

## WHISSONSETT PARISH COUNCIL

**The next meeting of Whissonsett Parish Council will be held at 7.30pm on Monday 11<sup>th</sup> March 2023 in the Village Hall.**

**Whissonsett Parish Council welcomes the public and press to its meetings. You may address the Council during the public participation session but standing orders do not allow participation in the debates.**

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### AGENDA

1. Welcome and apologies for absence.
2. To receive any declarations of interest.
3. To approve the minutes of the meeting held on 8<sup>th</sup> January 2024.
4. Open Forum for Public Participation (15 minutes maximum).
5. County & District Councillors Reports.
6. Planning Issues
  - a) Decisions to note (information only).
    - **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 – UNDECIDED.
    - **3PL/2023/1146/HOU** – 4 The Terrace, London Street - single storey rear extension – APPROVED.
    - **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- APPROVED.
  - b) Applications to consider.
    - Any Planning Applications received following the publication of the agenda - (<http://planning.breckland.gov.uk/OcellaWeb/planningSearch>)
  - c) To receive an update regarding enforcement issues.
  - d) To receive an update re the Breckland Local Plan and consider any necessary action.
  - e) To consider a Standard Light Pollution Clause for all relevant Planning Applications.
7. Highways matters.
  - a) To receive an update re matters previously reported.
    - 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.
  - Springwell Road – nr Springwell Cottage – potholes reported to Highways.
- b) To receive a report regarding the SAM II sign and related speeding issues.
- c) To receive an update regarding flooding in Wash Lane.
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.
9. To receive a report from the Allotment Warden and to consider any issues raised.
10. To receive a report from the Village Warden (council assets) and to consider any issues raised, including:
- quotes for the refurbishment of Spring Well.
  - Notice Board on Campingland.
  - Broken gutter on Bus Shelter.
  - Overgrown railing at North Turnstile.
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.
12. To confirm the grass cutting contract for 2024.
13. To note the meeting dates 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  
*(any correspondence received after the agenda has been published will be circulated at the meeting)*
- Norfolk Minerals and Waste Local Plan - Notification of Submission and availability of documents for inspection.
15. Finance & Governance Matters
- a) To receive a financial report for the year ending 31<sup>st</sup> March 2024.
- b) To review the annual allotment rents.

- c) To consider approval of the following policy documents:
- 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.
- e) To approve the following payments and note any receipts.

Ref	Payee	Amount
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	£ (SO)
P37	HMRC – PAYE	£
P39	Clerk (Salary/Allowance) – March	£ (SO)
P38	ICO – Data Protection	£35.00 (DD)
P40	Clerk Expenses	£14.10
P1	Norfolk PTS Subscription (2024/25)	£120.00

*\*,(SO) and (DD) indicate payment has been made.*

16. To receive any new items 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.

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Sheryl Irving  
 Clerk to the Council  
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 Monday 4<sup>th</sup> March 2024