

WHISSONSETT PARISH COUNCIL

Minutes of the Annual Meeting of Whissonsett Parish Council held virtually at 7.55pm on Monday 3rd May 2021, following the Annual Parish meeting commencing at 7.00pm.

Present: Cllr Sally Dye (Chairman)
Cllr Bruce Andrews (Vice-Chairman)
Cllr Caroline Edge
Cllr Catherine McGee
Cllr Charles Holloway
Cllr James Daniels
Cllr Tristan Ireson

Two members of the public
Sheryl Irving (Clerk)

Due to the poor internet connection of the Chairman, Cllr Sally Dye, the Vice-Chairman, Cllr Bruce Andrews, took the Chair for the duration of the meeting.

1. Election of Chairman and signing of declaration of acceptance of office.

Cllr Andrews proposed that Cllr Sally Dye be elected as Chairman of Whissonsett Parish Council, this was seconded by Cllr Holloway and agreed by Council. Cllr Dye duly signed the declaration of acceptance of office form.

2. Election of Vice Chairman and signing of declaration of acceptance of office.

Cllr Dye proposed that Cllr Bruce Andrews be elected as Vice-Chairman of Whissonsett Parish Council, this was seconded by Cllr McGee and agreed by Council. Cllr Andrews duly signed the declaration of acceptance of office form.

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting, apologies were received from District Cllr Carter and County Cllr Kiddle-Morris.

4. To receive any declarations of interest.

There were none received.

5. To approve the minutes of the meeting held on 8th March 2021 and the extra-ordinary meeting held on 29th March 2021.

Cllr Andrews proposed that both sets of the minutes be accepted as true records of the meetings, this was seconded by Cllr Holloway and agreed by Council. The Chairman will sign the minutes in due course.

6. Open Forum for Public Participation.

A member of the public offered to be the point of contact for any queries made to the parish council in respect of bee swarms, wasps etc, Council was grateful for this offer.

7. County & District Councillors Reports.

Further to his report to the Annual Parish Meeting, attached, there was no additional report from the District Cllr.

The report from the County Cllr is attached.

8. Planning Issues

a) Decisions to note.

Council noted the following decisions:

- 3PL/2021/0396/HOU – Steetley House, High Street – Proposed single storey rear extension – APPROVED.
 - 3PL/2021/0274/CU – Caravan, Back Lane, Stanfield - change of use of agricultural and brown field land to residential caravan use for an extended Traveller family. A maximum of two static caravans and three touring caravans to be stationed on the land, on either a temporary or permanent basis (Retrospective) – UNDECIDED.
 - 3PL/2021/0111/F – Church Farm Barn, New Road - Subdivision of Existing Barn (granted permission under reference 3PL/1998/0364/F) into 2 Residential Units and retention of Art Workshop – APPROVED.
 - 3PL/2021/0112/Listed Building Consent – Church Farm Barn, New Road - Subdivision of Existing Barn (granted permission under reference 3PL/1998/0364/F) into 2 Residential Units and retention of Art Workshop – APPROVED.
- 3OB/2021/0004/OB – Field between New Road and London Road - discharge of obligation from Section 106 on 2019/1416 - re plots available for self build – APPROVED.

b) Applications to consider.

- 3PL/2021/0492/VAR – Lower Farm, New Road - Variation of Condition No 2 on 3PL/2017/1041/F - Changes to position and design of the proposals – Council considered this application and no issues were raised, accordingly, a ‘no comment’ response will be submitted.
- 3PL/2021/0526/LB – Church Farm, School Road - reduction in height and general renovation of dilapidated northern section of perimeter wall - Council considered this application and no issues were raised, accordingly, a ‘no comment’ response will be submitted.

9. Highways matters.

a) To receive an update re matters previously reported.

- Mill Lane – Highways Land – Cllr Daniels had met with the Highways Engineer and C/Cllr Kiddle-Morris on site and been assured that the soil heap will be moved and a hard-standing pull-in installed although there may be some wait for these works to be carried out.

There was no update in respect of the following two matters:

- Mill Lane – resurfacing works lifting – C/Cllr Kiddle-Morris is taking this matter forward.
- London Street – flooding – C/Cllr Kiddle-Morris is taking this matter forward.

b) To receive a report regarding the SAM II sign.

Further to the queries raised at the Annual Parish Meeting, Cllr McGee confirmed she would liaise with the Highways Engineer re suggested new locations at London Street and School Road. Council was reminded that any persistent, regular offenders can be reported to the Police to deal with.

Cllr Ireson suggested a 20mph speed limit in the village but was advised that this had been considered previously and the possibility of achieving such a reduction was nil.

c) To consider any other Highway matters.

There were no other highway matters raised.

10. The Play Area.

a) To consider any unresolved matters arising from the 2020 Play Area Inspection Report.

Cllr Edge advised that she had not been able to progress the missing screws issue but would continue to attempt to do so.

Cllr Dye proposed the purchase of a new combination lock as the key held by the previous grass contractor had not been returned, this was seconded by Cllr Daniels and agreed by Council.

Cllr Daniels proposed acceptance of a quote for £200 to repaint the goal posts on the field, this was seconded by Cllr McGee and agreed by Council.

Cllr Edge proposed acceptance of a quote for £300 to repair the play area fence, this was seconded by Cllr Ireson and agreed by Council.

b) To consider any other Play Area issues.

There were no other issues raised.

11. To receive an update regarding the Grass Cutting Contract.

The new contractor had agreed to accept the contract and will supply monthly reports of the works carried out and monthly invoices will then be issued. Council agreed that, subject to satisfactory works, monthly payments can be made. Council was advised to raise any issues early so they could be dealt with in a timely fashion.

12. To receive a tree inspection report from the Tree Warden.

The Tree Warden had submitted a report (copy attached) and advised Council to try to progress the issue of the two Ash Trees on New Road which were suffering from die-back. The trees were the responsibility of Highways and the County Cllr will be asked to progress this issue as the trees were now in a poor state and the resident had safety concerns.

13. To consider any maintenance and other issues relating to village areas.

Cllr Ireson reported that the allotment holders had requested permission to build a communal compost heap and that Cllr Ireson would be happy to assist with the build and on-going upkeep.

Council considered this but had concerns that should Cllr Ireson no longer be able to assist, there could be on-going costs to the Council; rat infestations could also be an issue. Cllr Ireson agreed to investigate further and report back at the next meeting.

14. To receive an update regarding the installation of a new dog bin at North View Drive.

Cllr Andrews reported that the bin had been installed.

15. To consider a Whissonsett Parish Council Facebook page.

Cllr Dye reported that a new Whissonsett Village Facebook page had recently been started and the parish council were welcome to post items on there. Council agreed that, rather than start a new page, to use the existing page when necessary.

16. Correspondence

There was no correspondence for Council to consider.

17. Finance & Governance Matters

a) To receive a financial statement for the years ending 31st March 2021 and 31st March 2022.

There were no queries raised and Council noted both reports (attached).

b) To receive the internal auditors report and consider any recommendations.

Council noted that the internal auditor had raised a suggestion regarding allotment records but the Clerk was able to assure Council that the appropriate records were kept. The internal auditor had reported that everything was in very good order.

c) To approve the annual governance statement in the 2020-21 Annual Return.

Cllr Ireson proposed that the 2020-21 annual governance statement be approved, this was seconded by Cllr Holloway and agreed by Council. The Chairman will sign the statement in due course.

d) To approve the Statement of Accounts in the 2020-21 Annual Return.

Cllr Holloway proposed that the 2020-21 statement of accounts be approved, this was seconded by Cllr Andrews and agreed by Council. The Chairman will sign the statement in due course.

e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr Holloway proposed that certification of exemption from a limited assurance review be approved, this was seconded by Cllr Andrews and agreed by Council.

f) To note the renewal of the Council Insurance Scheme due 3rd July 2021.

Council noted that renewal of the Council Insurance Scheme was due to take place prior to the next meeting and this was the third of a three-year contract. Relevant checks to ensure that cover remained appropriate will be made prior to renewal.

g) To approve the following payments:

Cllr McGee proposed approval of the following payments, this was seconded by Cllr Edge and agreed by Council.

• Clerk (Salary/Allowance/Expenses – Apr/May)	£266.15
• HMRC	£19.80
• Clerk (Training Course – Planning System)	£7.33
• Training Course for New Councillor	£40.00
• Cllr Andrews (Waste Bin Installation)	£5.95
• Cllr McGee (Laptop Repair)	£15.00
• Internal Auditor	£13.00
• Grass Contractor – April	£699.29

- C Edge (Play Area Latch/Lock) £15.08
- Community Heartbeat (Defib Pads) £88.80
- Norfolk PTS (Subscription 21/22) £130.00

18. To receive any new items for the next agenda.

There were no new items received for the next agenda.

19. To note the next meeting of the Parish Council will be held at 7.30pm on Monday 12th July 2021.

Council noted the date of the next meeting which will be held in the Village Hall.

Members of the public were excluded from the final item:

20. To update the meeting in respect of a confidential matter regarding a parishioner.

Cllr Dye updated Council in respect of a meeting she had been invited to attend, held by stakeholders involved with a member of the community. She had been able to confirm that Council's approach was appropriate and will continue.

The meeting closed at 8.58pm.

Signed:

Date:

Whissonsett Parish Council

Annual Meeting 2021

Report from District Councillor

For the past 12 months the whole of the country has been under the cloud of Covid-19 and for many of us it life as we knew it became almost unrecognisable. Certainly my role as District Councillor was significantly affected by the inability to meet residents in need of assistance in person. Having to rely on phone calls and emails invariably made understanding of the need and how it might be resolved, more complicated. However, despite Covid restrictions It has been possible to deal satisfactorily with the majority of issues raised by residents.

Some of issues have involved shopping, either by helping to arrange on-line shopping, or seeking help from friends or neighbours to assist in various ways - collecting medication and so on. I have also been contacted by distant relatives of elderly or infirm residents to check that they are alright. I have been impressed by the way that local communities have sought to help in any way they can.

On a wider front Covid does not appear to have reduced Fly-Tipping in our area. During the last 12 months on my weekly drive around the Ward I have found and reported 63 fly-tips of various sizes and content, another 20 have also been reported by residents - help which is greatly appreciated. Much of the content of these thoughtless acts appears to be trade waste, vehicle tyres, Decorators tins, brushes, etc, electrical wiring, (often stripped of wire), Plumbing Piping, Basins, toilets, taps etc, to household, toys, pushchairs, beds, chairs and so on. to larger items such as Caravans, trailers, cars. The cost of this Anti-Social behaviour is paid for by every householder through their rates, so please report anyone you see involved in such thoughtless activity.

On a more positive note I have been able to support a number of applications for grants for improvements to Village Hall kitchens and other facilities, also improvements to Roofing, doorways, windows and flooring. Substantial grants have also been provided for improvements to play equipment.

Breckland Council as also maintained its ranking as the Local Authority with the lowest Council Tax in the country with the minimum rise for the coming year, as well as providing extensive grants to assist local businesses.

As your local councillor I have sought to assist parish councils and residents in any way possible and will continue to do so to the best of my ability and I thank you all for your continuing support. Stay Safe and Stay Well.

Trevor Carter
Breckland District Councillor for Hermitage Ward.



Latest Information, Advice, Useful Links and Service Updates (Updated 29 April 2021)

The information below is intended as a resource to keep you up to date with the latest information and advice.

Covid-19 Trusted sources of information

- The most recent **verified data on cases in the UK and Norfolk** is available from Public Health England [here](#) and the Norfolk Insights website [here](#).
- Everyone has a key role in promoting www.nhs.uk/coronavirus and www.gov.uk/coronavirus as trusted sources of information to the public. It is really important to ensure people go to the right sources of information and keep up to date with how to look after themselves.
- **Keep up to date:** We have [a dedicated webpage for coronavirus updates](#) in Norfolk and impact on Norfolk County Council services. This is updated regularly so please do re-visit this page.
- **Service updates** - The most up to date information on council services can be found at [Norfolk County Council services disruptions](#). The council will continue to monitor its services and, if regulations and circumstances change, it will review its current plans.

Latest national announcements

- **Health Secretary's statement on coronavirus** - On 28 April, the Health Secretary, Rt Hon Matt Hancock MP, gave a [statement](#) on coronavirus, and:
 - confirmed that the government's Vaccines Taskforce has secured a further [60 million doses of the Pfizer/BioNTech vaccine](#), as part of the booster programme from later this year
 - provided an update on a [new study](#) by Public Health England (PHE). The study has shown that people who have had one dose of the COVID-19 vaccine were between 38% and 49% less likely to pass the virus on to their household contacts than those who were unvaccinated. Protection was seen from around 14 days after vaccination, with similar levels of protection regardless of age of cases or contacts. This protection is on top of the reduced risk of a vaccinated person developing symptomatic infection in the first place, which is around 60 to 65% four weeks after one dose of either vaccine.
- **Encouraging vaccine take-up** - Earlier this week, NHS England and Improvement launched a new national campaign called 'Every vaccination gives us hope', to encourage under-50s to take up the offer of a COVID-19 vaccine during the second phase of the roll-out. The campaign includes a TV advert which highlights the significant role the vaccine is playing in preventing infections, hospitalisations and deaths. It aired for the first time on ITV on 26 April and showcased the health workers and volunteers involved in the rollout across the UK, as well as those who have had the vaccine. The advert will also run across radio, multicultural media and social media.

Messages for residents

- **Take a test – help protect** - Taking a few simple preventative steps could help us all protect each other as COVID-19 restrictions lessen over the next couple of months. Residents now have a number of different ways of accessing symptom-free tests which have been shown to identify cases we would otherwise not find, allowing people to isolate, preventing further spread of the disease and saving lives. It is important to also remember that even with a negative test result, people must continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required. Details on how to get tested can be found [here](#).
- **Out and about in Norfolk** – Norfolk has a wonderful environment and heritage, and with the May bank holiday approaching, residents have the opportunity to explore both. Information on the Norfolk Trails, Norfolk Museums, cycling routes and activities for children and young people can be found [here](#). Please make sure you comply with all the social distancing rules.

Covid-19

- **Vaccination** - The COVID-19 vaccine is being offered to [people who are eligible](#). The NHS will contact you when it is your turn. The [NHS website](#) also provides information on who can book an appointment **without** being contacted first.

Social care

- **Free PPE for Carers who live separately to those they care for** - Norfolk County Council is now able to provide a free PPE pack to any unpaid carers who live separately from the person they are caring for. This is being funded by the Department for Health and Social Care.

The packs will include Personal Protective Equipment (PPE) to support them in their role as a carer. We have included gloves, masks, aprons and bottles of hand sanitiser.

If you know anyone who would like to receive a pack, please direct them to the link below where they can register their details, tell us about their caring situation, and request a pack to be delivered to their home or nearby collection point.

Please click on the link below which will take you straight to the form:
https://www.careplace.org.uk/Information/PPE_UnpaidCarers/?LA=Norfolk

Education and settings

- **Schools** - All schools are fully open to all children and attendance of pupils in Norfolk schools remains in line with the national average. Overall last week attendance was 96.2% in primary schools and 90.9% in secondary.
- **Post 16's** - Planning for year 11 and 12 transitions into post 16 education has begun including targeting vulnerable cohorts e.g. home educated, CME and SSFN. Year 11 and 12 enhanced transition support into post 16 education through identification of Y11 at risk of NEET and planning for Summer 2021 Transition programme
- **Early Years** - We currently have 675 settings open, which leaves 35 as still closed and these are predominantly childminders. 14,053 children attending of which 4,508 are children of critical workers, and 713 of those are vulnerable - 240 have a social worker and 121 have an EHCP. As you will already know we are no longer offering workplace testing as the DfE have now allowed all providers to access LFTs to use at home.

General updates

- **Fire Service** -
 - **Outdoor fire safety** - Patio heaters, barbecues and fire pits have been involved in a number of accidental fires attended by our crews in recent weeks, as people are keen to socialise outdoors and stay warm on cooler evenings. These devices have been placed near to flammable materials, causing fences, sheds, trees and homes to catch fire. Following two fires at licensed premises started by patio heaters, businesses are being asked to ensure they have carried out risk assessments if utilising outdoor spaces in new ways. The fire service is available to provide advice and support to Norfolk businesses. As it has been very dry and the weather is warming up ahead of the Bank Holiday weekend, there is also concern about the spread of wildfires. This week our crews were at a large forest fire in Suffolk and we are asking the public to be careful outdoors and not to use disposable barbecues or discard smoking materials in the countryside.
 - **Water safety** - Our water safety work with partners including police and RNLI has been well received by business owners, who were offered throwline training to help them save people in the water. The week's activities have received some good media coverage on TV, radio and in the press.

WHISSONSETT PARISH COUNCIL

TREE INSPECTION APRIL 18TH 2021.

I carried out a walking inspection on Sunday April 18th 2021.

I noted the following:

- The trees at East View/New Road: nothing to add to report last October. They could be tidied up but nothing is urgent.
- The ash trees outside The Ashes in New Road are a concern. They do not apparently belong to the PC but the western tree not only has ash die back but is rotten at the base. I could easily push my stick into the centre of the tree so the roots must be weakened. The eastern tree looks healthy enough although the crack in the garden wall of the neighbouring house suggests the roots are causing damage. If this is a Highways matter and I understand from a villager that Highways cut the grass every month, then I suggest we should write to Highways putting them on notice that there is a problem and asking them to take whatever action they think fit including taking the trees down and replanting new ones. The villager thought that our county councillor was already aware of the problem.
- The mature trees which are in the Church Lanes and around the bowling Green and which are mostly subject to TPOs appear to be in pretty good order given their age apart from the beech outside St Mary's Close on which we have started the process of its removal due to disease.
- Around the playing field: no comments needed.
- Conservation area: the dead birch is now unsightly. I don't think it is about to fall down but frankly it would be as well to have it cut down. It is not a huge job and its removal will enhance the overall appearance of the area. A new tree could be planted in its place.

As normal, this was a walking inspection and the next inspection is due in October 2021.

This report is for the agenda of the PC meeting to be held on May 3rd 2021.

Charles Holloway

WHISSONETT PARISH COUNCIL					
YEAR ENDING 31ST MARCH 2021					
FINANCIAL REPORT - 31st MARCH 2021					
BUDGET UPDATE	Budget	To	%	Bank Reconciliation	
	2020/21	date	Spend	Community Account at 01.04.2020	10,792.58
PAYMENTS				Plus Receipts at 31.03.2021	13,442.11
Admin	1,337.00	1259.28	94%	Less Payments at 31.03.2021	12,575.36
Salary*	1,485.00	1755.28	118%		11,659.33
Grass Cutting	5,814.00	4294.00	74%	Bank Balance at 31.03.2021	11,659.33
Play Area	210.00	132.57	63%	Less any outstanding payments	-
Open Spaces	500.00	967.35		Plus any outstanding receipts	-
Maintenance	940.00	1360.00	145%	Total	11,659.33
Donations**	100.00	2550.00		Tree Reserve	5,675.00
TOTAL	10,386.00	12,318.48	119%	GENERAL RESERVE	5,984.33
RECEIPTS			Received	A VAT Refund of £256.88 is due.	
Precept	13,000.00	13,000.00	100%		
Allotments	160.00	180.00	113%		
Open Spaces	-	-			
TOTAL	13,160.00	13,180.00	100%		
SURPLUS/DEFICIT	2,774.00	861.52			
*Budget did not include additional hours for website build/pay award					
**Includes £2,500 to Village Hall for refurbishments.					

WHISSONETT PARISH COUNCIL					
YEAR ENDING 31ST MARCH 2022					
FINANCIAL REPORT - May 2021					
BUDGET UPDATE	Budget	To	%	Bank Reconciliation	
	2021/22	date	Spend	Community Account at 01.04.2020	10,792.58
PAYMENTS				Plus Receipts at 31.03.2021	13,442.11
Admin	1,145.00	306.53	27%	Less Payments at 31.03.2021	12,575.36
Salary	1,600.00	258.75	16%		11,659.33
Grass Cutting	5,200.00	0.00	0%	Bank Balance at 31.03.2021	11,659.33
Play Area	250.00	0.00	0%	Less any outstanding payments	-
Open Spaces/Maintenance	2,000.00	0.00		Plus any outstanding receipts	-
Donations	100.00	0.00		Total	11,659.33
TOTAL	10,295.00	565.28	5%	Tree Reserve	5,675.00
				GENERAL RESERVE	5,984.33
RECEIPTS			Received		
Precept	13,000.00	6,500.00	50%		
Allotments	170.00	-	0%		
Open Spaces	-	-			
Grants	-	1,000.00			
Misc - HMRC Refund	-	42.80			
TOTAL	13,170.00	7,542.80	57%		
SURPLUS/DEFICIT	2,875.00	6,977.52			