

## WHISSONSETT PARISH COUNCIL

Minutes of the Annual Meeting of Whissonsett Parish Council held in the Village Hall on Monday 13<sup>th</sup> May 2019 at 8.10pm, following the Annual Parish Meeting which commenced at 7.00pm.

Present: Cllr Sally Dye (Chairman)  
Cllr Bruce Andrews (Vice-Chairman)  
Cllr James Daniels  
Cllr Caroline Edge  
Cllr Catherine McGee  
Cllr John Newton

District Cllr Trevor Carter  
Six members of the public  
Sheryl Irving (Clerk)

### **1. Election of Chairman and signing of declaration of office.**

Cllr Andrews proposed that Cllr Dye be elected as Chairman, this was seconded by Cllr Daniels and agreed by Council. Cllr Dye duly signed the declaration of office.

### **2. Election of Vice-Chairman and signing of declaration of office.**

Cllr Dye proposed that Cllr Andrews be elected as Vice Chairman, this was seconded by Cllr Edge and agreed by Council. Cllr Andrews duly signed the declaration of office.

### **3. Welcome and apologies for absence.**

The Chairman welcomed everyone to the meeting. Apologies were received from C/Cllr Mark Kiddle-Morris.

### **4. To receive any declarations of interest.**

There were no interests declared.

### **5. To approve the minutes of the meeting held on 14<sup>th</sup> March 2019.**

Cllr Edge proposed that the minutes be accepted as a true record, this was seconded by Cllr Andrews and agreed by Council. The Chairman duly signed the minutes.

### **6. Open Forum for Public Participation.**

A member of the public, on behalf of a small group of residents, raised objections to the proposed planning application for two bungalows on the plot at The Paddocks. Concerns were raised in respect of the water levels in the water meadow to the rear of the plot, the nearby historic houses which will be sensitive to disturbance and water issues, drainage issues on London Street which has reached full capacity and needs upgrading, ecology issues relating to the trees close to the boundary, and access issues. The support of the parish council was requested.

There were no other matters raised.

## 7. County & District Councillors Reports.

D/Cllr Carter reported that fly tipping had increased locally and two tonnes had recently been removed from a site near to Fakenham.

He had recently enjoyed a Carpet Bowls session in the Village Hall and believed that Whissonsett was a friendly and welcoming place to live.

Breckland have a £1M pot received from rental incomes available for community projects.

He had recently met with the provider of the Post Office in the Village Hall as they had not been attending regularly. It is hoped that this has now been resolved, however, the facility may not be required for two days each week and, in the future, one day would suffice.

## 8. Planning Issues

### a) Decisions to note.

The following decisions were noted.

Application	Parish Council Comments	Current Breckland Status
3PL/2019/0022/VAR Talbot House, London Street Erection of five dwellings – reserved matters	The Council object to this application on the grounds that the removal of the reference to cumulative ground-space could result in an increase in both the size and number of dwellings permitted on the site. The Council objects to any properties over 1.5 storey as they would not fit sympathetically with the properties in the surrounding area, which are all either cottages or bungalows. In addition, the Council considers any more than five properties to be over-development of the site.	Permission
3PL/2019/0262/F White House, High Street. Conversion of existing garage to a one bedroom holiday let with associated works and parking	Whissonsett Parish Council requests that parking and turning provision be more than adequate. Although the High Street is a good width in front of this property, with the Bus Stop opposite parking on the road could cause safety issues, particularly for school bus passengers.	Permission
3PL/2019/0273/VAR Site to the rear of Queensforth, London Street Variation of Condition No 2 on 3PL/2018/0235/F - changes to approved drawings	Whissonsett Parish Council reiterates that access, parking and turning must be more than adequate for what, if this variation is permitted, could be two four-bedroom properties. It is likely that the addition of two further bedrooms to this development would lead to more vehicles and vehicle movements which should not add to issues currently experienced in London Street and the Village Hall car park.	Permission

### b) Applications to consider.

It was agreed that the Council would make a site visit in respect of the two applications detailed below, prior to submitting comments. However, it was agreed to request a pull-in to the front of the telephone exchange for the high number of Open Reach vehicles using the road to park, which was destroying the verges.

Application Location		Application Proposal
i.	3PL/2019/0444/D Telephone Exchange, Mill Lane	Erection of one dwelling - approval of reserved matters following outline permission 3PL/2017/0433/O.
ii.	3PL/2019/0408/F Development plot next to The Paddocks, London Street	Two bungalows. One Self-Build and one market housing

**9. To consider any Highways matters.**

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

Issues continue to be on-going at both East View and North View Crescent, D/Cllr Carter is attempting to resolve them. It was suggested that some of the problems could be resolved by adding the works to the grass cutting contract.

The broken signs in Church Close have been replaced and pot holes at Stocks Hill and Dereham Road have been repaired.

**b) To receive an input re Community Speedwatch from D/Cllr Carter.**

D/Cllr Carter gave a brief report regarding setting up a speedwatch team but highlighted the most important element was to maintain consistency of keen and reliable members, a minimum of three is required each time. Cllr McGee will investigate the feasibility of setting up a team.

**c) To consider any new issues.**

Reports of fly tipping in the Church Lanes was reported and the culprits will be contacted.

An overgrown hedge on Church Lane was also reported and the owner of the property will be contacted.

The Chairman thanked D/Cllr Carter for his input and he then left the meeting.

**10. To receive a report re the grass cutting.**

Copies of the contract had still not been received from the current contractor and it was agreed that, if no response was received to a final request, that the contract should go out to tender. It was also agreed to request that no works be carried out on Sundays.

**11. To consider any maintenance required for Spring Well.**

Mr John Newton confirmed he had repaired the door. Quotes will now be obtained to repaint the well.

**12. To receive an update regarding the defibrillator.**

The Chairman reported that the defibrillator had been returned in working order and there had been no charge for either the repairs or the loan machine.

### **13. To consider issues relating to the Play Area.**

**a) To receive an update regarding the Play Area regeneration project.**

A lottery grant of £10,000 had been awarded, a decision on the Breckland match funding grant was awaited.

**b) To receive an update regarding the resurfacing of the playing field drive.**

The three residents had agreed to the payment proposal and the final payment was awaited, prior to the works commencing.

**c) To consider any other issues.**

There were no other issues raised.

### **14. To consider issues relating to the Allotments.**

**a) To consider a refund of fees following cancellation of contract.**

A new tenant had cancelled their contract, prior to any work commencing on the allotment, Council agreed to refund their rental fee of £20.00.

In addition and with reference to a reduction of rent recently agreed at the meeting held on 13<sup>th</sup> December 2018, it was agreed to refund the tenant £20.00 as they had paid the previous, higher rate.

**b) To consider granting permission to keep chickens on an allotment.**

A request had been received to keep chickens on an allotment, however, Council were concerned there would be problems with vermin and the destruction of other tenants crops etc and agreed not to grant permission.

**c) To consider any other issues.**

There were no other issues raised.

### **15. To consider options to fill the two vacant Council seats.**

Cllr Daniels proposed that Mr John Newton be co-opted as parish councillor, this was seconded by Cllr Andrews and agreed by Council. Mr Newton duly signed his acceptance of office and joined the Council.

This leaves one vacant seat on the Council.

### **16. Correspondence**

- Tinks Topsy Tavern – Cllr McGee will further investigate this idea.
- Fly the Red Ensign for Merchant Navy Day – in the absence of a flag pole, this will be passed onto the PCC.
- George Freeman – Offshore Ring Main – Council agreed to sign up and support the petition.
- Homes England Consultation – this was noted but not relevant to Whissonsett.

- Raynham Hall Events – Council agreed to sign up to a letter from Fakenham Town Council regarding noise levels at events.
- Western Link Update – this was noted.

## 17. Finance & Governance Matters

### **a) To receive financial statements for the year ending 31<sup>st</sup> March 2019 and 31<sup>st</sup> March 2020.**

The reports were noted.

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

The report was noted and the large reserve recommendation had been addressed.

### **c) To approve the annual governance statement in the 2018-19 Annual Return.**

Cllr Edge proposed approval of the annual governance statement, this was seconded by Cllr Dye and agreed by Council. The Chairman duly signed the statement.

### **d) To approve the Statement of Accounts in the 2018-19 Annual Return.**

Cllr Edge proposed approval of the statement of accounts, this was seconded by Cllr Dye and agreed by Council. The Chairman duly signed the statement.

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

Cllr Edge proposed approval of the exemption from a limited assurance review, this was seconded by Cllr Dye and agreed by Council. The Chairman duly signed the certificate.

### **f) To consider approval of the Clerk's annual salary incremental increase.**

Cllr Dye proposed approval of the salary increase, this was seconded by Cllr McGee and agreed by Council.

### **g) To consider any training requirements.**

Cllr McGee will attend an induction training course and Council will receive Planning training in due course.

### **h) To consider the insurance renewal options.**

Cllr Edge proposed that Council opt for option no 2, on a three-year term deal at an annual cost of £372.40. This was seconded by Cllr Dye and agreed by Council.

### **i) To consider a donation to Norfolk Accident & Rescue Service.**

Cllr Edge proposed a £50 donation to NARS, this was seconded by Cllr Newton and agreed by Council.

### **j) To consider approval of a direct debit payment in respect of the ICO (Data Protection Registration).**

Cllr McGee proposed approval of the direct debit payment which will save Council £5 annually, this was seconded by Cllr Daniels and agreed by Council.

**k) To approve the following payments.**

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

• Clerk (Salary/Allowance – April/May)	£257.84
• Website – hosting/maintenance for six months	£100.00
• Internal Auditor	£25.00
• Allotment Tenant Refund	£20.00
• Allotment Tenant Refund	£20.00
• Cllr Dye – Website Hosting (remainder of fee)	£3.33
• Insurance Provider	£372.40
• NARS donation	£50.00

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

The following new items were received for the next agenda – Parish Newsletter, Sign for Village Hall Meetings, Donation to Village Hall.

**19. To note the meeting dates for the forthcoming year.**

The following meeting dates were noted:

- Monday 8<sup>th</sup> July 2019
- Monday 9<sup>th</sup> September 2019
- Monday 11<sup>th</sup> November 2019
- Monday 13<sup>th</sup> January 2020
- Monday 9<sup>th</sup> March 2020

**20. To note the next meeting will be held at 7.30pm on Monday 8<sup>th</sup> July 2019 in the Village Hall.**

The date of the next meeting was noted.

The meeting closed at 10.00pm.

Signed:

Date:

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