

# WHISSONSETT PARISH COUNCIL

Minutes of a meeting of Whissonsett Parish Council held at 7.00pm on Monday 8th November 2021 in the Church, as the Village Hall was unavailable due to a power supply emergency.

Present: Cllr Sally Dye (Chair)  
Cllr Bruce Andrews (Vice Chair)  
Cllr James Daniels  
Cllr Caroline Edge  
Cllr Charles Holloway  
Cllr Tristan Ireson  
Cllr Debbie Pollard

Three members of the Public  
Sheryl Irving (Clerk)

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

The Chairman welcomed everyone to the meeting. Apologies were received from C/Cllr Kiddle-Morris. It was noted that an election to fill the vacancy for our District Councillor will be taking place in December.

## **2. To consider the co-option of a new councillor.**

Cllr Daniels proposed that Debbie Pollard be co-opted onto the Council, this was seconded by Cllr Edge and agreed by Council. Cllr Pollard signed her declaration of acceptance of office form.

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

Cllr Daniels declared an interest in item 8a - 3PL/2021/0981/O and Cllr Ireson declared an interest in item 8b - 3PL/2021/1328/LB and 3PL/2021/1327/F.

## **4. To approve the minutes of the meeting held on 13<sup>th</sup> September 2021.**

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

## **5. To receive a Breckland presentation – Housing for Local People.**

The presentation was remitted to the December meeting due to the relocation of the meeting to the church.

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

A member of the public indicated they were simply present to hear what was said about the planning application 3PL/2021/1465/F – Lower Farm, New Road - creation of Wellness retreat facility with the erection of 3no.lodge cabin and studio.

There were no other matters raised.

## 7. County & District Councillors Reports.

In his absence, a report had been circulated by the C/Cllr Kiddle-Morris.

## 8. Planning Issues

### a) Decisions to note.

Council noted that no decision had been made in respect of the following two applications:

- 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/2021/0981/O – land adjacent to West End, Rayner Lane – three self build detached dwellings including site layout amended to take account of tree officer comments.

Council noted that the following application had been approved:

- 3PL/2021/1125/VAR – Queensforth, London Street - Variation of Condition No 2 on 3PL/2019/1314/VAR - change plot 2 to single storey bungalow instead of one and half storey dwelling.

### b) Applications to consider.

- 3PL/2021/1328/LB and 3PL/2021/1327/F – Church Farm, School Road - conversion and extension of workshop/garage to a holiday let/annexe, wet room/plant room and carport including re-instatement of separate access opposite Wash Lane – Cllr Ireson left the meeting whilst this application was considered. Council agreed to submit objections on the grounds that the design and scale of the proposed building was not in keeping with the adjacent listed building. If the application was approved, Council wanted to see a condition that it must always remain incidental to Church Farm and not become a separate dwelling, with particular concern regarding the separate access.
- 3PL/2021/1394/VAR – Lower Farm, New Road - variation of Condition No 2 on 3PL/2021/0492/VAR -Changes to cart shed/garage block – Council had no objections or comments in respect of this objection.
- 3PL/2021/1457/VAR – Land adj The Cottage, New Road - variation of Condition No 2 on 3PL/2020/0004/D - Minor design changes to dwelling – Council had no objections or comments in respect of this objection.
- 3PL/2021/1465/F – Lower Farm, New Road - creation of Wellness retreat facility with the erection of 3 no.lodge cabin and studio – Council agreed to submit objections to this application on the grounds of highway safety, the width of the access road, flooding, drainage and sewage issues and that the application was unclear regarding the anticipated number of vehicle movements. In addition, Council was concerned about any additional development of the site in the future

**c) To receive an update regarding planning enforcement issues.**

Council had submitted concerns to the Breckland Planning Enforcement team regarding both the height of the new dwellings on the High Street and works carried out to the adjacent trees. The response from the team was that, due to a lack of resources and overwhelming workloads, they had not been able to investigate the height issue and a response to the tree complaint set out the planning condition permitting formative pruning and reduction of the trees, suggesting that may be what has been seen. The condition was too ambiguous to respond to meaningfully.

**9. Highways matters.**

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

The Chairman will contact Highways for an update regarding the first two matters below. There had been no actions on the final two matters.

- Mill Lane – Open Reach vehicles parking on road and the request for land reinstatement.
- New Road – flooding – solutions being investigated by Highways.
- Faded Street Signs – Rectory Road/School Road – reported to Breckland.
- Footpath 3 – Bridge – reported to Highways.

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

Cllr Ireson is obtaining training to enable him to download and analyse data collected by the sign.

**c) To consider any other Highway matters.**

The Chairman requested Councillors notify the Clerk of any new issues.

**10. To consider any issues arising in respect of the Play Area.**

There were no issues arising in respect of the Play Area.

**11. To receive a report regarding the grass and hedge cutting works.**

Cllr Edge proposed approval of three quotations for hedge cutting works at the Play Area and Campingland, at a total cost of £700.13, this was seconded by Cllr Ireson and agreed by Council. However, it was hoped this could be offset against some works missed earlier in the year.

**12. To consider the following Tree related issues.**

**a) To receive an update regarding the application to the NCC Free Trees Scheme.**

There was no update in respect of the application for trees for the Playing Field.

**b) To consider a replacement for the recently felled Beech Tree.**

Council agreed to consider a replacement at the March 2022 meeting.

**c) To receive a report from the Tree Warden.**

Council noted the report from the Tree Warden, particularly in respect of trees requiring an inspection by a tree surgeon, and agreed to obtain a quote for the annual inspection.

**d) To consider approval of the annual tree inspection, as set out in the Whissonsett Tree Policy.**  
This item was discussed at item 12.c above.

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

There were no other issues raised.

**14. To receive an update regarding a parish commemoration to mark the Queens Platinum Jubilee in 2022.**

Council noted that the PCC and the Village Hall Committee will be arranging an event for pensioners in the village. Due to a lack of time, councillors were unable to commit to organising any other events but did commit to supporting any group who wished to do so. Some funding is likely to be available from Breckland for the event.

**15. To receive an update regarding a land registry application in respect of the Campingland.**

The Chairman confirmed that the Campingland is registered to the Norwich Diocese so there was no need to pursue this matter.

**16. To consider the installation of electric vehicle charging points at the village hall.**

Council agreed there was no current need but would consider again in the future if there became a demand.

**17. Correspondence**

Cllr Edge suggested a response to the following survey and Council supported the suggestion.

- Breckland Landscape and Settlement Character Assessment Survey

Cllr Holloway referred to correspondence relating to a group of parish councils who have been working as a team for the past few years to find an alternative way of bringing the huge quantities of power being generated from wind turbines in the North Sea on shore without disrupting the lives of all the people in Norfolk and suggested that Council sign up too, this was agreed by all members of the Council.

**18. Finance & Governance Matters**

**a) To receive a financial statement for the year ending 31st March 2022.**

The financial report (attached) was noted and there were no queries raised.

**b) To consider a request from the Clerk for additional hours per month.**

This confidential item was remitted to the end of the meeting when members of the public were not present.

**c) To review the annual allotment rental fees.**

Council agreed the rental fees should remain as they are.

**d) To appoint an internal auditor for the year ending 31<sup>st</sup> March 2022.**

Cllr Edge proposed that Mr Bergin be appointed as internal auditor for the year ending 31<sup>st</sup> March 2022 at a cost of £25, this was seconded by Cllr Dye and agreed by Council.

**e) To consider a budget and set the precept for the year ending 31<sup>st</sup> March 2023.**

Council considered the draft budget and agreed a small reduction in the precept would be possible. Cllr Dye proposed that the budget be accepted and a precept of £12,000 be approved, this was seconded by Cllr Holloway and agreed by Council.

**f) To approve the following payments:**

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

• Clerk (Salary/Allowance – Oct/Nov) & Expenses	£288.17
• Grass Contractor (Aug & Sept)	£1398.58
• Brisley PC – SLCC Membership	£19.40
• Clerk – Training – Essential Update Seminar	£6.50
• RBL – Wreath	£18.50

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

There were no new items received for the next agenda.

**20. To note the next meeting of the Parish Council will be held at 7.30pm on Monday 10<sup>th</sup> January 2022 in the Village Hall.**

Council noted the date of the next meeting which will commence at 7.00pm if the Housing for Local People presentation can be rearranged for this date, otherwise it will commence at 7.30pm.

Members of the public were asked to leave the meeting and Council considered item 18b. Cllr Edge proposed an increase of an additional four hours per month for the Clerk due to the workload, with effect from the 1<sup>st</sup> November 2021, this was seconded by Cllr Holloway and agreed by Council.

The meeting then closed at 9.00pm.

Signed:

Date:

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WHISSONSETT PARISH COUNCIL  
 YEAR ENDING 31ST MARCH 2022  
 FINANCIAL REPORT - NOVEMBER 2021

<b>BUDGET UPDATE</b>	<b>Budget 2021/22</b>	<b>To date</b>	<b>% Spend</b>
<b>PAYMENTS</b>			
Admin	1,145.00	830.08	72%
Salary	1,600.00	1054.80	66%
Grass Cutting	5,200.00	4195.74	81%
Play Area	250.00	842.49	337%
Open Spaces/Maintenance*	7,675.00	5680.95	
Donations**	100.00	200.00	
<b>TOTAL</b>	<b>15,970.00</b>	<b>12,804.06</b>	<b>80%</b>
<b>RECEIPTS</b>			
			<b>Received</b>
Precept	13,000.00	13,000.00	100%
Allotments	170.00	110.00	65%
Open Spaces	-	-	
Grants	-	1,000.00	
Misc - HMRC Refund	-	42.80	
<b>TOTAL</b>	<b>13,170.00</b>	<b>14,152.80</b>	<b>107%</b>
<b>SURPLUS/DEFICIT</b>	<b>(2,800.00)</b>	<b>1,348.74</b>	

\*Updated to include Beech Tree Reserve of £5,675.00

\*\*Spend includes £200 in respect of TOMMY, RBLI.

<b>Bank Reconciliation</b>	
<b>Community Account at 01.04.2021</b>	<b>11,659.33</b>
Plus Receipts at 30.09.2021	14,409.68
Less Payments at 30.09.2021	12,249.21
<b>TOTAL</b>	<b>13,819.80</b>
<b>Bank Balance at 30.09.2021</b>	<b>13,819.80</b>
Less any outstanding payments	
Plus any outstanding receipts	-
<b>TOTAL</b>	<b>13,819.80</b>
including £100 Allotment deposit	