

# Minutes of a meeting of Great Witchingham Parish Council

Held on  
Thursday 19<sup>th</sup> January 2023 at 7pm in Great Witchingham Village Hall.

Present:

Cllrs S Acloque, P Banks, P Brown, R Middleton (chair).

Locum Clerk: Mrs Sarah Hunt

Two members of the public.

District Councillor Peter Bulman

## **1 Apologies.**

Cllr T Buckenham and B Wright – alternative commitment.

## **2 Minutes.**

- 2.1 The Full Council minutes dated 10<sup>th</sup> November 2022 were AGREED as a true and correct record and signed by the Chair.

## **3 Declarations of Interest.**

None.

## **4 To receive updates on any matters not elsewhere on the agenda**

- 4.1 Play Area Benches – It was RESOLVED that the installation quotation of £250/table be AGREED. PROPOSED Cllr Banks, Seconded Cllr Acloque.
- 4.2 Memorial Bench – on hold pending location.
- 4.3 Land Registration – land registry document reviewed. No response received from Highways – to be chased. CLERK
- 4.4 Sam2Sign. Update. Cllr Banks reported that this has been removed and is pending a quotation for repair.
- 4.5 Bus Shelter. No further action to be taken.

## **5 Public Participation and Reports.**

- 5.1 County Councillor Greg Peck – apologies.
- 5.2 District Councillor Peter Bulman reported on planning application 20221626 – Johnsons Garage Application and confirmed that this would be called in if the Officer was minded to approve.
- 5.3 Members of the Public.

## **6 Planning.**

- 6.1 To consider consultee response to applications received from Broadland and south Norfolk District Council:
- 6.1.1 20221626 – 5 Fakenham Rd, Lenwade, Norwich, NR9 5SE. Demolition of existing canopy, pump island, kiosk. Existing fuel tanks to remain. Replacement with new canopy islands, pumps and 2 underground fuel tanks. Conversion of existing MOT bays to garage shop & store Class A1 use. AMENDED PLANS SUBMITTED. RECONSULTATION. Objection to be sent as detailed in the meeting with particular emphasis on neighbouring properties, access and egress at rear, bins, air conditioning units, traffic movements and parking.
- 6.1.2 20221613 – Highfield Farm, Rabbit Lane. Planning Amendment. Councillors to advise Clerk via email of any comments. Clerk to respond.
- 6.2 To receive notification of Planning decisions taken by Broadland and South

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Norfolk District Council and received before the meeting.

- 6.2.1 Application 20220034 – Norfolk Dinosaur Park, Morton Lane Weston Longville, NR9 5JW. Hybrid application - Part full and part outline for the change of use of a former Deer Park to provide an extension to the Roarr Dinosaur Attraction comprising three phases of development, including a volcano feature, rides, food and beverage facilities, toilet block, entrance feature, extension to overflow carpark, ecological enhancement and landscaping. APPROVED. NOTED.

## 7 Correspondence and Communications.

Letter	Pensions Regulator	Re-enrolment date 31.08.2023	Clerk to action
Email	Norwich Western Link	Attlebridge traffic mitigation proposals – consultation to 20.1.23	Noted.
Email	Hornsea Fund	Drop in events – to consider attendance	No one to attend.
Email	Clerk – Swannington	Copy letter to Bernard Matthews re: Litter.	Noted.
Email	NPLaw	No longer offering subscription service – legal services now available at £63.50/hour	Noted.
Email	Broadland D Co	Rough Sleeper Count 27 – 28 <sup>th</sup> January. Please notify clerk if any figure to be returned.	Councillors to advise clerk.
Email	John Fleetwood	Tree warden Annual meeting Wednesday 25 <sup>th</sup> January, Freethorpe, 7pm.	Noted.

## 8 Reports – for information only.

- 8.1 To receive a report on matters pertinent to parish crime. Nothing to report.

## 9 Financial Matters.

- 9.1 To receive update on Unity Application. Clerk confirmed that more documents have been sent.
- 9.2 The budget for 2023/24 was received and reviewed by the meeting. It was confirmed to the meeting that as part of the training session on finance delivered by the Locum Clerk the Councillors had gone through the budget line by line.
- 9.3 It was RESOLVED to set the precept for 2023/24 at £26,000. PROPOSED Cllr Middleton and seconded Cllr Banks. Councillors noted that reserves are perilously low for Council currently and that the decision was taken with a view to building some ear marked reserves.
- 9.4 NOTED VAT return made £3,536.66 to 31<sup>st</sup> October 2022, payment has been received.
- 9.5 It was RESOLVED to approve payments as presented. PROPOSED Cllr Acloque and seconded Cllr Banks.
- 9.6 Defibrillator Installation. Cllr Acloque confirmed that the donation towards the defibrillator had been approved – Clerk to arrange order and installation.
- 9.7 It was AGREED to appoint Sonya Blythe as the Internal Auditor for 2023/24 at a cost of £85.00.
- 9.8 Draft Actuarial Valuation of LGPS Pension NOTED.  
Anticipated Rates: Current 24%. 2024/25 23.5%. 25/26 23%. 26/27 22.5%.

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## **10 Administrative Matters.**

- 10.1 The meeting considered monthly playground inspections, personnel resources and any necessary training. Courses available;  
Community Action Norfolk – Feb 21<sup>st</sup>, 10am to 1pm.  
Community Action Norfolk – May 9<sup>th</sup> 1pm – 4pm.  
Community Action Norfolk – August 10<sup>th</sup> 10am – 1pm.  
Approx Cost £60.00 per person.  
It was RESOLVED that the Clerk to the Council attend training when appropriate and undertake monthly inspections and that one annual inspection be undertaken. PROPOSED Cllr Banks, seconded by Cllr Middleton.
- 10.2 The amended Standing Orders were AGREED as presented.
- 10.3 Staffing committee minutes from meeting held 13.1.23. NOTED.
- 10.4 The recommended policies were AGREED as presented:
- 10.4.1 Grievance Policy.
  - 10.4.2 Disciplinary Policy.
  - 10.4.3 Expenses. Including expenses claim form.
  - 10.4.4 Sickness/Absence Policy to be recommended as presented.
  - 10.4.5 Health Safety and Welfare Policy to be recommended as presented. Including return to work form.
  - 10.4.6 Equal Opportunities Policy.
  - 10.4.7 Lone Working Policy.
  - 10.4.8 Manual Handling Guide.
  - 10.4.9 Lone Working Risk Assessment.
  - 10.4.10 Working at Height.
- 10.5 The Terms of Reference for Staffing Committee were AGREED as presented.
- 10.6 It was RESOLVED to subscribe to Parish Online at a cost of £60.00 per annum, discount anticipated of 10%. PROPOSED Cllr Banks, seconded Cllr Middleton.

## **11 Highways Matters.**

- 11.1 NOTED that all grit bins were be replenished w/c 9<sup>th</sup> January 2023 by highways, free of charge.

## **12 Items for next agenda.**

Appoint Locum Clerk to undertake the work of the Responsible Financial Officer.

## **13 Dates of next meeting:**

Annual calendar of meetings to be reviewed.

Agreed dates: *23rd March, 11<sup>th</sup> May, 27<sup>th</sup> July, 28<sup>th</sup> Sept, 23<sup>rd</sup> Nov.*

The meeting RESOLVED to exclude the press and public in accordance with the Public Bodies (Admission to meetings) Act 1960 in consideration of the following item due to the confidential nature of the items to be discussed.

## **17. Staffing matters.**

- 17.1 To receive staffing committee report. Cllr P Banks reported to the meeting.
- 17.2 It was RESOLVED to take Option 1 from the report presented. PROPOSED Cllr Middleton, seconded Cllr Acloque.

The meeting closed at 8.39pm.

#### 9.4 Payments January 2023

		nett	vat	total
Sarah hunt	Accident book refund	£9.29	£2.90	£14.63
LGPS	Pension Payments	£292.50		£292.50
Salary	outstanding payments	£656.59		£656.29
sarah hunt	locum services w/c 7.11 - w/c2.1.23	£770.00		£770.00
sarah hunt	postage refund	£34.20		£34.20
sarah hunt	phone refund	£33.00		£33.00
sarah hunt	land registry refund	£6.00		£6.00
sarah hunt	external hard drive refund	£35.66	£7.00	£42.66
cllr peta banks	microsoft refund - vivobook	£35.37		£35.37
sarah hunt	address book refund	£12.49	£2.50	£14.99
westcotec	drill bits	£6.00	£1.20	£7.20
Shona Wright	Professional Services	£450.00		£450.00
Norse	November grounds maintenance	£151.91	£30.38	£182.29
		£2,493.01	£43.98	£2,539.13

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