

WHISSONSETT PARISH COUNCIL

Minutes of the Annual Meeting of Whissonsett Parish Council held on Monday 22nd May 2023 at 7.30pm in the Village Hall.

Present: Cllr Sally Dye (Chairman)
Cllr Susan McGregor
Cllr Sian Griffiths
Cllr Caroline Edge
Cllr Tristan Ireson

Three Members of the Public
Sheryl Irving (Clerk)

1. Election of Chairman and signing of the declaration of office acceptance form.

Cllr Edge proposed that Cllr Dye be elected as Chairman, this was seconded by Cllr McGregor and unanimously agreed by Council. Cllr Dye duly signed her declaration of acceptance of office form.

2. Election of Vice Chairman and signing of the declaration of office acceptance form.

Cllr Holloway had previously indicated he was willing to continue as Vice-Chairman. That being the case, Cllr Edge proposed that Cllr Holloway be elected as Vice Chairman, this was seconded by Cllr McGregor and unanimously agreed by Council. Cllr Holloway will sign his declaration of acceptance of office form in due course.

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Holloway and Cllr Daniels were approved.

4. To receive any declarations of interest.

There were none received.

5. To approve the minutes of the meeting held on 13th March 2023.

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

6. To consider adopting the General Power of Competence.

Cllr Dye proposed that 'the Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence', this was seconded by Cllr McGregor and unanimously agreed by Council.

The General Power of Competence gives a local authority the power to do anything which individuals generally may do. It is a power of first resort, rather than an older power.

7. To allocate the areas of Council responsibilities to Members.

The following roles were allocated:

Play Area Warden – Cllr Caroline Edge
Tree Warden – Cllr Charles Holloway
Allotment Warden – Cllr Tristan Holloway
Village Warden (Council Assets) – Cllr Susan McGregor
SAM II Sign – Cllr Sally Dye

8. Open Forum for Public Participation (15 minutes maximum).

Cllr Griffiths raised an issue which had been brought up by a member of the public at the recent Annual Parish Meeting in that some members of the community were unable to access the internet and therefore unable to view the minutes. She volunteered to make contact and, if feasible, print and circulate copies where necessary.

A member of the public volunteered to organise a play area/village clean up. A risk assessment will be carried out and, if necessary, hi-viz, safety gloves etc will be purchased. The clean-up will also include the Church Lanes and Spring Well if enough volunteers come forward. However, Council agreed that residents need to be made aware that the tree cuttings etc which have been left in situ provide valuable habitat for wildlife and that the area will now be less managed than in previous years.

The Chairman mentioned those who keep the village tidy throughout the year and thanked them for their work.

Council will check when the inside of the hedge in the play area was cut as it should be cut annually.

A member of the public enquired about village gates but was informed that these were expensive as they had to be approved and installed by NCC Highways. Bulb planting on the verges will be considered at the July meeting.

9. County & District Councillors Reports.

There were no councillors in attendance.

10. Planning Issues

a) Decisions to note (information only).

Council noted the following application has been refused:

- **3PL/2023/0156/O** – 4 Mill Lane – sub-division of existing garden land and outline permission for 2 semi-detached dwellings with new access.

Council noted that the following application has been approved:

- **3PL/2023/0297/HOU** – The Sheiling, New Road - proposed side and rear extensions with internal and external alterations.

Council noted that no decision has been made on the following applications:

- **3PL/2022/0899/F** – Garden Plot to Chapel Cottage, off Tower Close - proposed Detached Bungalow & Garage on Garden Plot.
- **APP/F2605/W/22/3302165** - Town and Country Planning Act 1990, Appeal under Section 78 – Site Address: - Lower Farm New Road - Creation of Wellness retreat facility with the erection of 3no.lodge cabin and studio (3PL/2021/1465/F).
- **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.

b) Applications to consider.

- 3PL/2023/0483/F – Land adj Eastfield House, New Road – erection of 2 bed bungalow.

Cllr Dye proposed that Council submit objections on the grounds of insensitive and over-development of a small plot, highway safety, loss of the garden of the adjoining large house, that the area is prone to flooding and there is no space for a soakaway, inadequate parking provision, plan for use unenforceable. This was seconded by Cllr Edge and unanimously agreed by Council.

c) To receive an update regarding enforcement issues.

Council noted that work continued to be ongoing at the Whissonsett Road site and Breckland Enforcement will be notified.

A request regarding progress at the Stanfield site will be requested.

11. Highways matters.

a) To receive an update re matters previously reported.

Council noted the following updates:

- 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 requested to chase this up.
- New Road – flooding – Breckland will sweep the road regularly to clear leaves from drains but the drain is now blocked so Breckland will be asked to attend once again.
- Hedge obstructing highway visibility on Mill Lane – resident requested to cut hedge back – now with C/Cllr Kiddle-Morris to deal.
- Surface deterioration on London Street –reported to Highways and now repaired.
- Large pothole on Dereham Road, junction with Wash Lane –reported to Highways and now repaired.
- Blocked drains on New Road, near East View Crescent –reported to Highways and now cleared.
- Broken drain on New Road, near new build – reported to Highways and now repaired.
- Pothole on Dereham Road, heading towards Stanfield, nr Willow House – reported to Highways and now repaired.
- Colkirk FP15 (Raynham Road) – broken sign – reported to Highways.

- Potholes on High Street, near to Lime Tree Cottage – reported to Highways and now repaired.
- Surface deterioration on High Street – Cllr Kiddle-Morris to request a highways survey be carried out.
- Brisley Road- roadside degradation – will be reported to Highways.
- Wash Lane – pothole – will be reported to Highways.
- Fingerpost at junction of New Road/London Street – missing wording – will be reported to Highways.

b) To receive a report regarding the SAM II sign and related speeding issues.

The Chairman reported that the sign had been located on the Colkirk Road and no issues detected.

12. Play Area Matters.

a) To receive a report from the Play Area Officer.

Cllr Edge reported that she is obtaining quotes for fencing, new bird deterrents will be purchased and the basket swing will be reinstalled.

b) To consider any action in respect of the moles.

Council noted that the grass contractors did not have an issue with the mole-hills and, as there were none in the play area, it was agreed to take no action at the present time.

c) To consider a volunteer clean-up.

This item had been considered at item 8 above.

13. To consider resurfacing the overspill playing field car park.

A request had been received from a member of the public for Council to resurface the driveway, however, Council agreed that neither the driveway nor car park required resurfacing and agreed to remove this item from the agenda.

14. To receive a report from the Allotment Officer.

Cllr Ireson identified the plots which were not being kept in good order and tenants will be contacted to remind them of the obligations of their contract. Tenants will also be reminded that they are responsible for the internal hedge cutting adjacent to their plot.

15. To receive a report from the Tree Warden.

The 15-monthly tree surgeon report had been received and raised issues previously identified by the Tree Warden. Cllr Holloway will be requested to obtain a quote for the works required, for consideration at the next meeting.

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

There were no issues raised.

17. Correspondence

- Royal Norfolk Show Community Champions Tribute – Council agreed not to nominate a Community Champion.
- Breckland – Option to buy land at Church Close – Council requested further information regarding this proposal which will then be considered at the July meeting.

18. Finance & Governance Matters

a) To receive a financial report for the years ending 31st March 2023 and 31st March 2024

The financial reports (attached) were noted.

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

Council noted the report and the recommendations will be followed, with the exception of the recommendation to set aside reserves for anticipated projects or maintenance, as they considered this was covered in the annual budget.

c) To approve the annual governance statement in the 2022-23 Annual Return.

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

d) To approve the Statement of Accounts in the 2022-23 Annual Return.

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

e) To note we have been selected for intermediate review or approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr Dye proposed there was no need for an intermediate review and the certificate of exemption should be approved, this was seconded by Cllr Griffiths and unanimously agreed by Council. The Chairman duly signed the certificate.

f) To receive an update regarding the Council Insurance renewal.

Council noted that the insurance was due to renew before the next meeting, the second year of a three year deal. Cover will be checked to ensure it remains adequate and there is likely to be an increase in premium due to the current economic climate.

g) Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of a staffing matter.

This matter will be dealt with at the end of the meeting when members of the public have left the meeting.

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

Cllr Dye proposed that the following payments be approved, this was seconded by Cllr McGregor and unanimously agreed by Council. The receipts were noted.

Ref	Payee	Amount
Payments		
P1	Clerk (Salary/Allowance) - Apr	£216.76 (SO)
P1	HMRC – PAYE	£4.60*
P2	Clerk (Salary/Allowance) – May	£221.36 (SO)
P3	Norfolk Parish Training & Support Subscription	£120.00
P4	Brisley PC (Clerk Training – FOI)	£6.86
P5	BHIB Insurance (Year 2 of 3)	£463.92
P6	Internal Auditor	£35.00
P7	Tree Inspection	£330.00
P8	Play Area Inspection Training – Cllr Edge	£60.00*
P9	Grass Contractor (March 2022/23)	£749.26*
Annual Parish Meeting:		
P10	Chairman’s Expenses	£21.00
P11	Printing Costs – Cllr Griffiths	£tbc
<i>*,(SO) and (DD) indicate payment has been made.</i>		
Receipts		
R1	Precept (1 of 2)	£6,000.00
R2	HMRC – PAYE Refund	£39.40

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

There were no new items received for the next agenda.

Members of the public then left the meeting and Council considered item 18g – Cllr Griffiths proposed approval of the contracted, annual, incremental salary increase for the Clerk, this was seconded by Cllr Ireson and unanimously agreed by Council.

20. To note the next meeting of the Parish Council will be held on Monday 10th July 2023 at 7.30pm in the Village Hall.

The date of the next meeting was noted and the Chairman closed the meeting at 9.13pm.

Signed:

Date:

YEAR ENDING 31ST MARCH 2023					
FINANCIAL REPORT - AT YEAR END					
BUDGET UPDATE	Budget	To	%	Bank Reconciliation	
	2022/23	date	Spend	Community Account at 01.04.2022	8,623.77
				Plus Receipts at 31.03.2023	13,521.17
PAYMENTS*				Less Payments at 31.03.2023	9,779.83
Admin**	1,979	1,732	88%	TOTAL	12,365.11
Salary	2,345	2,497	106%	Bank Balance at 31.03.2023	12,365.11
Grass Cutting	5,042	3,271	65%	Less any outstanding payments	-
Play Area	500	330	66%	Plus any outstanding receipts	-
Open Spaces (inc maintenance)	2,000	1,055	53%	TOTAL	12,365.11
Donations	100	600	600%	including £100 Allotment deposit	
TOTAL	11,966	9,485	79%		
RECEIPTS			Received		
Precept	12,000	12,000	100%		
Allotments	170	250	147%		
Grants	-	-			
HMRC Refund	-	26			
TOTAL	12,170	12,276	101%		
SURPLUS/DEFICIT	204	2,791			
<i>*includes payments as listed on agenda.</i>					
<i>**budget adjusted to include SAM II repairs of £809.</i>					

YEAR ENDING 31ST MARCH 2024					
FINANCIAL REPORT - MAY 2023					
BUDGET UPDATE	Budget	To	%	Bank Reconciliation	
	2023/24	date	Spend	Community Account at 01.04.2023	12,365.11
				Plus Receipts at 28.04.2023	6,039.40
PAYMENTS*				Less Payments at 28.04.2023	970.62
Admin	2,495	242	10%	TOTAL	17,433.89
Salary	2,809	423	15%	Bank Balance at 28.04.2023	17,433.89
Grass Cutting**	5,241	749	14%	Less any outstanding payments	-
Play Area	500	-	0%	Plus any outstanding receipts	-
Open Spaces (inc maintenance)	1,900	330	17%	TOTAL	17,433.89
Donations	100	-	0%	including £100 Allotment deposit	
TOTAL	13,045	1,744	13%	Allotment deposit	100.00
				Open Spaces	1,000.00
RECEIPTS			Received	GENERAL RESERVE	£16,333.89
Precept	12,000	6,000	50%		
Allotments	210	-	0%		
Grants	-	-			
HMRC Refund	-	39			
TOTAL	12,210	6,039	49%		
SURPLUS/DEFICIT	(835)	4,296			
<i>*includes payments as listed on agenda.</i>					
<i>**payments include £749 relating to 2022/23 budget</i>					