

WHISSONSETT PARISH COUNCIL

Minutes of a meeting of Whissonsett Parish Council held at 7.30pm on Monday 14th March 2022 in the Village Hall.

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

D/Cllr Robert Hambidge
One Member of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from C/Cllr Mark Kiddle-Morris, and Cllr Ireson who would be arriving late.

2. To receive any declarations of interest.

There were none received.

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

Council noted the two vacancies and were encouraged to find prospective new councillors. One prospective new councillor was attending as a member of the public.

4. To approve the minutes of the meeting held on 10th January 2022.

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

5. Open Forum for Public Participation.

There were no matters raised.

6. County & District Councillors Reports.

D/Cllr Hambidge introduced himself as the new district councillor for the Hermitage ward and said he was always available to help with any queries or problems.

He reported that an increase of £4.96 in a Band D property had been agreed; Breckland remained the lowest council tax district in the country. He also reported that the Breckland Local Plan was once again under review.

7. Planning Issues

a) Decisions to note.

A meeting had been held at Stanfield Parish Council which the Chair and one other member had attended. Issues had been raised in respect of waste management, which will be referred to the Environment Agency. The Chair reported that different planning rules applied to gypsy/traveller sites and a decision was still awaited.

- 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/2021/1457/VAR – Land adj The Cottage, New Road - variation of Condition No 2 on 3PL/2020/0004/D - Minor design changes to dwelling.
- 3PL/2021/1600/LB – Church Farm, School Road - remove internal chimney breast, strengthen, replace unsympathetic repairs and reface eroded sections of Church Farm Annex North Wall - Church Farm, School Road.

Council noted the following application 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 – WITHDRAWN.

Council noted that a decision was still awaited on the following applications:

- 3PL/2021/1465/F – Lower Farm, New Road - creation of Wellness retreat facility with the erection of 3no.lodge cabin and studio.
- 3PL/2022/0064/F – 5 Durrant Close (formerly plot 2) - proposed detached dwelling (Including rooms in the roof) and Garage (Revised design for plot 2).
- 3PL/2022/0081/F – Lower Farm, New Road - erection of private stable, fencing & gates.

b) Applications to consider.

- 3PL/2022/0123/HOU – The Seasons, Colkirk Road - proposed extension, alterations and new access to existing bungalow – Cllr Edge proposed that the application be supported, this was seconded by Cllr Daniels and unanimously agreed by Council.

c) To consider proceeding with the Rural Exception & Housing for Local People Schemes.

Council agreed that there did not appear to be a strong case for additional housing schemes in the village and agreed not to proceed.

8. 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 – Highways had now confirmed the boundary line and would be requesting the householder to clear the highways land. If they did not comply, Highways will clear and then recover the costs from the householder.
- New Road – flooding – solutions being investigated by Highways, the gullies have been cleared.
- 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.
- Rubbish on Back Lane, Stanfield – reported to District Cllr.
- Dereham Road – poor surface reported to Highways and works carried out.

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

Cllr Ireson had not been able to make progress with the sign and was awaiting assistance from the volunteer. If that assistance was not forthcoming, the Chairman will assist Cllr Ireson.

9. To consider any issues in respect of the Play Area.

Cllr Edge reported that some of the fencing had once again been kicked off and the gate latch was broken. Cllr Ireson proposed a replacement sliding bolt, this was seconded by Cllr Dye and unanimously agreed by Council, Cllrs Edge and Daniels will deal.

10. To consider approval of the grass cutting contract for 2022.

Council agreed that, with the exception of a few minor issues which had been quickly resolved, the new contractors had done an excellent job in 2021. Council agreed that the hedge on the west side of the Campingland should be added to the contract. Cllr Edge proposed that the contract for 2022, with the addition of the hedge cut, should be accepted, this was seconded by Cllr Daniels and unanimously agreed by Council.

11. To consider any action as advised in respect of the tree inspection report.

Some relatively minor works had been advised and Council agreed to request a quote from a contractor for one days' work, with a view to a regular annual contract. One of the trees identified in the report for a tree on private land and the responsibility of the householder, who would be contacted and advised.

12. To consider a replacement for the felled Beech tree.

Council agreed to contact the Tree Officer at Breckland for advice regarding a replacement tree.

13. To consider planting a Jubilee tree and purchasing a RBL plaque.

Council agreed to contact the PCC to request that a Jubilee be planted on the Campingland.

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

Council noted that two trees on the Playing Field had come down in the recent storm and been cleared away, with the small debris put into the hedge for the wildlife. Another tree had come down on the Campingland which had been cleared away by a member of the PCC.

Cllr Daniels will repair a broken downpipe on the bus shelter.

The grit bin on Stocks Hill remains empty and this will be reported to Highways.

15. Correspondence

- Great British Spring Clean 2022 – Council agreed to set up a village litter pick on 26th March at 2.00pm, meeting at the Village Hall. The equipment will be borrowed from Breckland and a risk assessment carried out.
- NRF Support to Community Resilience – Council agreed to join the Emergency Cascade Alert System for Norfolk, which will warn parishes of impending threats.

Correspondence from the Green Lanes Association and an update from the Parish Movement for an Offshore Transmission Network was also noted.

Correspondence had also been received regarding the Ukraine refugees and Council agreed not to do anything at the present time until more information was available regarding the local situation.

16. Finance & Governance Matters

a) To receive a financial statement for the year ending 31st March 2022.

Council noted the financial report (attached).

b) To consider any additional charity donations.

Cllr Dye proposed that the following two organisations receive £50 each, this was seconded by Cllr Holloway and unanimously agreed by Council.

- Norfolk Citizens Advice
- Priscilla Bacon Hospice Appeal

c) To appoint an additional bank signatory, following the resignation of Cllr Andrews.

Cllr Holloway proposed that Cllr Edge be appointed as the bank signatory, this was seconded by Cllr Daniels and unanimously agreed by Council.

d) To note the retirement of the appointed internal auditor and to approve an internal auditor for the year ending 31st March 2022.

Council noted the retirement of the appointed internal auditor and thanked him for his service. Cllr Dye proposed that Mrs Dann be appointed as internal auditor at a cost of £35 for the year ending 31st March 2022, this was seconded by Cllr Holloway and unanimously agreed by Council.

e) To consider approval of the following Council policy documents:

Cllr Holloway proposed approval of the following policy documents, this was seconded by Cllr Ireson and unanimously agreed by Council.

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

f) To approve the following payments:

Cllr Dye proposed approval of the following payments, this was seconded by Cllr Edge and unanimously agreed by Council.

• Clerk (Salary/Allowance – Feb/Mar)	£373.46
• HMRC – PAYE	£8.80
• Clerk – Pay Award Arrears	£37.26
• Website Annual Fee (refund to Clerk)	£106.06
Paid:	
• Mole Removal – Playing Field	£130.00
• Tree Inspection	£306.00
• Hedge Cutting Contractor	£ 675.00
• Tree Contractor (Storm Damage)	£250.00
2022/23 Financial Year	
• Norfolk PTS Subscription	£120.00

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

The fly-tipping on Mill Lane will be added to the next agenda.

18. To note the Annual Meeting of the Parish Council will be held on Monday 9th May 2022 in the Village Hall, following the Annual Parish Meeting commencing at 7.00pm.

The date of the next meeting was noted and the Chairman closed the meeting at 9.10pm.

Signed:

Date:

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

BUDGET UPDATE	Budget 2021/22	To date	% Spend
PAYMENTS			
Admin	1,145.00	1,051	92%
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	6,611	
Donations**	100.00	700	
TOTAL	15,970.00	16,097.94	101%
RECEIPTS			
			Received
Precept	13,000.00	13,000	100%
Allotments	170.00	270	159%
Open Spaces	-	-	
Grants	-	1,000	
Misc - HMRC Refund	-	43	
TOTAL	13,170.00	14,312.80	109%
SURPLUS/DEFICIT	(2,800.00)	(1,785.14)	

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

Bank Reconciliation	
Community Account at 01.04.2021	11,659.33
Plus Receipts at 28.02.2022	14,569.68
Less Payments at 28.02.2022	16,799.66
TOTAL	9,429.35
Bank Balance at 28.02.2022	10,410.35
Less any outstanding payments	981.00
Plus any outstanding receipts	-
TOTAL	9,429.35
including £100 Allotment deposit	