

WHISSONSETT PARISH COUNCIL

**The Annual Meeting of Whissonsett Parish Council will be held at 7.30pm
on Monday 22nd May 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.**

AGENDA

1. Election of Chairman and signing of the declaration of office acceptance form.
2. Election of Vice Chairman and signing of the declaration of office acceptance form.
3. Welcome and apologies for absence.
4. To receive any declarations of interest.
5. To approve the minutes of the meeting held on 13th March 2023.
6. To consider adopting the General Power of Competence.
7. To allocate the areas of Council responsibilities to Members.
8. Open Forum for Public Participation (15 minutes maximum).
9. County & District Councillors Reports.
10. Planning Issues
 - a) Decisions to note (information only).
 - **3PL/2023/0156/O** – 4 Mill Lane – sub-division of existing garden land and outline permission for 2 semi-detached dwellings with new access – REFUSED.
 - **3PL/2022/0899/F** – Garden Plot to Chapel Cottage, off Tower Close - proposed Detached Bungalow & Garage on Garden Plot – UNDECIDED.
 - **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) – UNDECIDED.
 - **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/2023/0297/HOU** – The Sheiling, New Road - proposed side and rear extensions with internal and external alterations – APPROVED.

b) Applications to consider.

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

11. 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 requested to chase this up.
- New Road – flooding – Breckland will sweep the road regularly to clear leaves from drains.
- 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 programmed for repair.
- 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.

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

12. Play Area Matters:

- To receive a report from the Play Area Officer.
- To consider any action in respect of the moles.
- To consider a volunteer clean-up.

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

14. To receive a report from the Allotment Officer.

15. To receive a report from the Tree Warden.

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

17. Correspondence

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

- Royal Norfolk Show Community Champions Tribute

18. Finance & Governance Matters

- a) To receive a financial report for the years ending 31st March 2023 and 31st March 2024
- b) To receive the internal auditors report and consider any recommendations.
- c) To approve the annual governance statement in the 2022-23 Annual Return.
- d) To approve the Statement of Accounts in the 2022-23 Annual Return.
- 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.
- f) To receive an update regarding the Council Insurance renewal.
- 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.
- h) To approve the following payments and note any receipts.

Ref	Payee	Amount
Payments		
P1	Clerk (Salary/Allowance) - Apr	£TBC (SO)
P1	HMRC – PAYE	£TBC*
P2	Clerk (Salary/Allowance) – May	£TBC (SO)
P3	Norfolk Parish Training & Support Subscription	£120.00
P4	Brisley PC (Clerk Training – FOI)	£6.86
P5	BHIB Insurance (Year 2 of 3)	£tbc
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*
<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.

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.

Sheryl Irving
Clerk to the Council
whissonsettparishcouncil@gmail.com
Tuesday 16th May 2023