

Great Witchingham Parish Council

Meeting of the parish Council – Agenda

Thursday November 23rd, at 7pm
Great Witchingham Village Hall, Great Witchingham.

Members of the press and public are welcome to attend.

I hereby give notice of a meeting of Great Witchingham Parish Council and summon members to attend.

Dawn Clarke,
Clerk to the Council.
November 18th, 2023

AGENDA

- 1 Welcome by the Chair and to consider apologies for absence.**
To receive and note apologies for absence.
- 2 To consider co-option of any candidate present.**
To note that there are two vacancies on the Council unfilled.
- 3 Minutes.**
To approve the Parish Council minutes from the meeting held on September 28th, 2023.
- 4 Declarations of Interest.**
 - 4.1 Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.
 - 4.2 To consider any dispensation requests.
- 5 To receive updates on any matters not elsewhere on the agenda**
- 6 Public Participation and Reports.**
 - 6.1 County Councillor Greg Peck
 - 6.2 District Councillor Peter Bulman
 - 6.3 Members of the Public.
 - 6.4 Any update from Norfolk Police.

7. Planning.

7.1 To consider consultee response to applications received:

7.1.1 2023/3259 7 - 9 Norwich Road Lenwade NR9 5SH - To place food van in front of property

7.1.2 2023/3211 4 The Granary Mill Lane Lenwade NR9 5QA (Listed building) To install solar panels to the east and west roof elevations

7.2 To receive notification of any planning applications decisions received.

8. Correspondence and Communications.

8.1 Email from Elections Team to gather feedback from the elections.

8.2 Any correspondence arriving after the publication of this agenda.

9. Highways.

To receive an update after the November 8th meeting of A47 stakeholders.

10. Financial Matters.

10.1 To agree payments as detailed in Annex A.

10.2 To note the salary increase from NALC.

10.3 To receive the bank reconciliation.

10.4 To approve bank access for Rowan Banks.

10.5 To review budget to date and prepare a budget for 2024-25

10.6 To agree the precept and authorise the Clerk to request the value decided.

10.7 To resolve to remove S Hunt and R Middleton from the Unity account.

11. Administrative Matters.

11.1 To confirm that all Councillors now have access to the Council emails.

11.2 NPTS Quote for membership and training for council.

12. Play Area

12.1 To review ownership of area and consider any actions. Cllr P Banks.

13. Items for next meeting:

To note the next meeting dates: 18th of January 2023 at 7pm – Village Hall

Great Witchingham Parish Council

Meeting of the Parish Council – Minutes

Thursday September 28th, at 7pm
Great Witchingham Village Hall, Great Witchingham.

Present: [OBJ]

Rowan Banks – Chair (RB)
Peta Banks (PB)
Peter Collingsworth (PC)
Roger Middleton (RM)
Tracy Buckenham (TB)

Dawn Clarke - Clerk and RFO to the Parish Council
9 Members of the public

Minutes

1. Welcome by the Chair and to consider apologies for absence.

Councillors were introduced and residents were welcomed to the meeting.

The Chair gave thanks to his thanks to Councillor Tracy Buckenham for all her hard work over the previous year whilst in the post of Chair of the Council.

Thanks were given to Locum Clerk Sarah Hunt for stepping in and supporting the council during the previous Clerk's illness and transition to this point.

Apologies were received from Sally Acloque and accepted.

2. To agree the appointment of Dawn Clarke as Clerk and RFO.

Dawn Clarke was appointed Clerk and Responsible Financial Officer.

Proposed - TB, Seconded - PC, agreed.

3. To consider co-option of any candidate present.

None. Members of the public were reminded that there was one vacant seat on the council.

4. Minutes.

The minutes for the meeting held on July 27th, 2023, were approved as a true record and signed by the Chair.

Proposed, PC. Seconded, PB, agreed.

5. Declarations of Interest.

None.

6.To receive updates on any matters not elsewhere on the agenda.

None.

7. Public Participation and Reports.

- 7.1 County Councillor Greg Peck
- 7.2 District Councillor Peter Bulman
- 7.3 Members of the Public.
- 7.4 To receive a short presentation from Mr Mark Campbell, Head of Health, Safety & Environment – Bernard Matthews Foods Ltd.

7.1 & 7.2 reports were not sent in advance.

7.3 A member of the public asked if there was any update in respect to a complaint regarding noise made by a local business. The Chair shared that Councillor Bulman and himself planned to ask the owner for a meeting and talk about the problem. It was confirmed that the business has an operator's licence which has been in place for many years and any restrictions on operational hours were by agreement with local residents and not part of the licence. Residents were concerned not only about the quantity of vehicles but also the working times and the volume of noise. It was suggested to the residents that continue to record events in their Environmental Health Department Diary and the use of the 'The Noise App' to illustrate what the noise is.

A resident felt that the planning department was not addressing the concerns, the Parish Council directed residents to Environmental Health who are responsible for noise complaints.

A resident asked for an update in respect to the recovery vehicle that is parked on the verge at the corner of Hubbard's Loke. The resident was advised to contact the police if the vehicle was parked in a dangerous way and continue a dialogue with the beat officer. The resident was concerned for safety of all users as the vehicle blocks the vision splay. PC Colin Bailey has attended previously and on each occasion the vehicle was not present.

Clerk to contact the community police officer and investigate double yellow lines for that location.

7.4 Mark Campbell from Bernard Mathews has not attended again. The Clerk asked to discover the reasons he asked to attend a meeting and request his presentation in advance.

8. Planning.

- 8.1 To consider consultee response to applications received from Broadland

and South Norfolk District Council:

By Delegation:

8.1.1 2023/2282 Park Farm Nature Reserve Fakenham Road Great Witchingham Norfolk NR9 5QS: Erection of aviary block – No comment made.

8.1.2 2023/2436 Blackwater Cottage Blackwater Lane Great Witchingham Norfolk NR9 5P: Replace ground floor and first floor window to north (facing) and east elevations: Listed Building Consent – No comment made.

Any late submissions will be advised to the meeting.

8.2 To receive notification of any planning applications decisions received from Broadland and South Norfolk District Council.

8.3 To receive pre-planning Consultation.

8.1 Planning items noted, no late applications.

8.2 None.

8.3 None.

9. Correspondence and Communications.

9.1 Email from Bruno Peake regarding 80th Anniversary of D-Day – in pack.

9.2 Call and Email from The Bug Park regarding bus stops.

9.3 Norfolk CC, Mindful Villages information – distributed.

9.4 SNBDC, to note and respond to the letter asking for support in the Public Spaces Protection Order – in pack.

9.1 The Parish Council resolved not to arrange an event and to signpost anyone in the village to the nearest event via Facebook and the Website.

9.2 The Bug Park have customers, staff and volunteers who wish to use the public transport to access the site. There is historical information that prior to COVID when the Wildlife Park closed there was a bus stop and post box in that location. The Parish Council agreed to support the request for a bus stop at the layby. Clerk to action.

9.3 This has been distributed and placed on Facebook.

9.4 The order and background to it was discussed. The definition of a meet being 2 people was of concern and the council decided that whilst GWPC sympathises with the issue and supports the intent, we do not support the order in the current wording. Clerk to respond.

10. Highways.

To note that the Highways Department will be installing a 'Doctors' sign from the Main Road.

It was confirmed by Highways that 2 signs or one double sided sign will be installed at no cost to the Parish.

11. Financial Matters.

11.1 To agree payments as detailed in Annex A.

11.2 To receive the bank reconciliation.

11.3 To note the receipt of Exempt Status from the External Auditor.

- 11.4 To note the additional fee of £34.73 +vat per occasion. For additional grass cutting and discuss the invoicing schedule.
- 11.5 To authorise the Clerk to attend Playground Safety Training and Training.
- 11.6 To resolve bank access for the RFO.
- 11.7 To review budget to date.
- 11.8 To consider Councillors plans so that the budget may be considered.
- 11.9 To discuss the repair of the SAM2 Machines.

- 11.1 The payments were agreed.
Proposed PC. Seconded TB, agreed.

Payroll & Tax	July - September	£2082.37		£2082.37
Norse Eastern	July grass cutting	£164.67	£32.93	£197.60
	August grass cutting	£164.67	£32.93	£197.60
Unity	Bank Charge	£18.00		£18.00
Dawn Clarke	Expenses	£79.31	£15.33	£94.64

£2,509.02	£81.19	£2,590.21
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- 11.2 A full reconciliation was not given due to new clerk's account access, however balances on September 28th, 2023, were received and signed by the chair.

Barclays Comm	(6137) [OBJ]	4,187.86
Barclays Prem	(7649) [OBJ]	1.82
Barclays Prem	(0965) [OBJ]	2.43
Unity Account	[OBJ](1884)	10,321.63
Total		14,513.74

- 11.3 Noted.

- 11.4 Noted.

- 11.5 Playground Training at CAN, Dereham in November was authorised at a cost of £60. Proposed Rowan Banks. Seconded Tracy Buckenham, agreed. Once the training is complete the Clerk will take on the playground safety, then the training can be cascaded to councillors for the interim checks.

Chairmanship training was authorised for Rowan Banks when there is availability. Proposed Tracy Buckenham, Seconded Peta Banks, agreed.

- 11.6 It was resolved to grant Full Banking Access to both Barclays and Unity Bank to the RFO, Dawn Clarke.

Proposed, Peta Banks, Seconded Peter Collingsworth

- 11.7 An indicative budget was presented in August but bank access has restricted preparation this month. A new reporting structure has been discussed and will be implemented.

- 11.8 The council discussed building reserves for the playground and holding an event to engage the community with the possibility of an event and

electronic and paper surveys.

A member of the public asked if it was possible to have a traditional village sign and suggested fundraising or engaging with local businesses to galvanise the community. Further discussion was held about match funding of grants and approaching local businesses for support.

The SAM 2 Machines that are no longer working have been assessed and the repair cost, including the replacement of both batteries is substantial.

The idea of using the sale of one to fund the repair of the second one. PB was concerned about the lifespan of the machine as batteries. Council believes that there will be an increase in traffic when the NDR/NWL are under construction and they will be a useful tool to show the impact. The Clerk to determine the sale price so as to fund the repair of the second machine.

Proposed RB, Seconded, PC, Agreed

12. Administrative Matters.

12.1 Defibrillator Training. To confirm date and plan.

12.2 To resolve the purchase of a Remembrance Wreath and attendance of the chair.

12.3 To confirm that all Councillors now have access to the Council emails.

12.4 NPTS Quote for membership and training for council.

12.1 The dates and times were not formalised; it was decided to delay this until after the end of November, dependent on availability.

12.2 It was agreed that Rowan Banks will represent the Parish Council at the Remembrance service.

It was agreed to purchase a Remembrance Wreath from the Royal British Legion with a limit of £20 - Clerk to arrange.

Proposed Rowan Banks, Seconded Tracy Buckenham

12.3 It was agreed that the @gwpc.org.uk email domain be used from this meeting forward. The Clerk was instructed to start updating contacts with the new email address with the goal of all councillors and the Clerk being functional before the next meeting

Proposed Rowan Banks, Seconded Roger Middleton, agreed.

NPTS have quoted £130 for training – Clerk to assess if this is viable cost wise. Peta Banks wants to look at the cost benefit and return in November taking into account the costs related with all council training so as to understand if to continue with NALC or move to NPTS.

13. Play Area

13.1 To review ownership of area and consider any actions. Cllr P Banks.

13.2 To consider any Councillor also attending training – 9th November

13.3 To resolve the bin in playground.

13.1 Clerk to check for updates and forward to PB.

13.2 Peta Banks would like to attend if there is space and she has availability.

It was agreed that Peta Banks attends Playground Training,

Proposed RB, Seconded PC, agreed.

13.3 It was agreed in consultation with the members of public present that with the emptying schedule in place it was sufficient.

14. Grants and Projects.

14.1 To receive any update.

14.2 To discuss a Parish Plan and encouraging community engagement.

14.1 No update at this time.

14.2 The Chair explained that a neighbourhood plan would give a profile of the

village and this would help form village development for the next 5 – 8 years and would validate and give evidence of the wishes of the public in any grant application. Initially an engagement activity was suggested. A member of the public suggested a low-cost Halloween Hunt around the village, and a Christmas Party and was happy to help. Peter Collingsworth felt that the village needed to reach more people and asked about readership of the Wensum Diary. Engagement contact methods were discussed, and the use of social media would not reach all residents and face to face engagement was emphasised. The members of public present made suggestions and welcomed more engagement and fund-raising activities. Clerk to supply demographic information to councillors.

15. Staffing Matters

To note: Dawn Clarke accepted the Clerk and RFO post starting September 1st, 2023, and signed the NALC model contract prior to the meeting on September 28th, at SCP 21.

16 . For information and Items for next meeting:

There have been a number of thefts of agricultural items and mischief. The Clerk to contact the Community Policing team. (PC Baily)

Items for the next agenda: reserves policy and target values, such as developing a reserve fund for playground maintenance.

Meeting closed at 20:15

To note the next meeting dates: 23rd November 2023 at 7pm – Village Hall

18th of January 2023 at 7pm – Village Hall



Community at heart
The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Ms Dawn Clarke
Gt Witchingham (Lenwade)

Tel 01508 533780 / 01603 430509
planning@southnorfolkandbroadland.gov.uk

Our ref 2023/3211

2 November 2023

Dear Sir/Madam,

Proposal: Install solar panels to the east and west roof elevations and Install battery storage device and inverter at ground level on the west elevation

Location: 4 The Granary Mill Lane Lenwade Norfolk NR9 5QA

Applicant: Mr Michael Poole

Application Type: Listed Building Consent

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

[https://info.southnorfolkandbroadland.gov.uk/online-](https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S2VA86OQGYH00)

[applications/applicationDetails.do?activeTab=summary&keyVal=S2VA86OQGYH00](https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S2VA86OQGYH00) by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 23 November 2023. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

Development Management



Community at heart
The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Ms Dawn Clarke
Gt Witchingham (Lenwade)

Tel 01508 533780 / 01603 430509
planning@southnorfolkandbroadland.gov.uk

Our ref 2023/3259

6 November 2023

Dear Sir/Madam,

Proposal: To place food van in front of property
Location: 7 - 9 Norwich Road Lenwade Norfolk NR9 5SH
Applicant: Mrs Tara Muncer
Application Type: Full Planning Permission

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at <https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S34WQVOQ0QI00> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 27 November 2023. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

Development Management

From: Elections

Sent: 25 October 2023 13:58

Subject: Review of Polling Districts and Places 2023-24

Dear Parish Clerk,

We are currently carrying out a review of polling districts and polling places (stations) in the district. Every Council is required to carry out such a review every five years, so we need to complete our next one by January, 2025. However, with the uncertainty over the date of the next parliamentary election, we have decided to carry out the review earlier so it will not conflict with any elections next year.

The aim of the review is to ensure that, where practical, electors have reasonable facilities for voting and polling stations are accessible. The review cannot make changes to parish/town boundaries which are, in the main, designated as polling districts. The review cannot consider changes to electoral wards/divisions or parliamentary constituencies either.

You can find more information on the review using the following link.

<https://www.southnorfolkandbroadland.gov.uk/elections/review-polling-districts-places-2023-24>

We would be interested to hear from you if you have any comments on existing polling stations or whether you have any suggestions for other suitable premises that could be used. The deadline for responses is **23 November, 2023**. When responding, please make it clear which area and polling station(s) your comments refer to.

As part of the review process, the names of responders/ organisations and all comments received will be published on our website and also in the report that will be considered by the Electoral Arrangements Committee.

Regards,

Elections team

Elections team

t 01603 430423 | ext. 430423 e elections@southnorfolkandbroadland.gov.uk



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Round 3: Pride in Place Community Grant Guidance

Introduction:

Broadland and South Norfolk Councils created the Pride in Place Community Grant, with funding from the UK Shared Prosperity Fund, released by the government in 2022. The Pride in Place programme has two overall objectives:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment or innovative approaches to crime prevention.

This is the third and final round of Pride in Place Community Grants, after two successful rounds of applications, that enabled us to fund exciting Revenue and Capital projects across the districts, and Feasibility studies to understand the needs of the communities. The councils are now able to open up the scheme for third-round applications. **Applications close on 31st January 2024.**

Through the Pride in Place workstream it has been highlighted that community involvement in decision-making for local regeneration is key. Grants are therefore available for eligible organisations to improve community cohesion and engagement, understand local needs to develop appropriate community facilities and support community-led built and green infrastructure development.

As part of the UK Shared Prosperity Fund programme there are a range of outputs and outcomes that the councils have agreed to achieve when spending this funding, **therefore when writing your application please take these into account and include how your project will meet these outcomes and outputs included below.**

Grants available:

- **Revenue Funding**

This grant supports the investment in bringing communities together through **events and activities, or the deployment of resources to create a greater sense of pride in place**. This could be to address a specific challenge or to take up an opportunity. **We encourage applications to show wide engagement and ongoing community benefit**, for example where community consultation is demonstrated, and the project is sustained through ongoing volunteering and other funding. Within your application we would like to know what match funding is available to support your project.

Please **note we are not able to support applicant's core running or staffing costs** (i.e., existing staff) but will consider essential project delivery requirements such as training. Volunteer costs can be included.

Possible project examples:

- *Addressing an issue of antisocial behaviour through providing positive activities for young people.*
- *Building community cohesion in places where there have been large scale residential developments through community activities or events.*
- *Funding to provide support to local volunteer groups.*

Outcome:
Improved engagement numbers
Outputs:
Number of local events or activities supported
Number of volunteering opportunities supported
Number of people reached

- **Feasibility Funding**

Funding is available to help improve understanding of local needs to develop future community and green infrastructure projects. **A feasibility study is an assessment of the practicality of a proposed project plan. As the name implies, “Is this feasible?”** This grant can be used to cover the full cost of a feasibility study, although we would encourage an element of matched funding with your application.

Possible project examples:

- *Feasibility study to understand the viability of a proposed multi-sport site.*
- *Feasibility study relating to a proposed new community centre development.*
- *Feasibility study to determine the options of land and their viability for a green infrastructure project.*

Outcome:
Increased number of projects arising from funded feasibility studies

- **Capital Funding**

Grants are available to cover 50% of the total cost of a project, up to £25,000, for investment in capacity building and green infrastructure support for local civil society and community groups. Funding is available towards the cost of new or improved community facilities.

Possible project examples:

- *Funding towards the improvement work to an existing village hall.*
- *Funding towards a new community sports pitch.*
- *Funding towards a green infrastructure project.*

Outcomes:
Improved engagement numbers
Number of new or improved community facilities as a result of support
Output:
Number of facilities supported or created

Additional Information:

- 1. Funding is competitive:** This means grants will not automatically be awarded to all applicants. Applications will be considered on their individual merits. We may not have the funds to support all approvable applications. If so, we will offer funding to those scoring highest in meeting Pride in Place criteria, in a clear and transparent appraisal process.
- 2. You will need to submit evidence to support your application including:**
 - Research to show there is a real need and demand for the proposed project.
 - Evidence of match funding for example an offer of funding (letter) or bank statement of “own funds.”
 - Evidence that the project is sustainable, for example the ongoing benefit to the community or how ongoing revenue costs will be covered.
 - Evidence that all relevant permissions have been approved e.g., planning permission, landlord agreement. *Please note we are not able to provide funding towards statutory requirements.*
 - For any expenditure over £2,500, three comparable quotes are needed for each item of expenditure. Each quote must be based on the same specification, for example using the same materials and measurements. In instances where a member of staff is being recruited, we will require evidence of this process, including evidence of the advert, recruitment process, contract etc.
- 3. Application Timeline:**
 - Round 3 open to applications – 1st November 2023
 - Round 3 closing date – 31st January 2024
 - Decision on applications – first week of March 2024
 - Funds can be drawn down from April until 31st Dec 2024
- 4. Please note:**
 - We will not be able to cover any costs that have been incurred before a grant offer is made.
 - We will not support any activities promoting religious or political beliefs, nor projects which discriminate against protected characteristics including race, religion, disability, gender, or sexual orientation.
 - Projects must commence within six months of grant approval and complete no later than 31 December 2024.
 - Grant payments will be made in arrears. You must provide evidence that contracted outputs have been delivered and the items have been paid for in full before you submit a grant claim. This will require evidence of expenditure, through the supply of invoices and receipts.
 - VAT will not be included in grant offers unless this cannot be recovered by the organisation.
 - Projects must complete a quarterly update report outlining progress against agreed milestones. Where schemes do not proceed or are at risk of not being delivered within agreed time frames, the grant offer will be withdrawn. Funds cannot be transferred to another project.
- 5. Completion of the application form:**

Guidance is provided on the application form itself, however some additional pointers on completion of the application form are outlined below.

Brief outline of the project

Applicants should use this as the opportunity to describe the project:

- What is the project delivering?
- What problems does it address?
- How does the project support the objectives of the fund?
- What approach will be taken and why?

Project need

Applicants should consider the following:

- What is the need or demand for the project?
- Where has the evidence for the need and demand been drawn? E.g., Neighbourhood plans, community consultation, feasibility studies, existing infrastructure audit
- Has the project taken best practice learning from previous similar projects?

Outputs and Outcomes

Outputs are different from Outcomes. Outcomes are what you will achieve from the Outputs or activities that you will do. Or in other words, Project Outputs are the deliverables of the project, they are the tangible things which will be directly produced by the project being completed. Project Outcomes are the consequences of delivering those Outputs. For example, the repair of a village hall floor (and all that entails) is an output. The outcome of this will be a safer space that more people will be willing and able to utilise. You can then estimate how many more groups/people will use the space as a result of the works and perhaps how much additional income that would bring in to sustain the functioning of the hall.

Getting SMART. The best outcomes are '**S.M.A.R.T.**':

- **Specific** - about what will be achieved.
- **Measurable** - able to use metrics and evidence to show a change has taken place.
- **Achievable** - set goals which will be accomplished.
- **Realistic** - ensure it is something that can be achieved.
- **Time-based** - timescale for activities are included.

A simple example of SMART outcomes and outputs:

Your outcome is to reduce litter in the neighbourhood so that people have pride in where they live.

Your SMART outcome would be to reduce litter in the neighbourhood by 50% over the next 6 months.

Your SMART outputs are installing 3 bins and holding 3 litter picking days with at least 10 residents attending on each occasion.

You will monitor the amount of litter before the changes are made and after to check that your changes are working.

Project Monitoring - Measuring Progress with Milestones

Applicants should show how they intend to monitor the outputs of the project. To ensure your project is delivering what you planned, it is useful to set 'Milestones'. These are targets which monitor the progress of your project.

A simple example of using milestones:

A milestone for reducing litter in the neighbourhood could be to install 1 bin by the first month of the project. This can then be measured as to whether it was achieved and whether it is helping to reduce litter.

After you complete your outputs, you can then evaluate the impact they have had towards meeting your outcomes.

Is your proposal part of a wider project?

Let us know if the project is dependent on additional work, funding, projects or infrastructure being completed.

Have you informed your District Councillor(s) about this application?

It is important that you let your Councillor(s) know that you are applying, as they are interested and want to be able to support applications if and where they can.

Sustainability

This refers to whether or not this project, and or its impact, will be able to continue after the funding period. It is a question about the viability and longevity of the project. This is difficult to answer for a feasibility study because this very question may well be within the scope of the study. However, you may have already secured funding for the next phase, dependant on results of the study. If so, it would be good to include this information.

Environmental Impact

We are all aware of the changes that are occurring in our environment. Has your project considered the environment in the way it has been designed, to mitigate against negative impacts and to have a positive impact.

Equalities Assessment

The 2010 Equalities Act protects some groups and characteristics (such as age, sex, race and disability etc). Is it possible your project will impact on a protected group/characteristic? Will it benefit any groups within these protected categories? Does it impact any community characteristics such as health, place (including rurality), low-income households and poverty.

For further information or enquiries please email:

prideinplace@southnorfolkandbroadland.gov.uk

From: communities
Sent: 16 November 2023 09:00
Subject: Winter Pressures Grant

Good Morning,

I am pleased to inform you that both South Norfolk and Broadland Councils have launched a Winter Pressures Grant that enables communities to support their residents through the winter period. The funding is for a maximum of £1,500 per group and can be used for projects that clearly outline how they will support individuals and families during the colder months. Examples include;

1. Support to operate Warm Spaces that offer free food and/or drinks, social engagement and wider support
2. Provision of Christmas hampers and gifts for the most vulnerable households in a community
3. Purchase of warmth providing equipment such as blankets, hats, oil-filled radiators etc. to donate or loan to those in need

Funding cannot be used to provide direct payments to residents and projects are expected to be engaged with other local support provision as well as the Help Hub.

Community groups, faith organisations, CIC's, CIO's, parish and town councils plus trusts can all apply provided they have a bank account that the grant can be paid in to. Proposals that promote a religious or political purpose are not eligible to apply.

This funding is provided through Pride in Place and a total of £15,000 is available in each district.

For further information and an application form, please see here; [Winter Pressures Grant – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk/winterpressuresgrant)

If you have further questions, please email communities@southnorfolkandbroadland.gov.uk

Olivia King

Event & Communities Coordinator

t 01603 430611 e olivia.king@southnorfolkandbroadland.gov.uk



We've moved! South Norfolk Council is now based at Thorpe Lodge. Find out more about how you can access our services by visiting our website or by calling us on 01508 533633.

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Great Withingham Parish Council

Expense Claim Form

Name: Dawn Clarke

Date of Expense	Description of goods/service purchased	Reason	Receipt Y/N	Amount before VAT	VAT*	Total
9/28/2023	Mileage	Meeting	N	13.50		13.50
	British Legion	Poppy Wreath	Y	25.00		25.00
10/27/2023	Mileage	Playground / Wreath	N	13.50		13.50
0/11/2023	Mileage	Costessey mtg	N	6.75		6.75
11/9/2023	Mileage	CAN Training	N	15.30		15.30
11/14/2024	Vodafone	October/Nov	Y	12.00	0.00	12.00
				0.00	0.00	0.00
		TOTALS		86.05	£0.00	86.05

2023 NOV

Great Withingham Parish Council

MERGIE

November 23, 2023

Income

29.9.2023	Broadland	Precept	£	13,000.00
	Barclays	Transfer balance - Closure	£	4,187.86
	Barclays	Transfer balance - Closure	£	4.27

Payments

To note payments made

29.10.23	HMRC	Tax		£91.20
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For authorisation

Broadland	Dog Waste emptying	£	265.20
Dawn Clarke	~~Waste Management and Recycling~~	£	~~100.00~~
Dawn Clarke	Clerk expenses	£	86.05
Norse	(1049005) September	£	197.60
Norse	(1049877) October	£	197.60
CAN	Playground training	£	60.00

INCOME	Description	Actual 20/21 to 31/3/21	Actual 21/22 to 31/03/22	Actual 22/23 to 31/03/23	Budget 2023/24	Current position 23/2	Budget 2023 /24	Notes
PRECEPT	BDC Precept	£ 11,046.00	£ 11,849.00	£ 16,102.00	£ 26,000.00	£ 26,000.00	£ 26,259.00	
	Shortfall - self funded/excess	£ 1,292.22	-	-	-	£ -	-	
	PRECEPT & SELF FUNDED/EXCESS TOTAL	£ 12,338.22	£ 11,849.00	£ 16,102.00	£ 26,000.00	£ 26,000.00	£ 26,259.00	
Donations/Grants	Play Area Equipment Project FUND	£ -	-	-	-	-	-	
Other	CIL	£ 11,295.59	£ 2,462.35	-	-	£ -	-	
	S106 (20181052)	-	£ -	£ 723.98	-	-	-	
	refund parish deposit	£ 3.37	£ 80.08	-	-	£ -	-	
	Play area Grants	£ -	£ 19,500.49	£ 1,345.00	-	-	-	
	member grant BDC	£ -	£ 500.00	£ 460.00	-	-	-	
	VAT Refund	£ -	£ 6,000.53	£ 3,536.66	-	£ 350.98	-	
Bank Interest	Reserve A/C	£ 4.33	£ 0.58	£ 1.12	£ 3.00	£ 4.12	-	
	Fund A/C	£ 6.52	£ -	£ 1.51	£ 4.00	£ 5.51	-	
INCOME TOTAL		£ 11,309.81	£ 28,544.03	£ 6,068.27	£ 7.00	£ 360.61	£ -	
EXPENDITURE								
Administration	General Reserve reimbursement	£ 500.00	£ 500.00	-	-	£ -	£ 2,000.00	Surplus 23/24 to fund general reserves supported by 5 year plan to bolster by £10k. Min target is 6-12 months op expenses
	Clerk Mileage	£ 89.10	£ 70.20	£ 18.90	£ 80.00	-	£ 225.00	Est based on 15 trips x £15 (inc playground inspections in winter)
	Room hire	£ -	£ 44.00	£ 209.00	£ 200.00	£ 149.00	£ 250.00	
	Internal audit	£ 25.00	£ 25.00	£ 25.00	£ 100.00	£ 85.00	£ 125.00	Based on quote for 2024
	Chairman/Councillor expenses	£ -	£ -	£ -	£ 50.00	-	£ 50.00	
	Clerk/Cllr Consumable admin exps	£ 416.76	£ 361.10	£ 238.37	£ 500.00	£ 104.00	£ 800.00	Covers ongoing cost for phone + annual Microsoft licence and BAU ink & paper, etc. Plus funds for future hardware costs (laptop, printer, keyboard, etc)
	Bank Charges	-	-	-	-	£ 84.50	£ 72.00	
	External Audit	£ -	£ -	£ 300.00	£ 300.00	-	£ 300.00	
	PC By-Election/Parish Poll RESERVE	£ 200.00	£ -	-	£ 100.00	-	£ 700.00	Target is £700 - minimum £350
	Parish Council Ordinary Election	£ -	£ -	-	£ 340.00	-	£ 340.00	
	Payroll Service (invoiced Sept)	£ 60.00	£ 133.00	£ 75.00	£ 150.00	£ 24.75	£ -	HMRC return now in house.
	Contingency	£ -	£ -	£ 460.00	£ 2,500.00	-	£ -	Was allocated for Locum / Sickness / Other Cover - 23/24 costs recorded under Contractual section
	Staffing RESERVE	-	-	-	£ 250.00	-	£ 1,250.00	*Transferred £2.5k from Contingency to Staffing Reserve (merge these two lines). Locum - 30 hours pm x £20 = £600 pm. Target is min 6 months
Training	Members & Staff	£ 200.00	£ -	-	£ 200.00	-	£ 450.00	Covers whole council training / new councillors / clerk
Insurance and Subscriptions	Annual Insurance (June)	£ 351.21	£ 507.69	£ 610.98	£ 700.00	£ 685.00	£ 700.00	Budget COL increase. To review if out of lockin period.
	NALC (May)	£ 152.64	£ 152.64	£ 157.22	£ 160.00	£ 189.00	£ 200.00	min 3% increase announced. May swap to alternate but TBC
	SLCC (Sept)	£ 53.68	-	-	£ -	£ 56.00	£ 60.00	Amount is dependent on precept - split with Spooner Row & Weston Longville
	Data Protection (March)	£ 35.00	£ 35.00	-	£ 40.00	-	£ 35.00	
	Professional services	£ 47.94	£ 246.00	-	£ 500.00	£ 636.00	£ -	(expecting second bill) for 23/24
	Legal RESERVE	-	-	-	£ 200.00	-	£ 1,000.00	no reserve left & Need for land registration
Village Maintenance	Litter picks	£ -	-	-	£ 50.00	-	£ 75.00	
	Annual dog bin emptying - bin near Le	£ 187.20	£ 189.80	-	£ 220.00	-	£ 300.00	1 bin 255 per yr
	Bus shelter maintenance	£ -	-	-	£ 100.00	-	£ 100.00	Bus Shelter insured for £5,426.97
	War memorial	£ -	-	-	£ 50.00	-	£ 100.00	
	Notice board RESERVE	£ 150.00	-	-	£ 100.00	-	£ 750.00	
	Land maintain adj A1067 near the bridge	-	£ 50.00	-	£ -	£ -	£ -	*Grass cut here has been moved to playground cutting as same contract now
	SAM2 signs repairs	£ -	-	-	-	£ -	£ 810.00	Based on quote for batteries / repairs 2023
	NCC Parish Partnership Scheme	£ -	-	-	-	£ -	£ -	
	CIL Funding	£ 11,295.59	£ 1,709.99	-	-	£ -	£ -	
	S106 (20181052)	-	-	-	-	£ -	£ -	
Play Area	Environmental Enhancements	£ 240.00	-	-	£ 200.00	-	£ 500.00	
	Village Grounds maintenance	£ 1,081.68	£ 1,135.76	£ 1,063.37	£ 1,400.00	£ 1,411.60	£ 2,100.00	Norse Contract. minimum 10% increase, 1400+ 500 additional area at £40/cut
	Litter bins	-	£ 132.95	-	£ 220.00	-	£ 200.00	**
	Play Area Annual inspection	£ -	£ 450.00	-	£ 200.00	£ 170.00	£ 170.00	
	Play Equipment Cost & Upkeep	-	£ 41,756.07	£ 1,409.60	£ 400.00	£ 500.00	£ 1,000.00	To cover repairs & small enhancements
Donations/Grants Ex. 137	Charity Donations / Grants	£ -	-	-	-	£ -	£ -	Grant policy TBC
	Church grounds grass cutting contrib	£ 700.00	-	£ 700.00	£ 700.00	-	£ 700.00	
	Remembrance wreath	£ 18.00	£ 21.98	£ 23.98	£ 25.00	£ 25.00	£ 25.00	
Section 137	Defibrillator	£ -	-	-	£ 75.00	£ 227.00	£ 160.00	Money for replacement pads & maintainace
Contractual Payments	Clerk Salary NET	£ 5,961.12	£ 5,746.35	£ 3,622.57	£ 6,572.03	£ 2,518.00	£ 5,900.00	2091 severance, 24/25 using NALC #1 hour increase
	Clerk Home Working Expenses	£ 312.00	£ 260.00	£ 78.00	£ 312.00	£ 100.00	£ 312.00	26 wfh x 12 £312
	HMRC - EER NI Conts	£ -	-	£ 19.00	£ -	£ 414.00	£ -	(included in salary)
	NPF - EER PS Conts	£ 1,371.11	£ 1,761.01	£ 1,201.36	£ 1,938.75	£ 3,067.00	£ -	ER 24% ER 5.5%
	Locum Services	-	-	-	-	£ 2,115.00	-	Contingency reserve included in staffing section
VAT		-	£ 8,745.98	£ 554.58	-	-	£ -	
TOTAL GROSS EXPENDITURE		£ 23,448.03	£ 64,034.52	£ 10,766.93	£ 19,182.78	£ 12,560.85	£ 26,259.00	
TOTAL NET EXPENDITURE		£ 12,138.22	£ 55,288.54	£ 10,212.35	£ 19,175.78	£ 12,200.24	£ 26,259.00	

Year end position

£ 6,817.22 £ 13,439.15 £ -

Great Witchingham Parish Council

I hereby give notice of meetings of Great Witchingham Parish Council
and summon members to attend.

DATE OF MEETING	CUT OFF DATE
Thursday 18 th January 2024	Wednesday 10 th Jan.
Thursday 21 st March 2024	Wednesday 13 th March
Annual Parish Meeting 21.3.24	Wednesday 6 th March
Thursday 16 th May Annual Council Meeting	Wednesday 8 th May
Thursday 18 th July 2024	Wednesday 10 th July
Thursday 19 th September 2024	Wednesday 11 th Sept.
Thursday 21 st November 2024	Wednesday 13 th Nov.
Thursday 23 rd January 2025	Wednesday 15 th Jan.

Any items for consideration, invoices or correspondence to arrive before the cut off date.

Parish Council meetings are held in the
Great Witchingham Village Hall, Hubbards Loke, commencing at 7.00 pm.

[Members of the public are very welcome to attend.](#)

There is the opportunity at each meeting for members of the public to ask questions.

How to contact your Parish Council

Clerk - Dawn Clarke Phone: 07379 451727 email: clerk@gwpc.org.uk



Parish Council Website
www.gwpc.org.uk



Contact the Clerk
clerk@gwpc.org.uk