

## **WHISSONSETT PARISH COUNCIL**

Minutes of the Annual Council Meeting of the Parish Council held on Monday 12<sup>th</sup> May 2025 at 7.25pm in the Village Hall. This meeting followed the Annual Parish Meeting.

Present: Cllr Sally Dye (Chair)  
Cllr Caroline Edge (arrived late)  
Cllr Susan McDermott  
Cllr Tristan Ireson

Five Members of the Public  
Sheryl Irving (Clerk)

### **1. Election of Chairman and signing of the Declaration of Acceptance of Office form.**

Cllr McDermott proposed that Cllr Dye be elected as Chairman, this was seconded by Cllr Ireson 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 Acceptance of Office form.**

Cllr Holloway had indicated his agreement to continue as Vice Chairman and this item was deferred to the next meeting when Cllr Holloway would be in attendance.

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

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs Griffiths, Daniels and Holloway were approved. County Cllr Kiddle-Morris also tendered his apologies.

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

There were none received.

### **5. To approve the minutes of the meeting held on 10<sup>th</sup> March 2025.**

Cllr McDermott 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.

### **6. Open Forum for Public Participation (15 minutes maximum).**

A member of the public requested that the Church Close land be better defined in some areas and Council agreed to check the deeds and ask the Working Party to deal, if necessary.

A member of the public was informed that the Basketball Hoop is being repaired in due course.

### **7. County & District Councillors Reports.**

In the absence of both councillors, there were no reports.

## **8. Planning Issues**

### **a) Decisions to note (information only).**

Council noted the following application remains 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.

### **b) Applications to consider.**

There were no application to consider.

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

In the absence of the District Cllr, there was no update in respect of this matter.

## **9. 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 – reported again to Highways.
- 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 – works programmed by Highways.
- Wash Lane – drain higher than road – reported to Highways.
- London Street – drain near to Village Hall blocked – reported to Highways and resolved.
- North View – faded street sign – will be replaced.
- London Street – missing 30mph repeater sign – reported to Highways and now resolved.

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

The camera is currently sited on Mill Lane.

At this point in the meeting, Cllr Edge arrived.

## **10. Playing Field Matters – to receive an update from the Playing Field Warden, including matters raised in the annual inspection report and an update on the basketball hoop repair.**

Cllr McGregor reported that the fencing repairs have been completed and there is a new pedestrian gate from the car park into the Playing Field. She is cleaning the equipment regularly but the biggest problems are the bird mess and 'green' on the equipment. Some bird spikes will be installed to stop the pigeon mess. Cllr McGregor also reported that there was too much give in the zip wire and the contractors will be requested to visit and adjust the tension.

Council agreed to write to an adjoining household who are dumping their grass clippings in the playing field. A similar situation is occurring in the Church Lanes and this household will also be contacted.

#### **11. To receive a report from the Allotment Warden.**

Clearance works continues and the site is near readiness for new tenants. Council noted the cost of a water connection of over £6,000, which was not viable for such a small site. Cllr Ireson will investigate the possibility of a bore hole and other suggestions were also made, such as IBC tanks etc, but issues will arise filling them and who to charge for any water costs. The Clerk will investigate any grants which may be available to assist.

Cllr Ireson also reported that some concrete posts in the hedging had been broken during the recent hedge cut but no action was required.

#### **12. 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.

Council noted that the works are due to commence shortly.

#### **13. To consider matters relating to Church Close Land.**

- **To receive a report from the working party and consider any actions** – Council noted that the working party will be meeting prior to the next Council meeting.
- **To consider a quote for grass cutting, twice-yearly or seven times per season** – Council agreed to one cut, prior to a firm decision at the next meeting, following any advice from the working party.
- **To consider registering the land as a Village Green** – Cllr McGregor proposed that the land be registered as a Village Green, this was seconded by Cllr Dye and unanimously agreed by Council.

#### **14. Correspondence**

Storm Babet Flood Report – it was agreed that NCC should be asked if they will be contacting affected property owners, and those along the water route with riparian responsibilities.

Cllr Ireson proposed that the public be excluded from a matter relating to the above, this was seconded by Cllr Dye and unanimously agreed by Council (The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)).

Email – Council agreed to apply for a.gov email address, currently free via Norfolk Parish Training & Support and a new requirement for the current financial year.

## 15. Finance & Governance Matters

### a) To receive a financial report for the year ending 31<sup>st</sup> March 2026.

The financial reports (attached) were noted.

### b) To consider a donation request from the Village Hall Committee.

Cllr Dye proposed approval of a donation of £250 for the Village Hall, this was seconded by Cllr Edge and unanimously agreed by Council.

### c) To consider approval of a Health & Safety Policy.

Cllr Dye proposed approval of the Health & Safety Policy, this was seconded by Cllr Edge and unanimously agreed by Council.

### d) To consider approval of the updated Code of Conduct.

Cllr Edge proposed approval of the Code of Conduct, this was seconded by Cllr McGregor and unanimously agreed by Council.

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

The report was noted and Council agreed that:

- The allotment policy will be updated as advised.
- Financial Regulations will be updated at the next review.

### f) To approve the annual governance statement in the 2024-25 Annual Return.

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

### g) To approve the Statement of Accounts in the 2024-25 Annual Return.

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

### h) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr McGregor proposed approval of the certificate of exemption, this was seconded by Cllr Ireson and unanimously agreed by Council. The Chairman duly signed the certificate.

### i) To approve the following payments and note any receipts.

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

#### PAYMENTS

P42	Hedge cutting – Allotment site	£330.00
P43	Moles – Playing Field	£30.00
P44	Annual Tree Works	£675.00
P2	Clerk (Salary/Allowance) – April (including incremental salary increase)	£252.28 (SO)
P2	HMRC – PAYE	£3.00 (deducted from credit)

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P3	Play Area Fencing	£936.00
P4	Clerk (Salary/Allowance) – May	£254.68 (SO)
P4	HMRC – PAYE	£0.60 (deducted from credit)
P5	Internal Auditor	£40.00
P6	Grass Contractor (1 of 4)	£1,799.56
P7	Village Hall Donation	£250.00
RECEIPTS		
R1	Precept (1 of 2)	£6,250.00

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

There were no new items received for the next agenda.

**17. To note the next meeting of the Parish Council will be held on Monday 14<sup>th</sup> July 2025, at 7.30pm in the Village Hall.**

The date of the next meeting was noted.

Members of the public were then asked to leave and Cllr Ireson reported on an additional matter relating to item 14 above. He said that one property has not cleared their ditch and this is impacting on a property further down the waterway. A letter will be sent to the property in question and if no action is taken then this will be referred to the Norfolk County Council.

The Chairman then closed the meeting at 8.10pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

<b>BUDGET UPDATE</b>	<b>Budget 2024/25</b>	<b>To date</b>	<b>% Spend</b>
<b>PAYMENTS*</b>			
Admin	1,416	1,050	74%
Salary	2,915	2,872	99%
Grass Cutting**	5,661	5,881	104%
Play Area	505	285	56%
Open Spaces (inc maintenance)	2,002	1,896	95%
Donations	100	375	375%
<b>TOTAL</b>	<b>12,599</b>	<b>12,358</b>	<b>98%</b>
<b>RECEIPTS</b>			<b>Received</b>
Precept	12,000	12,000	100%
Allotments	-	155	0%
Grants	-	294	
HMRC Refund	-	-	
<b>TOTAL</b>	<b>12,000</b>	<b>12,449</b>	<b>104%</b>
<b>SURPLUS/DEFICIT</b>	<b>(599)</b>	<b>91</b>	

<b>Bank Reconciliation</b>	
<b>Community Account at 01.04.2024</b>	<b>12,621.97</b>
Plus Receipts at 31.03.2025	16,302.67
Less Payments at 31.03.2025	23,560.55
<b>TOTAL</b>	<b>5,364.09</b>
<b>Bank Balance at 31.03.2025</b>	5,514.68
Less any outstanding payments	150.59
Plus any outstanding receipts	-
<b>TOTAL</b>	<b>5,364.09</b>
Bus Shelter Drainage	150.59
Church Close Land Purchase	154.16
Church Close Orchard Grant	294.00
Allotment deposits	-
Open Spaces	2,000.00
<b>GENERAL RESERVE</b>	<b>£2,765.34</b>
<b>Church Close Loan:</b>	<b>3,750.00</b>

WHISSONSETT PARISH COUNCIL  
YEAR ENDING 31ST MARCH 2026  
FINANCIAL REPORT - MAY 2025

<b>BUDGET UPDATE</b>	<b>Actual 2024/25</b>	<b>Budget 2025/26</b>	<b>To date</b>	<b>% Spend</b>
<b>PAYMENTS*</b>				
Admin	1,050	1,374	185	13%
Salary	2,872	3,066	487	16%
Grass Cutting**	5,881	5,939	-	0%
Play Area	285	340	780	229%
Open Spaces (inc maintenance)	1,896	915	-	0%
PWLB	432	866	-	0%
Donations	375	100	-	0%
<b>TOTAL</b>	<b>12,358</b>	<b>12,600</b>	<b>1,452</b>	<b>12%</b>
<b>RECEIPTS</b>				<b>Received</b>
Precept	12,000	12,000	6,250	52%
Allotments	155	-	-	0%
Grants	294	-	-	0%
HMRC Refund	-	-	-	0%
<b>TOTAL</b>	<b>12,449</b>	<b>12,000</b>	<b>6,250</b>	<b>52%</b>
<b>SURPLUS/DEFICIT</b>	<b>91</b>	<b>(600)</b>	<b>4,798</b>	

\*includes payments as listed on agenda.

<b>Bank Reconciliation</b>	
<b>Community Account at 01.04.2024</b>	<b>12,621.97</b>
Plus Receipts at 31.03.2025	16,302.67
Less Payments at 31.03.2025	23,560.55
<b>TOTAL</b>	<b>5,364.09</b>
<b>Bank Balance at 31.03.2025</b>	5,514.68
Less any outstanding payments	150.59
Plus any outstanding receipts	-
<b>TOTAL</b>	<b>5,364.09</b>
Bus Shelter Drainage	150.59
Church Close Orchard Grant	294.00
Allotment deposits	-
Open Spaces	2,000.00
<b>GENERAL RESERVE</b>	<b>£2,919.50</b>
<b>Church Close Loan Balance @ 01.04.2025:</b>	<b>3,418.42</b>