

WHISSONSETT PARISH COUNCIL

Minutes of a meeting of Whissonsett Parish Council held on Monday 13th March 2023 at 7.30pm in the Village Hall.

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

County Cllr Mark Kiddle-Morris (arrived late)
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from District Cllr Robert Hambidge and County Cllr Mark Kiddle-Morris who will arrive late.

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 9th January 2023.

Cllr Edge 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 & District Councillors Reports.

There was no report available at this time.

6. Planning Issues

a) Decisions to note (information only).

Council noted the following application had been refused and that the site must be cleared within six months.

- **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 application had been approved.

- **3PL/2022/1444/HOU** – Greengate Corner, Dereham Road - proposed Side Extension & Garage Conversion.

Council noted that no decisions had been made on the following applications.

- **3PL/2022/0899/F** – Garden Plot to Chapel Cottage, off Tower Close - proposed Detached Bungalow & Garage on Garden Plot.
- **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).

b) Applications to consider.

- **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 considered the amended application and agreed a ‘no comment’ response.
- **3PL/2023/0156/O** – 4 Mill Lane – sub-division of existing garden land and outline permission for 2 semi-detached dwellings with new access. Cllr Dye proposed objections on the following grounds, backyard development and not in-fill, highway safety, remote from services and facilities with a lack of public transport and therefore not sustainable. This was seconded by Cllr Edge and unanimously agreed by Council.

c) To receive an update regarding enforcement issues.

There had been no update received from Breckland and this will be chased up.

d) To consider any action in respect of the forthcoming consultation regarding the Breckland Local Plan.

Council agreed the following matters should be submitted:

- Planning decisions to be enforced.
- More affordable housing.
- Sensitive development in keeping with existing.
- No backyard or over-development.
- Limit on numbers of new houses permitted.
- Breckland to take account of Parish Council views.

In addition, Council agreed that residents should be consulted and it was agreed to bring forward the Annual Parish Meeting and change the format whereby issues such as this can be discussed. Cllr Griffiths will design a leaflet to be distributed to every household encouraging residents to attend. Reports from local groups will be requested but only included as reports on the minutes.

Cllr Holloway proposed that the consultation response should include the points raised by Council, together with any relevant points raised at the Annual Parish Meeting, this was seconded by Cllr Ireson and unanimously agreed by Council.

In respect of the Campaign against the New Town, Cllr Holloway proposed that the Parish Council sign up to the group. This was seconded by Cllr Edge and unanimously agreed by Council. Cllrs Holloway and Griffiths will represent Council at CANT meetings.

At this point in the meeting C/Cllr Kiddle-Morris arrived and gave his report (item 5).

He said that Council tax has been increased by 2.99% and Adult Social Care by 2%, the maximum permitted by Council. This will give access to additional Government funds.

The consultation in respect of the Devolution Deal is open and full information is available on-line. The deal would result in a directly elected Leader of the Council.

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 to chase this up once again.
- New Road – flooding – C/Cllr Kiddle-Morris advised Council to report the fallen leaves which block the drains to Breckland as they are responsible for street cleaning.
- Hedge obstructing highway visibility on Mill Lane – resident requested to cut hedge back and the County Council are now taking this forward.
- Potholes on New Road – reported to Highways and now repaired.
- Surface deterioration on London Street – reported to Highways and C/Cllr Kiddle-Morris will chase it up.
- Large pothole on Dereham Road, junction with Wash Lane –reported to Highways but not repaired, will be reported again.
- The broken sign stump on the junction of New Road/Colkirk Road had reappeared - reported to Highways and now fully resolved.
- Pothole on Dereham Road, heading towards Stanfield, nr Willow House – reported to Highways and will be repaired.

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

The Chairman reported that no speeding issues had been detected on the High Street location and the sign was now located on Mill Lane.

c) To consider granting a third-party permission to submit an application on our behalf to add the Church Lanes to the Norfolk Definitive Map, ensuring the use of the Lanes in perpetuity.

Council agreed that the application should be submitted 'on behalf of Whissonsett Parish Council and the Ramblers'. All landowners adjacent to the lanes will be notified and may be contacted by the County Council as part of the application.

At this point, C/Cllr Kiddle-Morris left the meeting. The Chairman thanked him for his input.

8. To consider any issues in respect of the Play Area including matters raised in the annual inspection report.

Cllr Edge reported that the bucket swing is yet to be repaired but is not unsafe. Council considered more robust fencing and agreed to repair part of the picket fence and replace another part with post

and rail, due to the high cost of continually repairing the vandalised picket fence. Cllr Edge will obtain quotes.

The moles on the playing field are being dealt with.

9. To receive a report regarding untidy plots at the Allotment Field site.

Council agreed to review this in May, when work should have started on the plots.

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

Council agreed to remit this item to the May meeting. Cllr Daniels will obtain quotes for the aggregate.

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

Cllr Edge agreed to obtain quotes to repaint Spring Well. Cllr Edge will also replace the worn crank cover.

There is a blocked culvert at the allotments and Cllr Ireson agreed to clear it.

12. To consider a change of format of the Annual Parish Meeting.

This item had been dealt with at item 6d.

13. To consider any commemoration/celebration in respect of the Coronation.

Council agreed that as the Village Hall Committee were making plans for the Coronation, they would support their efforts.

14. Correspondence

The following correspondence was noted but no action was required.

- Consultation - A County Deal for Norfolk – Devolution.
- Great British Spring Clean – it was noted that the Village Hall Committee are arranging weekly litter picks.
- Norfolk Parishes Movement for an OTN – March Update.

15. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2023.

The financial report (attached) was noted.

b) To review the allotment fees.

Council agreed not to increase the allotment fees.

c) To consider a donation to the Village Hall in respect of:

- Heating and caretaking of the Hall for the use of Council meetings, and
- Kings Coronation Tea with Entertainer and Best Crown Competition.

Cllr Edge proposed a donation of £500 to the Village Hall, this was seconded by Cllr Dye and unanimously agreed by Council.

d) To consider any charitable requests.

A request had been received from Age UK and Cllr Dye proposed a donation of £50, this was seconded by Cllr Holloway and unanimously agreed by Council.

e) To consider approval of the following policy documents.

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

- Financial Regulations
- Asset Register
- Risk Assessment & Management Policy
- Tree & Hedge Policy

f) To approve the following payments.

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

| | |
|------------------------------------|--------------|
| • Clerk (Salary/Allowance) - Feb | £214.28 (SO) |
| • Clerk (Salary/Allowance) – Mar | £211.08 (SO) |
| • HMRC | £3.20 |
| • HMRC Refund to Clerk | £39.40 |
| • Allotment Signage | £37.46 |
| • Training Course – Cllr Griffiths | £48.00 |
| • Website (Refund to Clerk) | £106.06 |
| • ICO (Data Protection) | £35.00 (DD) |
| • Clerk Expenses | £7.69 |
| • Removal of Moles | £210.00 |
| • Village Hall Donation | £500.00 |
| • Age UK Donation | £50.00 |

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

There were no new items for the next agenda.

17. 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 code of conduct issue.

No public or press were present and the Chairman reminded members that if they received any complaints regarding either a parish councillor or the parish council, they should direct people to the Council Complaints Policy which sets out how complaints are dealt with.

18. To note the Annual Meeting of the Parish Council will be held on Monday 22nd May 2023, at 7.30pm in the Village Hall.

The date of the next meeting was noted and the Chairman then closed the meeting at 9.15pm. A revised date for the Annual Parish Meeting will be confirmed as soon as possible.

Signed:

Date:

| WHISSONETT PARISH COUNCIL | | | | | | | |
|---|----------------|---------------|-----------------|--|--|--|--|
| YEAR ENDING 31ST MARCH 2023 | | | | | | | |
| FINANCIAL REPORT - MARCH 2023 | | | | | | | |
| BUDGET UPDATE | Budget | To | % | | | | |
| | 2022/23 | date | Spend | | | | |
| PAYMENTS* | | | | | | | |
| Admin** | 1,979 | 1,750 | 88% | | | | |
| Salary | 2,345 | 2,497 | 106% | | | | |
| Grass Cutting | 5,042 | 3,271 | 65% | | | | |
| Play Area | 500 | 120 | 24% | | | | |
| Open Spaces (inc maintenance) | 2,000 | 1,055 | 53% | | | | |
| Donations | 100 | 50 | 50% | | | | |
| TOTAL | 11,966 | 8,743 | 73% | | | | |
| | | | | | | | |
| RECEIPTS | | | Received | | | | |
| Precept | 12,000 | 12,000 | 100% | | | | |
| Allotments | 170 | 210 | 124% | | | | |
| Grants | - | - | | | | | |
| HMRC Refund | - | 26 | | | | | |
| TOTAL | 12,170 | 12,236 | 101% | | | | |
| | | | | | | | |
| SURPLUS/DEFICIT | 204 | 3,494 | | | | | |
| <i>*includes payments as listed on agenda.</i> | | | | | | | |
| <i>**budget adjusted to include SAM II repairs of £809.</i> | | | | | | | |

| Bank Reconciliation | |
|--|------------------|
| Community Account at 01.04.2022 | 8,623.77 |
| Plus Receipts at 28.02.2023 | 13,477.97 |
| Less Payments at 28.02.2023 | 8,601.20 |
| TOTAL | 13,500.54 |
| | |
| Bank Balance at 28.02.2023 | 13,500.54 |
| Less any outstanding payments | - |
| Plus any outstanding receipts | - |
| TOTAL | 13,500.54 |
| including £100 Allotment deposit | |