

# GREAT WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of Great Withingham Parish Council held at  
Great Withingham Village Hall on Thursday 24 January 2019 at 7:30pm.

## Present

Mr David Beaumont – Chairman

Mr Dean Bailey

Mrs Pauline Brown

Mrs Sandra Sanders

Ms Jacqueline Tinkler

Mrs Bridget Wright

Mr Martin Thrower BDC by Order (up to and incl the process for Co-option)

## In Attendance

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer  
15 Members of the Public

**Due to the vacant role of the Chairman of the Council Ms Tinkler in the capacity of Vice Chairman opened the meeting welcomed those present and invited nominations for Chairman.**

## 68. Election of Chairman

Mr Beaumont was nominated and there being no further nominations it was **RESOLVED** Mr Beaumont be appointed and holds the position of Chairman of the Council.

Mr Beaumont signed the Declaration of Acceptance of Office in the presence of the Clerk and thanked members for the appointment.

At this point in the meeting the Chairman invited Mr Martin Thrower to address the meeting to explain why he was in attendance.

Mr Thrower briefed the meeting and explained that due to the insufficient number of councillors available the parish council would not be quorate to conduct business. In this respect BDC has the power to appoint persons to act as members of the Parish Council. The Order made 22 January 2019 is attached to these minutes.

## 69. Apologies for Absence

Mr Ray Gribble - apologies received and accepted.

## 70. Co-option for Parish Councillor

**RESOLVED** to suspend the adopted Co-option Policy and invite applications from the public in attendance.

Five eligible applications were received. On the proposal of Ms Tinkler, seconded by Mr Thrower it was

**RESOLVED** to co-opt Mrs Pauline Brown, Mr Dean Bailey, Mrs Bridget Wright and Mrs Sandra Sanders to the position of Parish Councillor all of whom signed their Declaration of Acceptance of Office in the presence of the Clerk.

At this point Mr Thrower stated that as the council is now at full capacity he is no longer required for the meeting. He would however stay and took a seat in the public area.

**71. Declarations of Disclosable Pecuniary and other interests**

In respect of the minutes, reaffirmation of previous declarations from those present who declared an interest at the last meeting.

**72. Minutes of the meeting held on 8 November 2018**

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

**73. Information arising from the minutes**

The Clerk advised an article had been submitted to Wensum Diary in respect of the return of monies received for the Clay Hall Farm Fund. The article is to appear in the February and March publications. The matter will be presented to Council after this time.

**74. Public Participation**

On the proposal of the Chairman, seconded by Ms Tinkler it was **RESOLVED** that the meeting be adjourned to allow for public participation. Representations were made for a supply of agendas to be available at the meetings and for public intervention during the meeting for agenda topics. It was with agreement to supply 6 copies of the agenda for each meeting. The Chairman gave thanks for attendance and the meeting was reconvened.

**75. Report from Police to include Parish Crime Figures**

No Officer in attendance. The supplied report outlining the new approach was noted however it was considered unacceptable in not attend meetings. The appointment of Ms Tinkler as the requested police liaison person was reiterated.

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

Mr Peck had given apologies for the meeting. No report supplied  
Mr Woodbridge. No report received.

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

The Clerk briefed members on administration work undertaken. A reminder has been sent to NCC highway engineer in respect of the PPS traffic calming and village gateway work. To date no response has been made however this will be pursued.

At this point the Chairman adjourned the meeting to allow two way discussion in respect of matters being discussed by the public. Much discussion took place. The Chairman hoped the discussions had been beneficial and re-commenced the meeting.

**78. Finance Matters**

11.1 – Verification of invoices. The Clerk advised the emergency signing arrangements had been invoked and Mr Gribble had confirmed the check and

verification. She encouraged all members to view the accounts for verification and satisfaction.

11.2 – Bank Reconciliation. The Chairman confirmed the reconciliation to statement 5 December 2018.

11.3 – Schedule of Receipts & Payments

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

	£
<b>Receipts</b>	
10. Barclays Bank. Interest – Precept	4.88
11. Barclays Bank. Interest – Fund	1.85
<b>Payments.</b>	
45. BDC. Annual Dog bin empty Contract 18/19	176.28
46. Remembrance Wreath	20.00
47. GWVH. Room hire 8 Nov PC meet	22.00
48. HMRC PAYE Conts	68.00
49. NPF. Conts Dec	190.39
50. Clerk Salary Dec	631.45
51. Bank Charge	4.08
52. NPF. Conts Jan	163.10
53. Clerk Salary Jan	556.46
54. Clerk Expenses/Reimbursements 1 Nov – 31 Dec 2018	70.24

11.4 – Appointment of Bank Signatory.

**RESOLVED** to appoint Mrs Pauline Brown

11.5 – Budget monitoring statement to 30 November 2018

**RESOLVED** to accept.

11.6 - Draft budget & estimated Precept 2019/2020.

On the proposal of the Chairman, seconded by Ms Tinkler it was

**RESOLVED** to suspend standing orders to allow Mrs Sally Acloque who was representing the church to speak in respect of church grass cutting costs.

Mrs Acloque requested the contribution towards these costs to continue with consideration being given to raising the previous years contribution to a higher amount.

The Chairman acknowledged the request and the meeting was reconvened.

Two versions of budget figures had been produced. The first was considered a wish list and due to the indicated estimated precept the second was a stripped back version. Much discussion took place. In consideration of the Council reserves it was

**RESOLVED** to

- accept the budget figures of version two
- agree an 83.33% increase in the precept. This is a 81.79% increase on last years Band D based on a Tax Base for 2019/2020 of 238 properties.
- authorise the Clerk to submit the requirement to Broadland District Council of £11000 for 2019/2020

## 79. Land Transfer at village hall

12.1 – Signed documents still awaited was noted but great dissatisfaction was expressed at the extreme delay in completing this matter. It was with agreement the Clerk asks for an explanation with a response within the next 7 days as to why this is the case. The Chairman requested to be informed of the response.

12.2 – Compound maintenance. Calor Gas has been contacted direct. They have advised engineers will be on site 14 January. The meeting confirmed work had been undertaken 22 January. The Clerk will check the site when next in the parish.

12.3 – Play Area Working Party. A written report was received. The Clerk advised the income of £554.00 referred to in the report had now been banked and would be listed as a receipt on the next meeting agenda. The meeting with GWFAC was beneficial and the recommendation is to accept the offer in their letter 3 December 2018 as supplied.

**RESOLVED** to accept.

12.4 – Councillor appointment to Working Party.

**RESOLVED** to appoint Ms Tinkler

## 80. Correspondence

13.1 – BDC Overview & Scrutiny refusal. No response received from Mr Peck. Mr Thrower would address matters for a response.

13.2 – Bus Shelter.

(i) Two quotations had been obtained for maximum specification and acceptance confirmation from the claims handler received.

(ii) Replacement shelter consultation. This was considered.

**RESOLVED** to install a like for like shelter in the same location. This will be a 2 bay cantilever shelter with no end panels or seat provision. To delegate to the Clerk to secure.

13.3 – Norwich Western Link options. The consultation had now closed however Mr Peck had advised he would note the preferred route.

**RESOLVED** route C

13.4 – NWL Local Liaison Group. A member of the public indicated an interest.

**RESOLVED** to appoint Lisa Carnell as the PC appointed person.

13.5 – Police attendance at meetings. A response had been received indicating attendance however this was for the date of the cancelled PC meeting. Clerk to ask for attendance at the March meeting.

13.6 – SNAP meeting 23 January 2019. Ms Tinkler was unable to attend. It was with agreement David Beaumont would be the appointed substitute.

13.7 – Crossing at Sparham end of village. No response received from NCC Highways. Clerk to remind.

13.8 – Draft Standing Orders. Deferred to the next meeting to allow new members to consider. All members were encouraged to give thought to the comments of the public in respect of participation.

13.9 – BDC Public Spaces Protection Order. Noted.

13.10 – Donation request Norfolk CAB. It was with agreement not to donate at this time.

13.11 – Internal Auditor for 2018/2019.

**RESOLVED** to continue with previous year's provider and seek appointment of Clare Moreton.

13.12 – Annual Parish Meeting 2019

**RESOLVED** to hold on 14 March at 7.30pm. Due to the Chairman's unavailability the Vice Chairman confirmed she would Chair the meeting. Initial notice to be placed on website followed by published agenda.

## 81. Planning

13.1 – Planning Applications.

**20182039 – Weston Hall, Weston Hall Road Weston Longville**

Variation of Condition 4 following grant of planning permission 20171035 – resulting debris which is not to be used within the development site shall be removed from site prior to the occupation of the 7 new dwellings hereby approved

**20181888 – HighField Farm, Rabbit Lane.**

Construction of Equestrian Menage for Private Use

**RESOLVED** no objections to the above applications

**82. Exchange of Information**

Mrs Brown advised the bus stop has been removed from the lay-by near Nowhere Lane. The bus provider view is that this is not used. She was advised to take the matter forward with Planning & Transportation.

**83. Next meeting**

The next meeting would be held in Gt Witchingham Village Hall on **Thursday 14 March 2019** on the arising of the Annual Parish Meeting.

**The Chairman gave thanks for attendance and closed the meeting at 9.57pm**

