

## WHISSONSETT PARISH COUNCIL

Minutes of the Annual Meeting of Whissonsett Parish Council held at 8.22pm on Monday 9th May 2022 in the Village Hall, following the Annual Parish Meeting.

Present: Cllr Sally Dye (Chair)  
Cllr Charles Holloway (Vice Chair)  
Cllr Caroline Edge  
Cllr James Daniels  
Cllr Tristan Ireson  
Cllr Susan Dayment

D/Cllr Robert Hambidge  
Five Members of the Public  
Sheryl Irving (Clerk)

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

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

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

Cllr Dye proposed that Cllr Holloway be elected as Vice-Chair, this was seconded by Cllr Edge and agreed unanimously by Council. Cllr Holloway duly signed the declaration of acceptance of office form.

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

The Chairman welcomed everyone to the meeting, apologies were received from County Cllr Mark Kiddle-Morris.

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

Cllrs Dye and Edge declared an interest in item 9.d and would not take part in the discussion.

### **5. To note the two Council vacancies and to consider the co-option of new Council members.**

In respect of the vacancies, an application to join the Council had been received and Cllr Dye proposed that Susan Dayment be co-opted onto the Council, this was seconded by Cllr Edge and unanimously agreed by Council. Cllr Dayment duly signed her declaration of acceptance of office form and joined Council.

### **6. To approve the minutes of the meeting held on 14<sup>th</sup> March 2022.**

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

## 7. Open Forum for Public Participation.

Cllr Ireson reported that he had some litter-picking pinchers which were available to borrow.

## 8. County & District Councillors Reports.

There was nothing further to add, following the reports given at the Annual Parish Meeting held prior to the meeting.

## 9. Planning Issues

### a) Decisions to note.

Council questioned why the decision relating to the following application was taking so long and D/Cllr Hambidge reported that the system was slow as it had to be accurate, but it was progressing.

- **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).

Council noted the following applications had been approved:

- **3PL/2022/0081/F** – Lower Farm, New Road - erection of private stable, fencing & gates.
- **3PL/2022/0123/HOU** – The Seasons, Colkirk Road - proposed extension, alterations and new access to existing bungalow.

Council noted the following application had been refused:

- **3PL/2021/1465/F** – Lower Farm, New Road - creation of Wellness retreat facility with the erection of 3no.lodge cabin and studio.

Council noted the following applications had been withdrawn:

- **3PL/2022/0061/VAR** – Plot 1, London Street - variation of condition 2 for *3PL/2019/1416/D* - repositioning of external doors/windows including internal alterations Plot 1 only .
- **3PL/2022/0349/VAR** – Plot 1 at London Road - variation of condition 2 on *3PL/2019/1416/D* - Internal alterations - positioning of windows and doors.

Council noted the following applications remained undecided:

- **3PL/2022/0355/VAR** – 5 Durrant Close - variation of Condition 2 on *3PL/2019/1416/D* - Revised design for plot 2 (to include rooms in the roof) and Garage.
- **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.
- **3PL/2022/0319/VAR** – The Cottage, New Road - variation of Condition 2 on *3PL/2020/0004/D* - To approve revised landscaping scheme (*601/2021/601/DOC* and *601/2021/601* Plan) as these have superseded the original Approved drawings/plans .

### b) Applications to consider.

Council considered the following application and agreed to submit the following comment: the Parish Council would wish to ensure that the annexe remains incidental to the use of Lower Farm and no permissions are granted for use as a holiday or unassociated unit of accommodation.

- **3PL/2022/0435/VAR** – Lower Farm, New Road - variation of condition 2 on pp 3PL/2017/1041/F - alterations to provide annexe usage for garage block and discharge of condition 8 (drainage)

**c) To receive an update from the District Cllr re the adjacent trees at the Old Pit building development.**

The D/Cllr reported that he will be attending a site visit with the Breckland Tree Officer to investigate this issue.

**d) To consider the Breckland Local Plan call for development sites, and the call for Local Green Spaces.**

Cllr Holloway took the chair for this item and as no sites or spaces were suggested, the document was noted.

## **10. 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.
- New Road – flooding – solutions being investigated by Highways.
- Faded Street Signs – Rectory Road/School Road – reported again to Breckland.
- Footpath 3 – Bridge – reported to Highways and works programmed.
- London Road – flooding – works programmed by Highways to take place in the summer.
- Fir Trees dumped on Mill Road – will be reported to Highways as they are on Highways land.
- Grit Bin on Stocks Hill – reported to Highways and resolution works carried out.

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

Two quotes were considered, one for £808.50 to repair the sign and one for £2,800 to replace the sign. Cllr Edge proposed that the repairs be carried out, this was seconded by Cllr Holloway and unanimously agreed by Council.

## **11. To consider any issues in respect of the Play Area.**

One leg of the zip wire is loose and has been reported to the installers who assured Council that there was no danger using the zip wire with that fault. However, a repair will be made as soon as possible.

The fence has been damaged once again and Cllr Dye proposed that the fence be repaired, this was seconded by Cllr Edge and unanimously agreed by Council. Cllrs Daniels and Edge will obtain quotes for the repairs.

In addition to the damaged fence, the stakes and guards were removed from the newly planted trees and a fire was lit on the Playing Field. The three incidents have been reported to the police. The Chairman requested, as published on Facebook, that local parents have a conversation with their children regarding appropriate behaviour and damage to public property.

- 12. To consider a report from the Tree Warden, following their tree inspection and a meeting with a tree contractor to discuss maintenance and matters raised in tree inspection report.**
- 13. To consider a replacement for the felled Beech tree, following advice received from the Breckland Tree Officer.**
- 14. To receive an update regarding planting a Jubilee tree and purchasing a RBL plaque.**

Items 12, 13 and 14 were discussed together.

The Tree Warden, Cllr Holloway, had met with a tree contractor to discuss ongoing maintenance and had carried out his own inspection.

Cllr Holloway proposed the following actions, this was seconded by Cllr Dye and unanimously agreed by Council.

- a) No replacement for the felled beech in the Church Lanes at the present time.
- b) Acceptance of the quotation from Tree Works East for £525 for work in the autumn of this year.
- c) A budget for future years to cover ongoing general management.
- d) Agreement to carry out a further tree inspections 15 months after the last one, (April 2023) and subsequently 15 months later in future years (June 2024 and October 2025) so that there is a proper system of inspection and the experts see the trees at each season, every three to four years, with the Parish Council Tree Policy to be amended accordingly.
- e) An annual budget to cover inspections by Ravenscroft.
- f) To instruct the grass contractors not to mow or strim in the area around exposed roots of the mature trees around the church so that the trees are not damaged.

Cllr Dye reported that the PCC had given permission for the Jubilee tree to be planted in the churchyard and Cllr Edge will look at options prior to the next meeting. Cllr Ireson has agreed to provide a plaque.

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

No issues were raised.

#### **16. Correspondence**

Council noted the correspondence regarding the Vattenfall project and team updates.

#### **17. Finance & Governance Matters**

- a) To receive a financial report for the years ending 31st March 2022 and 31st March 2023.**  
The financial reports were noted.
- b) To receive the internal auditors report and consider any recommendations.**  
The internal auditors report was noted and the minor recommendations will be actioned, where possible.
- c) To approve the annual governance statement in the 2021-22 Annual Return.**

Cllr Holloway proposed that the 2021-22 annual governance statement be approved, this was seconded by Cllr Ireson and unanimously agreed by Council. The Chairman duly signed the statement.

**d) To approve the accounting statements in the 2021-22 Annual Return.**

Cllr Holloway proposed that the 2021-22 accounting statements be approved, this was seconded by Cllr Ireson and unanimously agreed by Council. The Chairman duly signed the statements.

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

Cllr Holloway proposed that the certificate of exemption from a limited assurance review be approved, this was seconded by Cllr Ireson and unanimously agreed by Council. The Chairman duly signed the certificate.

**f) To receive a report regarding the renewal of Council insurance.**

Council noted that three quotations had been requested, with two being obtained, both providing an adequate level of insurance cover. Cllr Dye proposed that Council accept the lower of the two quotes, in a three-year deal, this was seconded by Cllr Holloway and unanimously agreed by Council.

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

Cllr Edge proposed that the following payments be approved, this was seconded by Cllr Holloway and unanimously agreed by Council.

- |  |         |
|--|---------|
| • Clerk (Salary/Allowance – Apr/May)     | £367.80 |
| • (includes incremental salary increase) |         |
| • HMRC – PAYE                            | £28.00  |
| • Grass Contractor (April)               | £726.78 |
| • Council Insurance Policy               | £417.79 |
| • Internal Auditor                       | £35.00  |

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

There were no new items received for the next agenda.

**19. To note the next meeting of the Parish Council will be held on Monday 11<sup>th</sup> July 2022 in the Village Hall at 7.30pm.**

The date of the next meeting was noted.

The Chairman reported that the minutes are published on the website and copies are available from the Clerk. A precis is published in the Upper Wensum Diary but there is not enough room in the magazine for the full minutes.

The Chairman then closed the meeting at 9.12pm.

Signed:

Date:

**WHISSONSETT PARISH COUNCIL**  
**YEAR END at 31ST MARCH 2022**  
**FINANCIAL REPORT - MAY 2022**

<b>BUDGET UPDATE</b>	<b>Budget</b>	<b>To</b>	<b>%</b>
	<b>2021/22</b>	<b>date</b>	<b>Spend</b>
<b>PAYMENTS</b>			
Admin	1,145.00	1,033	90%
Salary	1,600.00	1,868	117%
Grass Cutting	5,200.00	4,895	94%
Play Area	250.00	972	389%
Open Spaces/Maintenance*	7,675.00	6,861	
Donations**	100.00	800	
<b>TOTAL</b>	<b>15,970.00</b>	<b>16,430.27</b>	<b>103%</b>
<b>RECEIPTS</b>			
			<b>Received</b>
Precept	13,000.00	13,000	100%
Allotments	170.00	270	159%
Open Spaces	-	-	
Grants	-	1,000	
Misc - HMRC Refund/Admin	-	113	
<b>TOTAL</b>	<b>13,170.00</b>	<b>14,383.00</b>	<b>109%</b>
<b>SURPLUS/DEFICIT</b>	<b>(2,800.00)</b>	<b>(2,047.27)</b>	

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

\*\*Spend includes £200 for TOMMY, RBLI and £500 for VHC Jubilee.

<b>Bank Reconciliation</b>	
<b>Community Account at 01.04.2021</b>	<b>11,659.33</b>
Plus Receipts at 31.03.2022	14,639.68
Less Payments at 31.03.2022	17,675.24
<b>TOTAL</b>	<b>8,623.77</b>
<b>Bank Balance at 31.03.2022</b>	<b>8,623.77</b>
Less any outstanding payments	-
Plus any outstanding receipts	-
<b>TOTAL</b>	<b>8,623.77</b>
including £100 Allotment deposit	

**WHISSONSETT PARISH COUNCIL**  
**YEAR ENDING 31ST MARCH 2023**  
**FINANCIAL REPORT - MAY 2022**

<b>BUDGET UPDATE</b>	<b>Budget</b>	<b>To</b>	<b>%</b>
	<b>2022/23</b>	<b>date</b>	<b>Spend</b>
<b>PAYMENTS</b>			
Admin	1,145	140	12%
Salary	1,600	376	23%
Grass Cutting	5,200	-	0%
Play Area	250	-	0%
Open Spaces (inc maintenance)	2,000	-	0%
Donations**	100	-	0%
<b>TOTAL</b>	<b>10,295</b>	<b>516</b>	<b>5%</b>
<b>RECEIPTS</b>			
			<b>Received</b>
Precept	12,000	6,000	50%
Allotments	170	30	18%
Grants	-	-	
HMRC Refund	-	20	
<b>TOTAL</b>	<b>12,170</b>	<b>6,050</b>	<b>50%</b>
<b>SURPLUS/DEFICIT</b>	<b>1,875</b>	<b>5,534</b>	

<b>Bank Reconciliation</b>	
<b>Community Account at 01.04.2022</b>	<b>8,623.77</b>
Plus Receipts at	7,284.77
Less Payments at	120.00
<b>TOTAL</b>	<b>15,788.54</b>
<b>Bank Balance at 31.04.2022</b>	<b>15,788.54</b>
Less any outstanding payments	-
Plus any outstanding receipts	-
<b>TOTAL</b>	<b>15,788.54</b>
including £100 Allotment deposit	