

WHISSONSETT PARISH COUNCIL

Minutes of the Annual Meeting of Whissonsett Parish Council held on Monday 13th May 2024 at 7.35pm in the Village Hall.

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

District Cllr Robin Hunter-Clarke
One Member of the Public
Sheryl Irving (Clerk)

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

Cllr Edge proposed that Cllr Dye be elected as Chairman, this was seconded by Cllr McGregor 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 Daniels proposed that Cllr Holloway be elected as Vice Chairman, this was seconded by Cllr Edge and unanimously agreed by Council. Cllr Holloway duly signed his declaration of acceptance of office form.

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from County Cllr Mark Kiddle-Morris.

4. To receive any declarations of interest.

There were none received.

5. To approve the minutes of the meeting held on 11th March 2024.

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

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

There were no matters raised.

7. County & District Councillors Reports.

District Cllr Robin Hunter-Clarke introduced himself and apologised for not being up to speed as he had only very recently been elected. However, he will engage as the District Councillor and attend meetings. He gave brief updates on the Local Plan, in that the next consultation is due to commence on the 3rd June and will run for six weeks. The Boundary Commission are reviewing the District Wards and have already agreed to increase the number of councillors from 49 to 51. Finally, there are grants available for community projects and they can be accessed via the Norfolk Community Foundation.

The Chairman raised the two ongoing planning enforcement issues, one at Stanfield and the other at Oxwick, and the D/Cllr will investigate and report back.

8. Planning Issues

a) Decisions to note (information only).

Council noted that no decision had been made on the following application.

- **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 applications to consider.

c) To receive an update regarding enforcement issues.

This had been dealt with at item 7 above.

d) To receive an update re the Breckland Local Plan and consider any necessary action.

This had been dealt with at item 7 above.

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 – C/Cllr Kiddle-Morris again requested to chase this up.
- Hedge obstructing highway visibility on Mill Lane – resident requested to cut hedge back – now with C/Cllr Kiddle-Morris to deal.
- Colkirk FP15 (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 – pothole – reported to Highways and programmed for repair.
- Wash Lane – drain higher than road – reported to Highways.
- New Road – nr Lower Farm – potholes reported to Highways and repaired.
- Springwell Road – nr Springwell Cottage – potholes reported to Highways and repaired.

- London Street – drain near to Village Hall blocked – reported to Highways.
- North View – faded street sign – will be replaced.
- Dereham Road – to request Highways remove slippery road sign but to leave post in situ for SAM II sign.
- Mill Road – to request Highways remove slippery road sign.
- Colkirk Road – to request Highways replace 30mph repeater sign.

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

There was no update in respect of the SAM II sign.

10. Playing Field Matters - to receive a report from the Playing Field Warden and to consider fencing quotes.

Cllr Edge reported that she continued to wait for quotes to repair the fencing. In addition, the basket ball post has snapped in the recent high winds but has been made safe. Council agreed the post should be replaced and a quote will be obtained.

11. To receive a report from the Tree Warden and to consider any issues raised.

Cllr Holloway recommended the annual £500 spend on tree maintenance be approved, together with the 15-month tree surgeon inspection, this was seconded by Cllr Dye and unanimously agreed by Council.

12. To receive a report from the Allotment Warden and to consider any issues raised.

Council noted that a plot holder had decided to end their tenancy, leaving just two tenanted plots. Three plots are being cleared by ex-tenants and Cllr Ireson reported that the other plots are overgrown. Council agreed to ask if a tenant would like an additional plot on a 2 for the price of 1 basis and four plots will be offered to the tenant of the field.

Cllr Ireson will liaise with the field tenant in respect of some fallen branches.

13. To receive a report from the Village Warden (council assets) and to consider issues raised, including:

- the refurbishment of Spring Well –
- Notice Board on Campingland.
- Drainage works to Bus Shelter – installation of drain crate.

Cllr McGregor proposed that the Volunteer Group, led by Cllr Ireson, be approved to renovate Spring Well and the Village Sign, and the Campingland Notice Board, together with any costs for materials. This was seconded by Cllr Griffiths and unanimously agreed by Council.

Cllr Dye proposed the quote from Cllr Ireson to install the drainage crate at the bus shelter, with costs, this was seconded by Cllr Griffiths and unanimously agreed by Council. Approval had been given by the PCC for these works.

Risk assessments have been prepared for the projects.

Council agreed that the notice board at the bus shelter did not belong to the Parish Council.

14. To receive an update regarding the purchase of a plot of land at Church Close and to receive an update from the Working Party.

Cllrs Holloway, McGregor and Dye had read the contract and associated papers for the purchase of the land and after the clarification of some points, recommended approval, with the purchase of the £28 Chancel Insurance. Cllr Dye proposed approval to proceed with the purchase and signing of contracts, this was seconded by Cllr Holloway and unanimously agreed by Council.

Cllr Griffiths reported that she will be attending an 'Planting a new Orchard' training course in the near future and that, once the purchase is confirmed, a meeting of the working party will be held.

15. Correspondence

There was no correspondence.

16. Finance & Governance Matters

a) To receive a financial report for the years ending 31st March 2024 and 31st March 2025.

The financial report (attached) was noted.

b) To receive an update regarding the Council insurance renewal.

Council noted that the Council insurance will renew on the 3rd July, the third year of a three year deal. The new land will be added to the insurance.

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

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

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

Council noted the recommendations of the internal auditor and agreed that no changes were necessary. Council was reminded of their duties under data protection, specifically in relation to e-mail.

e) To approve the annual governance statement in the 2023-24 Annual Return.

Cllr Holloway proposed that the annual governance statement be approved, this was seconded by Cllr Dye and unanimously agreed by Council. The Chairman duly signed the statement.

f) To approve the Statement of Accounts in the 2023-24 Annual Return.

Cllr Holloway proposed that the statement of accounts be approved, this was seconded by Cllr Dye and unanimously agreed by Council. The Chairman duly signed the statement.

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

Cllr Holloway proposed that the certificate of exemption be approved, this was seconded by Cllr Dye and unanimously agreed by Council. The Chairman duly signed the certificate.

h) To approve the following payments and note any receipts.

Cllr Griffiths proposed that the payments be approved, this was seconded by Cllr Holloway and unanimously agreed by Council. The receipt was noted.

PAYMENTS

P43	WGA – Local/Environmental Searches – land purchase	£300.00
P2	Clerk (Salary/Allowance) - April (including annual, incremental salary increase)	£236.36 (SO)
P2	HMRC – PAYE	£3.40
P4	Clerk (Salary/Allowance) – May	£239.76 (SO)
P5	Internal Auditor	£35.00
P6	Grounds Maintenance	£807.93
P7	Mole Removal – Playing Field	£30.00

RECEIPT

R1	Precept 2024/25 (1 of 2)	£6,000.00
----	--------------------------	-----------

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

There were no new items received.

18. To note the next meeting of the Parish Council will be held on Monday 8th July 2024, at 7.30pm in the Village Hall.

The date of the next meeting was noted and the Chairman closed the meeting at 8.40pm.

Signed:

Date:

WHISSONSETT PARISH COUNCIL								
YEAR ENDING 31ST MARCH 2025								
FINANCIAL REPORT - MAY 2024								
BUDGET UPDATE	Budget	To	%		Bank Reconciliation			
	2024/25	date	Spend		Community Account at 01.04.2023	12,365.11		
PAYMENTS*					Plus Receipts at 31.03.2024	-		
Admin	1,416	175	12%		Less Payments at 31.03.2024	-		
Salary	2,915	459	16%		TOTAL	12,365.11		
Grass Cutting**	5,661	-	0%		Bank Balance at 31.03.2024	12,621.97		
Play Area	505	-	0%		Less any outstanding payments	-		
Open Spaces (inc maintenance)	2,002	-	0%		Plus any outstanding receipts	-		
Donations	100	-	0%		TOTAL	12,621.97		
TOTAL	12,599	634	5%		Church Close Land Purchase*	6,250.00		
					Allotment deposit	100.00		
RECEIPTS			Received		Open Spaces	2,000.00		
Precept	12,000	6,000	50%		GENERAL RESERVE	£4,271.97		
Allotments	-	-	0%		*Loan yet to be drawn down.			
Grants	-	-						
HMRC Refund	-	-			CHURCH CLOSE PURCHASE*			
TOTAL	12,000	6,000	50%		Budget (Reserve & Loan)	10,000.00		
					Spend 2023/24	300.00		
SURPLUS/DEFICIT	(599)	5,366			Spend to date 2024/25	0.00		
					Balance	9,700.00		
<i>*includes payments as listed on agenda.</i>					*Purchase will include VAT which can be reclaimed.			
					£500 allocated for bank interest (tbc)			