing had been achieved since the March meeting.  
Whilst the permissions remain there is little doubt that they are unusable, but the public are rightly concerned that they could serve as a precedent for future permissions for the new building. SW will ensure that the Planning team sets the ball rolling.

(1044).Payments/Financial Matters:

- (i). Adoption of 2010/11 accounts. The accounts had been prepared and circulated by the Clerk. Members resolved to adopt the accounts and the Chairman duly signed them.

- (ii). Internal audit report. The two minor matters of typographical errata between the accounts and the minutes reported by the auditor. The Council gave a vote of thanks to Clare Morton for carrying out the audit.
- (iii). Annual Audit return. The return had been prepared in accordance with adopted accounts and the Clerk and Chairman duly signed the return.
- (iv). Statement of assurance. The statement was accepted as a true reflection and duly signed by the Clerk and Chairman.
- (v). NALC membership renewal 2011/12. Norfolk ALC Cheque No. 100590 £121.42
- (vi). Insurance premium renewal 2011/12. Aon Ltd Cheque No. 100591 £509.67
- (vii). Litter clearance payment to date. R. Cornell Ltd Cheque No. 100592 £51.75.
- (viii). Bus Shelter repairs & painting. D. Edwards Cheque No. 100593 £120.00
- (ix). Grass cutting - St. Mary's Churchyard. GWPCC Cheque No. 100594 £750.00
- (x). Donation to Wensum Diary. Wensum Diary Cheque No. 100595 £50.00  
MacMillan Cancer Support - donation of £100 subject to funds. Members resolved to review available funds at the end of the financial year.

(1045). Transcription of 1811 Inclosure Act. Pam Thomson has kindly got stuck into the task and has completed 5 of the 11 pages. PD, MP, KF & Jackie Pett have also taken a page each for completion during the summer.

(1046). Annual Risk Assessment.

- (i). The Risk Assessment List was reviewed and did not require amendment.
- (ii). Loss of services of the Clerk to the Parish Council and RFO through illness, resignation or any other reason. Controls remain valid.
- (iii). Financial loss through inadequate financial controls/procedures. Controls remain valid.
- (iv). Loss by fire or otherwise of Parish Council records. A fire extinguisher is now kept in the Clerk's study. In addition, the new study window incorporates a fire escape. Controls remain valid.
- (v). Property for which the Parish Council is responsible and to which the public has access. Inspections of the bus shelter, patio and street lamps have been carried out and all are in good order. Controls remain valid.
- (vi). Loss by fire or otherwise of Parish Council assets. Controls remain valid.
- (vii). The Council resolved that following discussion and review of the points above, there are no actions required at this time.

(1047). Any Other Business:

- (i). Request for parish noticeboard. A number of parishioners are dissatisfied with the present board and due to uncertain future of the post office a new location may become a necessity. Members will look at number of possible locations for further discussion.
- (ii). The changes to the fence adjacent to parish land by the pub have been made.
- (iii). The Porch at St. Faith's Church has become unstable and dangerous. SA will advise the PCC & Rev. Tillett.
- (iv). Asbestos sheets have been broken up adjacent to, and some the pieces have been spread along, the public footpath near Walcis Farm. BDC Environmental Health Dept. will be asked to investigate.
- (v). Following a flurry of land clearance, the work at the site adjacent to the Bridge PH (PP20080533) seems to have ceased, leaving the site as something of an eyesore. The Clerk was asked to investigate.

(1048). Date & time of next meeting: at The School at 7.30pm Thursday 28<sup>th</sup> July 2011. Meeting dates for the coming year are also appended.

Meeting Closed 9.05 pm

**AGENDA**  
**GWPC Meeting – 28<sup>th</sup> July 2011**  
**7.30pm at Gt. Witchingham School.**

(1049).Apologies

(1050).Election of Chairman (KF has resigned due to pressure of work)

(1051).Signing of Statutory declarations - co-opted of Councillors (Stephen Williams, Jane Wisbey, Christopher Cate) & issue of Register of Interest forms for completion.

(1052).Planning Matters: For expediency this item precedes the remaining agenda.

- (i). Clay Hall Farm – Status of permissions Not covered under revocation dated 15/10/10 (883361 & 861327) – Mr P. Courtier (BDC)
- (ii). Saddlebow Incinerator
- (iii). 20110983 Amberley Lodge – rear extension.

(1053).Minutes of meeting 26/5/11

(1054).Matters Arising

(1055).Correspondence:

- (i). Most correspondence has been circulated

(1056).Memorial Hall (if there is any business to discuss)

(1057).Post Office closure

(1058).Parish Noticeboard

(1059).Payments/Financial Matters)

- (i). Litter clearance payment to date (£51.75) - R. Cornell
- (ii). Clerk's Salary £387.70 & Expenses £57.64 to date (£445.34)
- (iii). School Hire for meetings (5) held during 2011 (£100)
- (iv). Dog bin emptying – Common Lane. 1/411-31/3/12 (£147.16)

(1060).Transcription of 1811 Enclosure act – Progress report.

(1061).Any other Business

(1062).Date & time of next meeting: 7.30pm Thursday 27<sup>th</sup> October 2011