

GREAT WITCHINGHAM PARISH COUNCIL

RISK ASSESSMENT & MANAGEMENT

LEGEND

L = Low M = Medium H = High

AREA	RISK	LEVEL	CONTROL
FINANCIAL			
Financial Mis-management	Loss of money or goods caused by accident, fraud or dishonesty. Precept request not submitted by due date VAT not reclaimed HMRC/Pension Provider responsibility not maintained	L	Financial Regulations Insurance in respect of money loss Original invoices/deposits presented to Parish Council meetings (Voucher verification) Bank statements presented to Parish Council meetings (Bank Reconciliation)
ASSETS			
Physical Assets	Assets stolen or missing Assets damaged Damage/injury to third party	L	Asset Register maintained Regular visual inspections Damaged asset disabled or made safe and repaired without unnecessary delay. Loss or stolen assets reported to the police
Council Records	Loss of paper records through theft, fire or damage	L	Inherited records and onwards from July 2017 are kept at the Clerk's home. Other historic documentation is deposited with Norfolk Records Office as recorded
	Loss of electronic records through theft, fire, damage or corruption of IT	L	Electronic records are stored on the Clerks home computer and password protected. Regular back ups are taken and stored separately to computer.

LEGAL REQUIREMENTS			
Illegal activity or payments (Ultra Vires)	Council brought into disrepute	L	All activity and payments are within the powers of the parish council and resolved and minuted at PC meetings Clerk & Councillors have access to regular training sessions. Policies Council is a member of Norfolk Association of Parish & Town Councils which gives subscription to NALC. Clerk is a member of Society of Local Council Clerks
GDPR Compliance	Risk to personal reputation Holding excessive data Fine/Compensation Time to comply	M	Secure storage Record Management Training Data Protection Policy & Privacy Statement & Notice(s) Information Audit.
PERSONNEL			
Loss of Personnel (Clerk & Councillors - Permanent or Temporary)	Lack of continuity Disruption of Service Loss of Information	L	Council to assess for self management or seek locum support from NfLkALC in respect of loss of clerk. Chairman copied into all key email correspondence to ensure continuity. Clerk to inform District Council if permanent Councillor loss leaves the Council inquorate.
Personal Accident to Councillor or Clerk . Libel & Slander claim Legal expenses accrued	Legal action	L	Insurance purchased. Risk assessments undertaken

This assessment will be reviewed periodically to confirm its continuing accuracy and relevance or when circumstances change and will be amended and reissued as may be found necessary

cc Local Members

Your Ref:

Date: June 2020

My Ref:

HI/12/GEN/DH/KT

Tel No.:

0344 800 8020

Email:

martin.wilby@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last seven years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2021/22. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has again provisionally allocated £325,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 4 December 2020. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2021 following approval by the Norfolk County Council Cabinet.

Continued .../

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school), however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.

New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example:-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers

Information you must include in your bid

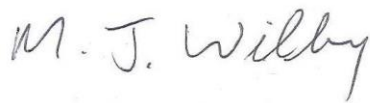
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive			

correspondence) :

Discussed with:

Please Ask For : Licensing Team
Telephone : 01603 430580
E-Mail : licensing@broadland.gov.uk

14.6

Broadland District Council
Thorpe Lodge
1 Yarmouth Road
Thorpe St. Andrew
Norwich
NR7 0DU

29 July 2020

Mrs P Kirby
Clerk, Great Witchingham Parish Council
128 Fakenham Road
Taverham
Norwich
NR8 6QH

CONSULTATION

3 AUG - 21 SEPT.

Dear Sir/Madam,

Licensing Act 2003
Broadland District Council's Licensing Policy Review

Under the Licensing Act 2003 all Councils throughout England and Wales are required to review their Licensing Policy every five years. Broadland's current Policy will expire on 7 January 2021. We are therefore required to carry out a review of our Policy and this includes completing a public consultation on the Policy document.


This Policy review has been conducted jointly with the Licensing Team at South Norfolk Council in a move to align the two Policy documents. However, whilst similar, the policies remain as two distinct documents.

The Act requires that the following must be consulted during the review; the chief officer of police for the area; the fire and rescue authority for the area; and persons/bodies representative of; local holders of premises licences; local holders of club premises certificates; local holders of personal licences; and businesses and residents in its area. On this basis, you have been selected as a consultee for the Policy review and are therefore invited to submit any comments you may have on the draft Licensing Policy.

Please visit the Council's website at www.broadland.gov.uk/licensingpolicyreview to view an electronic copy of the draft policy.

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Two Councils
One Team

**Broadland**
District Council
Community at heart

**South Norfolk**
COUNCIL

Mrs P Kirby
Clerk to Great Witchingham Parish Council
128 Fakenham Road
Taverham
Norwich
NR8 6QH

Application Number
20201462

Dear Sir/Madam

Description : First floor extension
Location : 2 Lake View Close, Great Witchingham, NR9 5SB
Application Type: Householder

An application has been received for the above development. The details are available to view online at www.broadland.gov.uk/plans, by inserting the application number. Although the basic details of the application will be available by the time you receive this e-mail it will be up to 2 days before all plans and documents are available online.

Comments you wish to make on the proposal should be received by the Council by post, by e-mail to planning@broadland.gov.uk or via the Council's website by **10 September 2020**, quoting the above application number. Any comments you make will be taken into account in the determination of the application and will be made available on our website. Therefore, I must advise you that I could not treat any letter received in confidence.

If you are unable to reply within this period or you require any further information relating to the application or would like to discuss the proposal please contact the Case Officer, ideally by email.

Yours faithfully



Assistant Director – Planning
Broadland District Council,
Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU

Hours of opening: Monday to Friday 8.30am to 5pm

Telephone: 01603 431133

www.broadland.gov.uk

