

WHISSONSETT PARISH COUNCIL

The Annual Meeting of Whissonsett Parish Council will be held On Monday 13th May 2024, following the Annual Parish Meeting which commences at 7.15pm 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.

AGENDA

1. Election of Chairman and signing of the Declaration of Acceptance of Office form.
2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.
3. Welcome and apologies for absence.
4. To receive any declarations of interest.
5. To approve the minutes of the meeting held on 11th March 2024.
6. Open Forum for Public Participation (15 minutes maximum).
7. County & District Councillors Reports.
8. 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.
 - 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.
9. 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.
 - Wash Lane – drain higher than road – reported to Highways and now rectified.
 - New Road – nr Lower Farm – potholes reported to Highways and repaired.
 - Springwell Road – nr Springwell Cottage – potholes reported to Highways and repaired.
 - London Street – drain near to Village Hall blocked – reported to Highways.
 - North View – faded street sign – will be replaced.
- b) To receive a report regarding the SAM II sign and related speeding issues.

10. Playing Field Matters - to receive a report from the Playing Field Warden and to consider fencing quotes.

11. To receive a report from the Tree Warden and to consider any issues raised.

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

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

- the refurbishment of Spring Well.
- Notice Board on Campingland.
- Drainage works to Bus Shelter – installation of drain crate.

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

15. Correspondence

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

16. Finance & Governance Matters

- a) To receive a financial report for the years ending 31st March 2024 and 31st March 2025.
- b) To receive an update regarding the Council insurance renewal.
- c) To consider a donation request from the Village Hall Committee.
- d) To receive the internal auditors report and consider any recommendations.
- e) To approve the annual governance statement in the 2023-24 Annual Return.
- f) To approve the Statement of Accounts in the 2023-24 Annual Return.
- g) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

h) To approve the following payments and note any receipts.

Ref	Payee	Amount
PAYMENTS		
P43	WGA – Local/Environmental Searches – land purchase	£300.00
P2	Clerk (Salary/Allowance) - April (including annual, incremental salary increase)	£tbc (SO)
P2	HMRC – PAYE	£tbc
P4	Clerk (Salary/Allowance) – May	£tbc (SO)
P5	Internal Auditor	£35.00
<i>*,(SO) and (DD) indicate payment has been made.</i>		
RECEIPTS		
R1	Precept 2024/25 (1 of 2)	£6,000.00

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

18. To note the next meeting of the Parish Council will be held on Monday 8th July, at 7.30pm in the Village Hall.

Sheryl Irving
Clerk to the Council
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Friday 3rd May 2024