

## WHISSONSETT PARISH COUNCIL

### **THE ANNUAL MEETING OF WHISSONSETT PARISH COUNCIL WILL BE HELD ON MONDAY 3<sup>RD</sup> MAY 2021, FOLLOWING THE ANNUAL PARISH MEETING COMMENCING AT 7.00 P.M.**

*Under the Coronavirus Act, the Secretary of State has published meeting regulations which remove the requirement to hold annual meetings and allow virtual meetings up to 7 May 2021. These are contained in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

Accordingly, this meeting will be held virtually via Zoom and members of the public or press are welcome to attend. The zoom link is set out below:

#### **Join Zoom Meeting:**

<https://us02web.zoom.us/j/87025478055?pwd=Ti9rWEhMVjlxUVhCbzVOSzEyRXJLQT09>

Meeting ID: 870 2547 8055 - Passcode: 165972

**The public and press will be able to address the Council during the Public Participation session. Public Participation will be limited to 15 minutes, with three minutes allowed per speaker. Our Standing Orders do not permit members of the public and press to take part in the debates.**

---

#### **AGENDA**

1. Election of Chairman and signing of declaration of acceptance of office.
2. Election of Vice Chairman and signing of declaration of acceptance of office.
3. Welcome and apologies for absence.
4. To receive any declarations of interest.
5. To approve the minutes of the meeting held on 8<sup>th</sup> March 2021 and the extra-ordinary meeting held on 29<sup>th</sup> March 2021.
6. Open Forum for Public Participation.
7. County & District Councillors Reports.
8. Planning Issues
  - a) Decisions to note.
    - 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).
    - 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.
- Any Planning Applications received following the publication of the agenda - (<http://planning.breckland.gov.uk/OcellaWeb/planningSearch>)

9. Highways matters.

a) To receive an update re matters previously reported.

- Mill Lane – Highways Land – C/Cllr Kiddle-Morris is taking this matter forward.
- 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.

c) To consider any other Highway matters.

10. The Play Area.

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

b) To consider any other Play Area issues.

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

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

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

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

15. To consider a Whissonsett Parish Council Facebook page.

16. Correspondence

(any correspondence received after the agenda has been published will be circulated at the meeting)

17. Finance & Governance Matters

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

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

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

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

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

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

g) To approve the following payments:

• Clerk (Salary/Allowance/Expenses – Apr/May)	£tbc
• 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 (Website Repair)	£15.00
• Internal Auditor	£13.00
Paid previously:	
• 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.

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

***Members of the public and press will be excluded from the final item:***

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

---

---

Sheryl Irving  
Clerk to the Council  
[whissonettparishccouncil@gmail.com](mailto:whissonettparishccouncil@gmail.com)  
Tuesday 27<sup>th</sup> April 2021