

WHISSONSETT PARISH COUNCIL

Minutes of a meeting of the Parish Council held on Monday 10th March 2025 at 7.30pm in the Village Hall.

Present: Cllr Sally Dye (Chair)
Cllr Charles Holloway (Vice Chair)
Cllr Caroline Edge
Cllr Sian Griffiths
Cllr Susan McGregor
Cllr Tristan Ireson

County Cllr Kiddle-Morris
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

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

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 13th January 2025.

Cllr McGregor 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.

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

There were no members of the public present.

5. County & Councillors Reports.

County Cllr Kiddle-Morris reported that the election for the Norfolk & Suffolk Mayor will take place in 2026, with the May 2025 County elections now cancelled. There was nothing else confirmed in respect of devolution and local government reorganisation.

The county budget had been set at the government maximum of a 4.99% increase.

A hazardous waste amnesty will take place during April and May at all Norfolk recycling centres, with dates to be confirmed. The appointment system is constantly under review and council members raised some of the problems they had encountered at the Hempton site.

6. Planning Issues

a) Decisions to note (information only).

Council noted the following application remained pending.

- 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.

Council noted the following applications have been approved.

- PL/2024/1037/VAR - Wallis House, Dereham Road - Variation of conditions 2 (approved plans) and 3 (external materials) attached to 3PL/2024/0575/HOU, dated 08.11.2024 to enable the removal of the first floor addition to garage and insert Velux windows in garage roof, as well as include circular windows to gables in existing garage and front elevation of existing dwelling.
- PL/2024/1184/HOU - 1, Sunnyside, London Street, Whissonsett, NR20 5ST - Proposed Two Storey Side and Rear Extension & Internal Alterations.

b) Applications to consider.

There were no applications to consider.

c) To receive an update regarding enforcement issues.

The Chairman reported that D/Cllr Hunter-Clarke continues to chase up this issue.

7. 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 that this matter be reported to Highways once again as it appeared to have been lost in the system.
- Hedge obstructing highway visibility on Mill Lane – Photos have been sent to Highways and the Boundaries Team are investigating.
- Colkirk FP14 (Raynham Road) – broken sign – reported to Highways and will be replaced.
- Surface deterioration on High Street – Cllr Kiddle-Morris confirmed that works have been programmed but may not take place until the next financial year.
- Wash Lane – drain higher than road – reported to Highways.
- London Street – drain near to Village Hall blocked – reported to Highways.
- North View – faded street sign – will be replaced.
- London Street – missing 30mph repeater sign – reported to Highways.

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

Council noted that the sign will next be moved to the Colkirk Road.

8. Playing Field Matters

a) To confirm a change in roles for the Playing Field Warden and the Village Warden.

Council approved the role change for Cllrs Edge and McGregor, with Cllr Edge now being Village Warden and Cllr McGregor the Playing Field Warden.

b) To receive an update from the Playing Field Warden(s), including matters raised in the annual inspection report, fencing quotes and an update on the basketball hoop repair.

Council considered four quotes for the fence repairs and Cllr Dye proposed approval of a quote for £780.00, this was seconded by Cllr Edge and unanimously agreed by Council.

Cllr McGregor will now inspect any outstanding matters and report back to Council. There were no urgent issues ongoing.

9. To receive a report from the Allotment Warden and:

- to consider ongoing maintenance and improvements to the site, and
- to note the notice given in respect of the allotment field wef 1st January 2026.

Council noted that a contractor has cut the hedges and the site is due to be rotovated, once cleared. The gate post is to be replaced.

Cllr Ireson proposed that vacant sites be split in half and offered to new tenants, this was seconded by Cllr Edge and unanimously agreed by Council. It was also agreed that the plots should be advertised outside of the village; to request a quote from Anglian Water for a water supply; and to encourage tenants to capture water.

Council noted the update in respect of the allotment field.

10. To consider tree works in excess of the £500 budget and as advised by the Tree Warden.

Cllr Holloway reported on additional works in excess of budget and proposed approval of the £675 works, this was seconded by Cllr Edge and unanimously agreed by Council.

11. To receive a report from the Village Warden (council assets) and updates on the following:

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

Cllr Ireson reported that now the weather was improving, works can commence in respect of the above assets.

12. To receive a report from the Church Close Land working party and consider any actions.

Council noted that a working party date is to be fixed and Council also agreed that the area should be cut twice a year, with this added to the grass contract.

13. To receive an update and consider tenders for the 2025 grass cutting contract.

Council noted the current contractor was no longer able to continue and considered the four tenders received. Cllr Dye proposed approval of a quote from a local contractor, on a one year basis initially with the option to extend to three years upon satisfactory performance, this was seconded by Cllr McGregor and unanimously agreed by Council.

14. Correspondence

- Community Resilience – Emergencies & Civil Contingencies – Council noted the Clerk will be attending a webinar in respect of this matter and will report back to Council.
- The 10th Great British Spring Clean – Council agreed that many local people regularly picked up litter and there was no need to organise an event.

15. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2025.

The financial report (attached) was noted.

b) To consider any requests for charitable donations.

Council noted that two requests for charitable donations had been received, one from Marie Curie and one from Dereham Meeting Point. Cllr Dye proposed a £50 donation to both, this was seconded by Cllr McGregor and unanimously agreed by Council.

c) To review the Allotment rental fees.

Cllr Dye proposed that the new 'half' plots agreed at item 9 above have an annual rent of £25, with the rent for the current tenant remaining the same, and the allotment field rent increased to £180, this was seconded by Cllr Edge and unanimously agreed by Council.

d) To review the following policy documents.

Cllr Edge proposed that the following policy documents be approved, this was seconded by Cllr Dye and unanimously agreed by Council.

- Financial Regulations
- Risk Assessment & Management Policy
- Asset Register
- Co-option Policy
- Allotment Policy
- Equality Policy
- Retention & Disposal Policy
- Complaints Procedure

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

Cllr Ireson proposed approval of the following payments, this was seconded by Cllr Holloway and unanimously agreed by Council. The receipt was noted.

PAYMENTS

P35A	Community Action Norfolk – Training (Play Area)	£60.00
36	Clerk (Salary/Allowance) – February	£247.78 (SO)
P36	HMRC – PAYE	£2.00
P37	ICO – Data Protection	£35.00 (DD)
P38	Clerk (Salary/Allowance) – March	£247.78 (SO)
P38	HMRC – PAYE	£2.00 (deducted from credit)
P39	Website – Plan & Domain (Clerk)	£142.06
P40	Postage (Clerk)	£6.80
P1	Norfolk Parish Training & Support Subscription	£125.00 (25/26 financial year)

RECEIPTS

R5	Allotment Fees	£155.00
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16. To receive any new items for the next agenda.

There were no new items received for the next meeting.

17. To consider a complaint received from a member of the public regarding tree maintenance; in accordance with the Complaints Procedure.

Council considered the complaint in accordance with procedure and in the absence of the complainant who had requested that it be heard in their absence.

Council agreed with the initial response to the complainant from the Clerk, in that Council had a robust and thorough system of tree inspection and that any works required were dealt with in a timely manner. Furthermore, it was noted that no evidence of damage or claim for damage had been received. It was also agreed that unnecessary works will not be considered although residents are entitled to cut off any overhanging branches on their property, subject to any tree protection order permissions. Council noted the special consideration request but agreed that it did not impact on the decision and that there was no case to answer and that this is the end of the matter.

18. To note the Annual Meeting of the Parish Council will be held on Monday 12th May 2025, following the Annual Parish Meeting commencing at 7.00pm in the Village Hall.

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.44pm.

Signed: _____

Date: _____

WHISSONSETT PARISH COUNCIL
YEAR ENDING 31ST MARCH 2025
FINANCIAL REPORT - MARCH 2025

BUDGET UPDATE	Budget 2024/25	To date	% Spend
PAYMENTS*			
Admin	1,416	1,062	75%
Salary	2,915	2,874	99%
Grass Cutting**	5,661	5,881	104%
Play Area	505	255	50%
Open Spaces (inc maintenance)	2,002	946	47%
Donations	100	275	275%
TOTAL	12,599	11,293	90%
RECEIPTS			Received
Precept	12,000	12,000	100%
Allotments	-	155	0%
Grants	-	294	
HMRC Refund	-	-	
TOTAL	12,000	12,449	104%
SURPLUS/DEFICIT	(599)	1,156	

*includes payments as listed on agenda.

Bank Reconciliation	
Community Account at 01.04.2024	12,621.97
Plus Receipts at 28.02.2025	16,302.67
Less Payments at 28.02.2025	22,030.91
TOTAL	6,893.73
Bank Balance at 28.02.2025	7,046.32
Less any outstanding payments	152.59
Plus any outstanding receipts	-
TOTAL	6,893.73
Church Close Land Purchase	154.16
Church Close Orchard Grant	294.00
Allotment deposits	-
Open Spaces	2,000.00
GENERAL RESERVE	£4,445.57
Church Close Loan:	3,750.00