

## GREAT WITCHINGHAM PARISH COUNCIL

Draft Minutes of a meeting held at 7.30 p.m. at Gt. Witchingham School on Thursday 28<sup>th</sup> March 2013

Present: Sally Acloque, Stephen Williams, Jane Wisbey, Kevin Francis, David Beaumont and Mark Pead (Chair).  
Clerk: Peter Dilloway and 2 members of the public.

(1173). Apologies. None.

For expediency Public speaking was moved to the top of the agenda.

(1174). Parish Matters.

- (i). Post Box. The box is being removed from the old Post Office building and being relocated. **The Council will ask the Post Office where it is proposed to be sited.**
- (ii). Parish Notice Board. The new owner of the Post Office building is to request removal of the notice board and a new location needs to be found.
- (iii). Following discussion it was the unanimous view that both the above should be located together. **Resolved JW to approach Maxim's/Paul Rogers with a view to siting both notice board and Post Box there but if Maxim's cannot accommodate the above they should be sited on the verge outside 50 Fakenham Road (junction with Hall Walk).** Permission from NCC required.
- (iv). It was felt appalling that someone had to be paid to collect litter and a volunteer should be sought. A suggestion was tabled to approach the Reepham High School to see if students could undertake the task. Alternatively a quarterly 'blitz' could be undertaken. **JW will approach Reepham High in the first instance.**
- (v). Peacocks roam in a number of gardens locally. They should be returned to the hotel.

(1175). Urgent Business.

- (i). Resignation of Councillor Cate. Broadland will be notified of the casual vacancy in the normal manner.
- (ii). Resignation of Clerk. PD to advise Broadland and NALC and SW to advise SLCC.
- (iii). The Clerk resignation is effective 31<sup>st</sup> March 2013 but if the Council wished, the Clerk was willing to complete all the end of year matters and undertake such duties as time permitted until a replacement is found on an hourly-rate basis. **Resolved to retain the Clerk's services on an hourly-rate basis, subject to reimbursement of out-of-pocket expenses until a replacement is found.**
- (iv). Settlement of Council IT and other property in possession of the Clerk. All items bar the PC monitor are shared ownership with other organisations which the Clerk will continue to serve. The Clerk had put forward a proposal to purchase the furniture installed at his home and all the IT equipment at the current depreciated value to allow its continued use. The recently purchased laptop to be retained or transferred at full cost value. Members discussed the proposal and felt that a new Clerk would be more comfortable with either their existing or new equipment. **Resolved to accept the Clerk's proposal and receive payment of £1424.07 from the Clerk and pay to the other organisations a total of £776.00.** The proposal in detail is attached.
- (v). The payments above to be authorised under Financial Matters 1188 (iv, v, vi, vii) below in preparation for payment on April 1<sup>st</sup> (actually April 2<sup>nd</sup> due to the Bank Holiday).

(1176). To confirm the minutes of the meeting held 24<sup>th</sup> January 2013. The minutes were agreed to be true record and signed by the Chairman.

(1177). Matters Arising from the minutes not appearing on the agenda.

- (i). Lenwade House Hotel planning decision – see 1180 (ii) below.

(1178). To confirm adoption of the Code of Conduct, Council Standing Orders and other subordinate documents

- (i). The following documents were duly adopted at a meeting held 25<sup>th</sup> March 2013 and properly annotated copies will be produced and held in parish files.
  - (a) Code of Conduct
  - (b) Standing Orders
  - (c) Member/Officer Relationships Protocol
  - (d) Harassment and Bullying Protocol
  - (e) Communications Protocol.
  - (f) Model Complaints Procedure

(1179).Correspondence.

- (i). Most correspondence is of informative nature to be circulated
- (ii). Letter from Norfolk Green Bus Co. advising of changes to service. Suggested that PC should write to James Joyce (NCC) expressing concern at reduction in service.

(1180).Planning Matters

(Informative)

- (i). 3PL/2012/1079/F – Erection of 77 metre Wind Turbine at Primrose Green Lyng for Bawdeswell Farms. Awaiting mitigation of MOD objection. If mitigation is possible, will be heard by Committee June/July. George Freeman MP recently attended a meeting in Lyng and took away a number of concerns to raise with the Minister responsible.
- (ii). 201201079 - Lenwade House Hotel Temporary permission for marquee & erection permanent function room. Permission granted with noise conditions. (PP has been circulated). This appears to have been an Officer delegated decision. Given that Councillors feel it was a similar situation to the Drayton application which did go to Committee, it was **resolved to ask why a delegated decision was made.**

(1181).River Wensum. (Report from Sally Acloque). An initial site visit has been held with the Environment Agency. Parts of the river are to be dredged to form a channel along the river. The silt spoil will have to be removed to local land. The task relies on funding being available to alleviate the risk of flooding. Members thanked all concerned for their efforts.

(1182).Litter Clearance. R. Cornell is moving from the village and has resigned from the post. He made his last collection on 23<sup>rd</sup> March. The task needs to be reviewed and the appointment of new collector made as required. (For information, the first collection was made 23<sup>rd</sup> June 2001). Already discussed at 1174 (iv) above. **Resolved to send a letter of thanks to Ron Cornell for his years of good service to the parish.**

(1183).Parish Notice Board. The new owner of the Post Office building is expected to request removal of the notice board and a new location needs to be found. Already discussed at 1174 (iii) above.

(1184).Northern Distributor Route (to discuss a response to pre-planning consultation).

- (i). JJ was asked to update members. Funding takes the NDR as far as Norwich Airport. It is proposed to continue the NDR to Fir Covert Road, Taverham and thence to Lenwade and across to Hockering when further funding is available. All present thought the latter route foolish. The project came down to cost rather than common sense. The route should go to Easton. JJ suggested that the Council write to NCC. Lyng and Sparham are concerned at the traffic which may continue along the A1067. **Resolved to contact Weston –Longville Chairman, Peter Ross and Hockering Parish Council Chairman, Gordon Bambridge to see whether a unified approach can be discussed by all local Parish Councils.**

(1185).Requests for Donations.

- (i). Norfolk Accident Rescue Service (7 past donations of £10 & £20 have been made).
- (ii). Wensum Diary Magazine (1 past donation of £50 has been made). Cost reductions and improvements to subscription collection have been made. Members appreciated the value of the magazine to the community.
- (iii). **Resolved to defer both requests for consideration at the May meeting.**

(1186).NCC Highway Improvement Grant.(to consider bids for 25% of the cost of improvements in the parish).

- (i). JW said that the cost of a modest footpath in Heath Lane was estimated at £50K and the parish would have little prospect of funding its share. Another project could have been eco lighting but the Council needed to be responsible for parish lighting in the first place which made that equally impossible.
- (ii). SW brought up replacing or adding to the existing speed signs with a more modern and visually compelling version as other parishes locally have done. **Resolved that SW will obtain details and no obligation quotation for signs.**

(1187).Responsibility for Street Lighting. Broadland DC has asked if GWPC wishes to take over maintenance responsibility for street lighting in the parish. Members discussed and took the view that the Council does not have time, funds or expertise to carry out the task. **Resolved to inform BDC to retain responsibility for street lighting maintenance.** Members were asked to consider planning for the future should the matter arise again where the parish is forced to take on street lighting.

(1188). Payments/Financial Matters.

- (i). Litter clearance payment to 23/3/13 - R. Cornell Cheque No. 100625 - £51.75.
- (ii). Clerk's salary (£387.70) plus expenses to date (£51.80). P .Dilloway - Cheque No. 100626 - £439.50.
- (iii). NALC Subscription 2013/14. Norfolk ALC - Cheque No 100627 - £124.95. (Payment date 1/4/13)
- (iv). Refund of laptop share – Lyng Parish Council – Cheque No. 100628 - £194. (Payment date 1/4/13)
- (v). Refund of laptop share – Elsing Parish Council – Cheque No. 100629 - £194. (Payment date 1/4/13)
- (vi). Refund of laptop share – Sparham Parish Council – Cheque No. 100630 - £194. (Payment date 1/4/13)
- (vii). Refund of laptop share – Gt Witchingham Fuel Allotment Charity – Cheque No. 100631 - £194. (Payment date 1/4/13)

(1189). Village Hall. (To confirm the Council's response to the Trustees letter dated 3<sup>rd</sup> March)

- (i). The meeting confirmed the following action from the meeting held 25<sup>th</sup> March: **Resolved to arrange a full meeting between the Hall Trustees (if willing) and the Parish Council with an independent mediator to Chair the meeting. (NALC to be approached in the first instance). Ahead of any such meeting MP & SW to meet with CC and prepare the ground.**

(1190). Any Other Business.

- (i). Kevin Francis formally tendered his resignation from the Council with immediate effect.
- (ii). JW asked how the Council should go about filling vacancies and whether a new Vice-Chair should be elected. The Clerk outlined the 'Casual Vacancy' procedure administered by BDC and the normal practice for employing a Clerk. The Council must hold elections for both Chair and Vice-Chair in May.
- (iii). The Chairman said that he hoped to be able to find a resolution to the present difficulties he would continue as Chair until May but would not seek re-election due to lack of free time. He suggested that as an informal arrangement SW could act as Vice-Chair in the interim. Members agreed to this.
- (iv). A further discussion ensued over the Village Hall funding which repeated that which is minuted at earlier meetings.

(1191). Date & time of next meeting: following on from the **Annual Meeting of the Council** Thursday 23<sup>rd</sup> May 2013 at 7.30 pm

There being no further business the meeting closed at 10.00 pm

**AGENDA**  
**GWPC Meeting Thursday 23<sup>rd</sup> May 2013**  
**Following on from the Annual Meeting of the Council**  
**At 7.30pm at Gt. Witchingham School.**

- (1199).Apologies
- (1200).To confirm the minutes of the meeting held 28<sup>th</sup> March 2013
- (1201).Matters Arising from the minutes not appearing on the agenda.
- (1202).Requests for Donations.
- (i). Norfolk Accident Rescue Service (7 past donations of £10 & £20 have been made)
  - (ii). Wensum Diary Magazine (1 past donation of £50 has been made)
  - (iii). St. Mary's Church – Churchyard grass cutting (donation made annually. (£750 was granted last year)
- (1203).Payments/Financial Matters.
- (i). Clerk Services – P. Dilloway 1<sup>st</sup> April to completion (£171.14).
  - (ii). Adoption of 2012/13 Parish Accounts
  - (iii). Internal Audit Report
  - (iv). Annual Audit Return
  - (v). Statement of Assurance
  - (vi). Parish insurance renewal 2013/14 - Aon £489.79. (last year £515.86)
  - (vii). Dog bin service - Common Lane Broadland DC - £156.00
  - (viii). St. Mary's Church – Churchyard grass cutting ( £750.00) if agreed above
  - (ix). Wensum Diary – donation if agreed above
  - (x). Norfolk Accident Rescue Service donation if agreed above
- (1204).Appointment of Parish Clerk/ Set Clerk's salary (NJC scales apply)
- (1205).NCC Highway Improvement Grant.
- (i). Electronic Speed Signs (Report by Stephen Williams)
- (1206).Correspondence.
- (1207).Litter Clearance. (Report from Jane Wisbey)
- (1208).Planning Matters: None at time of preparation.
- (1209).Parish Notice Board. (Report from Jane Wisbey/Mark Pead)
- (1210).Annual Risk Assessment.
- (1211).Northern Distributor Route
- (1212).Village Hall. (Report by Mark Pead/Stephen Williams or other action as circumstances dictate)
- (1213).Parish Matters.
- (1214).Date & time of next meeting: 25<sup>th</sup> July 2013 at 7.30 pm