

# GREAT WITCHINGHAM PARISH COUNCIL

## ANNUAL PARISH COUNCIL MEETING

**Minutes of meeting of Great Withingham Parish Council held at Great Withingham Village Hall on Monday 15 May 2017 at 7:45pm.**

Present:-

Susie Rowles (in the Chair item 1)

Herbie Burton

Pauline Brown

Alex Manson

David Beaumont

David Sayer

Jane Wisbey (in the Chair item 2 onwards)

In Attendance:-

Sonya Blythe (Clerk)

Members of the Public

1	<p><b>Election of Chairman, to Sign Declaration of Acceptance of Office</b></p> <p>JW was nominated, seconded and elected as Chairman. The acceptance of office form was completed.</p> <p>SR stood down as Councillor and left the meeting. DS proposed thanks to SR for her work as Councillor and Chairman, which were endorsed.</p>
2	<p><b>To receive apologies for absence.</b></p> <p>None.</p>
3	<p><b>To Elect a Vice-Chairman</b></p> <p>HB was nominated, seconded and elected as vice-Chairman. The acceptance of office form was completed.</p>
4	<p><b>Chairman's Announcements</b></p> <p>None raised.</p>
5	<p><b>To receive members' declarations of interests for meeting tonight.</b></p> <p>DB and DS declared an interest as neighbour of Clayhall Farm.</p>
6	<p><b>To approve the minutes of the last council meetings held on 20 March 2017.</b></p> <p>The minutes of the meeting held on 20 March were approved and signed.</p> <p>Item 16 – the annual meeting had been held between the Fuel Allotment Charity and parish council representatives. There had been some confusion between how many councillors would attend.</p> <p>Item 5.1 – JW would ask the new Clerk to write to the donators once in post.</p>

7	<b>To receive information on matters arising from the minutes not covered elsewhere on the agenda.</b>
7.1	PB gave a report from the meeting between the Fuel Allotment Charity and GWPC, noting that donations had been made to the needy, pensioners, the school, village hall, church and luncheon club. A discussion had been held on the fact that a key for access to the grounds now had to be paid for with the charity reporting that some parishioners felt they should not pay for a key whilst others reported that they felt safer. The trustees had been thanked for their hard work. JW suggested that the village hall committee should apply to the charity for funding for a ground source heat pump to save on utility bills. Councillors agreed to support this application if followed up.
7.2	In response to a query the Clerk confirmed that minutes and agendas for meetings were published on the parish council website.
7.3	A meeting date had been agreed between the Chair of the school Governing Body and GWPC to discuss school coaches using The Street. JW and HB would attend.
8	<b>To receive the police report</b>  Not received.
9	<b>To adjourn the meeting to allow public participation.</b>  Meeting closed 20.08  No matters raised.  Meeting opened at 20.09
10	<b>To discuss the playground / village hall</b>  The land transfer was now underway.
11	<b>To consider outstanding correspondence</b>
11.1	A letter was circulated from the CPRE inviting Councillors to a meeting to receive an update on their latest campaigns. There was no interest in attending.
12	<b>To consider and reconfirm the following policies:- Standing Orders, Code of Conduct, Risk register Internal controls Financial Regulations (attached).</b>  The policies were considered and agreed.
13	<b>To receive an update on Clayhall Farm</b>  After five months Broadland still had not sent a response to the letter sent in December. This would be chased again.
14	<b>To Consider any Outstanding Planning Applications or Planning Matters</b>
14.1	It was noted that the Atlas Works application for a waste processing site had been

	refused at Committee. Thanks were passed to the Webbs for their hardwork on the objection to the application and all parishioners who had assisted.
14.2	It was agreed to write to County Councillor James Joyce who had now retired to thank him for his assistance with Atlas Works and Clayhall Farm planning applications. It was noted that the District Councillor Simon Woodbridge had not assisted at all.
15	<b>To Discuss Finance Issues</b>
15.1	The following payments were AGREED:- <ul style="list-style-type: none"> <li>· Clerk salary, tax and expenses April and May 2017 (£449.79) – (standing order of £189.70 paid on 1 April and 1 May); cheque for £70.39</li> <li>· Village Hall room hire (£20)</li> <li>· Donation to Church for grounds maintenance (£700) from S137 money</li> <li>· Norfolk Association of Local Councils (£146.65) Annual Subs</li> <li>· Clare Morton (£25) – internal audit</li> <li>· Zurich (annual insurance) £317.66</li> <li>· Susie Rowles (remembrance wreath) £17.00</li> <li>· Village Hall room hire) £25</li> </ul>
15.2	The updated accounts were noted.
15.3	The Governance statement was read aloud and agreed by all Councillors. The annual return was then signed by the Chairman and the Clerk.
15.4	Receipt of the precept (£4532) was noted.
15.5	The annual insurance premium had been received. This had increased from £308.35 to £317.66 and was agreed.
15.6	The Clerk was asked to check the expiry date on CIL money held by GWPC and add to the next agenda for discussion. ACTION: CLERK
16	<b>To Discuss Public Access Agreements and Public Rights of Way.</b>  PB reported that both the Heath Lane and fishing lake closures were being appealed.
17	<b>To Raise any Other Matters (items for information only).</b>
17.1	DB asked the Clerk to chase the Monitoring Officer for a meeting regarding the constitution.
17.2	It was noted that cars were being parked for sale on verges adjacent to Hall Walk, which affected the view of drivers pulling out. This would be reported to Highways. ACTION: CLERK
17.3	Volunteers were thanked for their recent successful litter pick in the parish.
18	<b>To consider excluding the public due to the confidential nature of the following business</b>  It was agreed that the public should be excluded for the following item.
19	To consider applications received for the role of Parish Clerk

Applications were considered and it was agreed to hold interviews the following week.

PB advised that she was standing down as Councillor, effective immediately. She was thanked for her contribution.

It was agreed to make AM a bank signatory.

Meeting closed at 21.11

The date of the next meeting was confirmed as  
Monday 17 July, 7.30pm.

Signed: .....

Chairman