

## WHISSONSETT PARISH COUNCIL

Minutes of a meeting of Whissonsett Parish Council held on Monday 11<sup>th</sup> March 2024, commencing at 7.30pm in the Village Hall.

Present: Cllr Sally Dye (Chair)  
Cllr Charles Holloway (Vice Chair)  
Cllr Caroline Edge  
Cllr Sian Griffiths  
Cllr Susan McGregor  
Cllr Tristan Ireson

Sheryl Irving (Clerk)

### 1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Daniels were approved, with apologies also being received from County Cllr Mark Kiddle-Morris.

### 2. To receive any declarations of interest.

There were none declared.

### 3. To approve the minutes of the meeting held on 8<sup>th</sup> January 2024.

Cllr Griffiths proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Holloway and unanimously agreed by Council. The Chairman duly signed the minutes.

### 4. Open Forum for Public Participation (15 minutes maximum).

There were no members of the public in attendance.

### 5. County & District Councillors Reports.

The County Cllr had submitted a written report, there were no matters of note raised.

### 6. Planning Issues

#### a) Decisions to note (information only).

Council noted that no decision had been made on the following application:

- **3PL/2022/0315/F** – Small Holdings Farm, London Street - conversion of existing agricultural barn to one residential dwelling with annex. Part demolition of existing agricultural lean too building – amended.

Council noted that the following two applications have been approved:

- **3PL/2023/1146/HOU** – 4 The Terrace, London Street - single storey rear extension.

- **3PL/2023/1192/HOU** – Small Holdings Farm, London Street - proposed new double garage, removal of timber lean to. Insertion of new doors/glazing to existing outbuilding, rebuild of wall (North), rebuild of gable end (West) & part replacement of outbuilding roof.

**b) Applications to consider.**

There were no applications to consider.

**c) To receive an update regarding enforcement issues.**

There was no update in respect of enforcement matters.

**d) To receive an update re the Breckland Local Plan and consider any necessary action.**

Council noted that the revised Local Plan, including sites proposed for development, should be out for consultation in April.

**e) To consider a Standard Light Pollution Clause for all relevant Planning Applications.**

Cllr Holloway proposed approval of a light clause to be included in every planning application response, this was seconded by Cllr McGregor and unanimously agreed. This policy will help to control obtrusive light and the reduction of sky glow to enhance conditions for nocturnal wildlife and prevent more light pollution in Whissonsett. Standing Orders will be updated to include the policy.

**7. Highways matters.**

**a) To receive an update re matters previously reported.**

Council noted the following updates:

- Mill Lane – Open Reach vehicles parking on road and the request for land reinstatement – boundaries established and area to be cleared – C/Cllr Kiddle-Morris again requested to chase this up.
- Hedge obstructing highway visibility on Mill Lane – resident requested to cut hedge back – now with C/Cllr Kiddle-Morris to deal.
- Colkirk FP15 (Raynham Road) – broken sign – reported to Highways and will be replaced.
- Surface deterioration on High Street – Cllr Kiddle-Morris to request a highways survey be carried out.
- Wash Lane – pothole – reported to Highways and programmed for repair.
- Footpath 4 – completely impassable – reported to Highways and now cleared.
- Wash Lane – drain higher than road – reported to Highways and will be rectified.
- New Road – blocked gullies – programmed to be cleared and works carried out.
- New Road – nr Lower Farm – potholes reported to Highways and will be repaired.
- Springwell Road – nr Springwell Cottage – potholes reported to Highways and will be repaired.
- London Street – drain near to Village Hall blocked – reported to Highways.

Due to the proliferation of potholes, Councillors were advised to report any they became aware of asap.

**b) To receive a report regarding the SAM II sign and related speeding issues.**

There was no update in respect of the SAM II sign.

**c) To receive an update regarding flooding in Wash Lane.**

Council noted the improvements in flooding on Wash Lane since the ditches have been cleared and the water is flowing away. This item will now be removed from the agenda.

**8. Playing Field Matters - to receive a report from the Playing Field Warden; to consider fencing quotes; and to receive an update regarding the householder gateway into the play area.**

Cllr Edge reported that she is still in the process of obtaining quotes for the fencing.

Council noted that legal advice has been obtained and, as the gate has been in existence for at least 20 years, the owner of the property has acquired a right of access. However, any dogs coming from the property must be kept under strict control.

**9. To receive a report from the Allotment Warden and to consider any issues raised.**

Cllr Ireson reported that he will be installing the new gate post in due course.

**10. To receive a report from the Village Warden (council assets) and to consider any issues raised, including:**

Cllr McGregor reported:

- quotes for the refurbishment of Spring Well – no quotes had been received, however, there may be a parishioner willing to carry out the work.
- Notice Board on Campingland – the door is swollen because of the wet and needs to dry before any action can be taken.
- Broken gutter on Bus Shelter – Council agreed to contact the PCC and request permission for a drain crate, to take the water away from the shelter.
- Overgrown railing at North Turnstile – this has been cleared.
- Askew east turnstile – Council agreed this has been in this condition for many years and no work was required.
- The olde highways sign has been repainted and refitted to the fingerpost near the old police house – thanks to a parishioner for carrying out the renovation.
- North Drive road sign faded – will be reported to Breckland.
- Church Lanes, muddy in places – Council agreed that alternative routes were available for those without appropriate footwear and no action was required.

Council was grateful to receive an offer of assistance from a parishioner and there will be a discussion with the parishioner regarding the renovation of Spring Well, the notice board and the Village Sign. Appropriate risk assessments would be carried out and costs for materials reimbursed.

### **11. To receive an update regarding the purchase of a plot of land at Church Close and to receive an update from the Working Party.**

Council noted that the loan application has been approved and the solicitor instructed to go ahead with the purchase. No decision has yet been received in respect of legal costs from the Community Infrastructure grant application.

Cllrs Holloway and Griffiths reported on the initial, successful meeting of the volunteer group where lots of ideas were considered. The group will meet again once the purchase is nearing completion. A grant application for ten orchard trees has been successful and Cllr Griffiths will attend a training course 'creating small orchards'.

### **12. To confirm the grass cutting contract for 2024.**

Council noted the small uplift in costs for 2024 and Cllr Dye proposed approval of the contract for 2024, this was seconded by Cllr Holloway and unanimously agreed by Council. Council agreed that the current contractors did an excellent job.

### **13. To note the meeting dates for 2024/25.**

Council noted the dates of meetings for 2024/25.

- 13<sup>th</sup> May (Annual Meetings)
- 8<sup>th</sup> July
- 9<sup>th</sup> September
- 11<sup>th</sup> November
- 13<sup>th</sup> January
- 10<sup>th</sup> March

### **14. Correspondence**

Norfolk Minerals and Waste Local Plan - Notification of Submission and availability of documents for inspection – no action was required.

### **15. Finance & Governance Matters**

#### **a) To receive a financial report for the year ending 31<sup>st</sup> March 2024.**

The financial report (attached) was noted.

#### **b) To review the annual allotment rents.**

Cllr Edge proposed an increase of £5 per year, this was seconded by Cllr Ireson and unanimously agreed by Council. The increase will take effect from 1<sup>st</sup> January 2025.

#### **c) To consider approval of the following policy documents:**

Cllr Dye proposed approval of the following policy documents, this was seconded by Cllr Holloway and unanimously agreed by Council.

- Standing Orders including Planning Policy
- Risk Assessment & Management Policy
- Financial Regulations
- Asset Register
- Lone Working Policy
- Grant Awarding Policy
- Publication Scheme
- Training & Development Policy
- Information and Data Protection Policy

**d) To consider any charitable requests/donations.**

Council noted that one request had been received from Dereham Cancer Care and Cllr Dye proposed a donation of £50, this was seconded by Cllr Holloway and unanimously agreed by Council.

**e) To approve the following payments and note any receipts.**

Cllr Dye proposed that the following payments be approved, this was seconded by Cllr Griffiths and unanimously agreed by Council.

**PAYMENTS**

P36	Grass Contractor – Play Area Hedge	£450.00*
P36A	Tree Contractor – Clear Fallen Tree in Church Lane	£425.00*
P37	Clerk (Salary/Allowance) - February	£242.36 (SO)
P37	HMRC – PAYE	£5.00
P39	Clerk (Salary/Allowance) – March	£218.36 (SO)
P38	ICO – Data Protection	£35.00 (DD)
P40	Clerk Expenses	£14.10
P41	Website – Annual Hosting and Domain	£120.46
P1	Norfolk PTS Subscription (2024/25)	£120.00

**16. To receive any new items for the next agenda.**

No new items were received for the next agenda.

**17. To note the Annual meeting of the Parish Council will be held on Monday 13<sup>th</sup> May, following the Annual Parish Meeting which commences at 7.15pm in the Village Hall.**

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.42pm.

Signed:

Date:

WHISSONSETT PARISH COUNCIL					
YEAR ENDING 31ST MARCH 2024					
FINANCIAL REPORT - MARCH 2024					
<b>BUDGET UPDATE</b>	<b>Budget</b>	<b>To</b>	<b>%</b>	<b>Bank Reconciliation</b>	
	<b>2023/24</b>	<b>date</b>	<b>Spend</b>	<b>Community Account at 01.04.2023</b>	<b>12,365.11</b>
<b>PAYMENTS*</b>				Plus Receipts at 29.02.2024	12,590.32
Admin	2,495	1,113	45%	Less Payments at 29.02.2024	11,630.54
Salary	2,809	2,825	101%	<b>TOTAL</b>	<b>13,324.89</b>
Grass Cutting**	5,391	5,695	106%	<b>Bank Balance at 29.02.2024</b>	13,329.89
Play Area	500	182	36%	Less any outstanding payments	5.00
Open Spaces (inc maintenance)	1,900	1,939	102%	Plus any outstanding receipts	-
Donations	100	-	0%	<b>TOTAL</b>	<b>13,324.89</b>
<b>TOTAL</b>	<b>13,195</b>	<b>11,754</b>	<b>89%</b>	Allotment deposit	100.00
				Open Spaces	1,000.00
<b>RECEIPTS</b>			<b>Received</b>	<b>GENERAL RESERVE</b>	<b>£12,224.89</b>
Precept	12,000	12,000	100%		
Allotments	210	160	76%		
Grants	-	-			
HMRC Refund	-	135			
<b>TOTAL</b>	<b>12,210</b>	<b>12,295</b>	<b>101%</b>		
<b>SURPLUS/DEFICIT</b>	<b>(985)</b>	<b>541</b>			
<i>*includes payments as listed on agenda.</i>					
<i>**payments include £749 relating to 2022/23 budget</i>					
<i>also now includes £150 for play area hedge cut - approved July 2023</i>					