

WHISSONSETT PARISH COUNCIL

The next meeting of Whissonsett Parish Council will be held at 7.30pm on Monday 10th March 2025 in the Village Hall.

**Whissonsett Parish Council welcomes the public and press to its meetings.
You may address the Council during the public participation session
but standing orders do not allow participation in the debates.**

AGENDA

1. Welcome and apologies for absence.
2. To receive any declarations of interest.
3. To approve the minutes of the meeting held on 13th January 2025.
4. Open Forum for Public Participation (15 minutes maximum).
5. County & District Councillors Reports.
6. Planning Issues
 - a) Decisions to note (information only).
 - 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 – PENDING.
 - 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 – GRANTED.
 - PL/2024/1184/HOU - 1, Sunnyside, London Street, Whissonsett, NR20 5ST - Proposed Two Storey Side and Rear Extension & Internal Alterations – GRANTED.
 - b) Applications to consider.
 - Any Planning Applications received following the publication of the agenda - (<http://planning.breckland.gov.uk/OcellaWeb/planningSearch>)
 - c) To receive an update regarding enforcement issues.
7. Highways matters.
 - a) To receive an update re matters previously reported.
 - 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 again requested to chase this up.

- 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 to request a highways survey be carried out.
- 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.

8. Playing Field Matters

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

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.

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

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.

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

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

14. Correspondence

(any correspondence received after the agenda has been published will be circulated at the meeting)

- Community Resilience – Emergencies & Civil Contingencies
- The 10th Great British Spring Clean

15. Finance & Governance Matters

- a) To receive a financial report for the year ending 31st March 2025.
- b) To consider any requests for charitable donations.
- c) To review the Allotment rental fees.

d) To review the following policy documents:

- 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.

PAYMENTS

P35A	Community Action Norfolk – Training (Play Area)	£60.00*
36	Clerk (Salary/Allowance) – February	£tbc (SO)
P36	HMRC – PAYE	£tbc
P37	ICO – Data Protection	£35.00 (DD)
P38	Clerk (Salary/Allowance) – March	£tbc (SO)
P38	HMRC – PAYE	£tbc (deducted from credit)
P39	Website – Plan & Domain (Clerk)	£142.06
P40	Postage (Clerk)	£6.80

**,(SO) and (DD) indicate payment has been made.*

RECEIPTS

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

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

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.

Sheryl Irving
Clerk to the Council
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Monday 3rd March 2025