

WHISSONSETT PARISH COUNCIL

Minutes of a meeting of Whissonsett Parish Council held at 7.30pm on Monday 9th January 2023 in the Village Hall.

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

Two Members of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from District Cllr Hambidge.

2. To receive any declarations of interest.

There were none received.

3. To note the Council vacancy and to consider the co-option of applicants to the post.

Cllr Dye proposed that Ms Griffiths be co-opted as a new member of the Council, this was seconded by Cllr Ireson and unanimously agreed by Council. Cllr Griffiths signed her declaration of acceptance of office form and joined the meeting.

4. To approve the minutes of the meeting held on 14th November 2022.

Cllr Holloway 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.

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

A member of the public informed Council that he regularly received letters from Norfolk County Council (NCC) regarding Footpath 4, asking him to keep it clear. He informed Council that it was not his land and he was not responsible and that he had notified NCC on more than one occasion. Council agreed to write to NCC to inform them that it was their responsibility to keep the footpath clear.

6. County & District Councillors Reports.

There were no reports received.

7. Planning Issues

a) Decisions to note.

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

- **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).
- **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.
- **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).

Council noted the following appeal had been dismissed.

- **APP/F2605/W/22/3290105** - Town and Country Planning Act 1990, Appeal under Section 78 - Site Address: - Land adjacent to West End, Raynham Road - three self-build detached dwellings (*Application reference: 3PL/2021/0981/O*).

b) Applications to consider.

- **3PL/2022/1444/HOU** – Greengate Corner, Dereham Road - proposed Side Extension & Garage Conversion – Cllr Dye proposed comments regarding parking and the need for adequate parking and turning space for two to three cars, as parking on the road in Whissonsett was difficult and caused highway safety issues. This was seconded by Cllr McGregor and unanimously agreed by Council.

c) To receive an update regarding enforcement issues.

The Chairman notified Council that no response had yet been received in respect of an issue regarding landscaping in the garden of a recently approved application.

A query was raised regarding works to a garage which may require planning permission and Cllr Daniels will investigate on behalf of Council.

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 – Cllr Kiddle-Morris will be requested to chase this up.
- New Road – flooding – solutions being investigated by Highways.
- Hedge obstructing highway visibility on Mill Lane – resident requested to cut hedge back and now in the hands of Highways.
- Potholes on New Road – reported to Highways.
- Surface deterioration on London Street – will be reported to Highways.

- Large pothole on Dereham Road, junction with Wash Lane – will be reported to Highways.
- Blocked drains on New Road, near East View Crescent – will be reported to Highways.
- The broken sign stump on the junction of New Road/Colkirk Road has reappeared and will be reported to Highways.

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

The sign had been located in both Mill Lane/West End and the High Street and there were no speeding issues detected. It will now be moved to Mill Lane, facing east.

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

The basket swing is being repaired and will be back in place in due course. Cllr Edge will obtain a quote to repair the broken fencing.

10. To receive an update regarding the Jubilee tree in the churchyard and plaque.

The Jubilee Tree and Plaque have been purchased and the tree will be planted near to the new bench in the Churchyard.

11. To consider problems arising at the Allotment Field site.

Cllr Ireson reported that the new compost heap situated on the allotment field will be moved as soon as the weather permits. A letter of apology will be sent to the tenant.

Some criminal damage had recently been reported, with sheds broken into, cloches smashed and damage to plots.

Cllr Ireson also reported that many plots remained in an untended condition and reminders of the contract wording will be sent out to plot holders with the annual invoice.

The allotment field gate will be repaired. Unfortunately, despite the warning sign, dog walkers are still using the field to walk their dogs; this is not public access land. The Chairman will speak to the people concerned.

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

Cllr Edge reported some wear on Spring Well and will report further at the next meeting.

Once again, some vandalism is taking place in the village.

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

Members were encouraged to bring forward ideas for consideration at the March meeting.

14. To note the meeting dates for 2023.

Council noted the meeting dates for 2023 as listed below.

- Monday 9th January
- Monday 13th March
- Monday 22nd May (change of date due to elections & 7.15pm start - Annual Meetings)
- Monday 10th July
- Monday 11th September
- Monday 13th November

15. Correspondence

Correspondence had been received regarding the Vattenfall DCO Examination, no action was required.

16. Finance & Governance Matters

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

The financial report (attached) was noted.

b) To consider approval of the draft Facebook policy.

Cllr Holloway proposed approval of the policy, this was seconded by Cllr Griffiths and unanimously agreed by Council. The Chairman reminded all members of the Code of Conduct and that they must be careful when speaking to members of the public that they were not doing so on behalf of the Council.

c) To approve the following payments.

Cllr Holloway proposed the following payments be approved, this was seconded by Cllr Daniels and unanimously agreed by Council.

- | | |
|----------------------------------|--------------|
| • Clerk (Salary/Allowance) - Dec | £214.28 (SO) |
| • Clerk (Salary/Allowance) – Jan | £211.08 (SO) |
| • HMRC PAYE | £2.20 |
| • Jubilee Tree (C Edge) | £72.99 |

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

There were no new items received for the next agenda.

18. To note the next meeting of the Parish Council will be held on Monday 13th March 2023 in the Village Hall at 7.30pm.

The date of the next meeting was noted and the Chairman then closed the meeting at 8.30pm.

Signed:

Date:

WHISSONSETT PARISH COUNCIL
 YEAR ENDING 31ST MARCH 2023
 FINANCIAL REPORT - JANUARY 2023

BUDGET UPDATE	Budget 2022/23	To date	% Spend
PAYMENTS*			
Admin**	1,979	1,533	77%
Salary	2,345	2,046	87%
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	8,075	67%
RECEIPTS			Received
Precept	12,000	12,000	100%
Allotments	170	50	29%
Grants	-	-	
HMRC Refund	-	23	
TOTAL	12,170	12,073	99%
SURPLUS/DEFICIT	204	3,998	

Bank Reconciliation	
Community Account at 01.04.2022	8,623.77
Plus Receipts at 30.11.2022	13,314.77
Less Payments at 30.11.2022	7,863.55
TOTAL	14,074.99
Bank Balance at 30.11.2022	14,074.99
Less any outstanding payments	-
Plus any outstanding receipts	-
TOTAL	14,074.99
including £100 Allotment deposit	

*includes payments as listed on agenda.

**budget adjusted to include SAM II repairs of £809.