

# Great Witchingham Parish Council Meeting of the Parish Council

Thursday March 27<sup>th</sup>, 2025, at 7pm  
Great Witchingham Village Hall, Great Witchingham.

|          |                     |                                   |
|----------|---------------------|-----------------------------------|
| Present: | Rowan Banks         | (RB) Chair                        |
|          | Paul Hines          | (PH)                              |
|          | Peta Banks          | (PB)                              |
|          | Peter Collingsworth | (PC)                              |
|          | Sally Acloque       | (SA)                              |
|          | Tracy Howlet        | (TH)                              |
|          | Dawn Clarke         | Clerk & RFO to the Parish Council |

3 Members of the public including County Councillor Greg Peck and District Councillor Peter Bulman

## Minutes

2025/0014 **Chairs Welcome and to consider apologies for absence.**

The Chair welcomed everyone to the meeting and noted that Cllr Rachel Thorpe had sent her apologies.

2025/0015 **Minutes.**

It was agreed that the minutes of the meeting held on Thursday January 30<sup>th</sup>, 2025, were a true record and signed.

2025/0016 **Declarations of Interest.**

- Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.
- To consider any dispensation requests.

None

2025/0017 **To receive updates on any matters not elsewhere on the agenda.**

None

**2025/0014 Public Participation and Reports.**

- a. County Councillor Greg Peck
  - b. District Councillor Peter Bulman
  - c. Members of the Public.
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- a. County Councillor Greg Peck has supplied a report which can be found on the website. The devolution process is progressing and there are 3 options being put forward. The cost savings are variable depending on the scheme. The white paper is open for comment and there is a video link included in his report which he encouraged residents to view.
  - b. District Councillor Peter Bulman (DCPB) expressed his concern about the potential disruption that will be caused by devolution.  
DCPB has been working with and supporting a resident with respect to the work on 'Johnsons Garage' and the effect it has had on neighbouring properties and the environment. The situation is complex and DCPB is taking a complaint forward with the ombudsman respect to the way the application and subsequent issues have been handled. The responses to date have not been sufficient and he spoke about the failing with in the panning an enforcement area of Broadland DC, this is in progress.
  - c. A resident has been supported by DCPB and spoke about the frustrations with both planning and the Health and Safety executive, and impact that the work has had on both the neighbouring properties and their own. They have had independent inspections in respect to the damage caused and are waiting for legal proceedings. Work is due to recommence on April 7<sup>th</sup> with an alternative construction technique that will ameliorate the geology. It is noted that there is a change of location of the tanks, and it was questioned if this change should trigger a review of the planning permissions.  
It was resolved that the Parish Council would contact Jerome Mayhew MP and ask for his support – Clerk to progress.

**2025/0018 Planning.**

- a. To note no delegated consultee responses.
  - b. To resolve a response to current applications.  
2025/0816 & 0817, Alteration to existing Barn Conversion and Cart shed. Maiden Cottage, Heath Lane, NR9 5PE
  - c. Any application arriving after the publication of this agenda.
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- a. None
  - b. 2025/0816 & 0817 This is a listed building; it was resolved to make no objection.
  - c. None

**2025/0019 Correspondence and Communications.**

- a. To discuss the NWL and the effect this will have on the parish.
- b. An update from Sparham PC Village gates and Bus Stop.
- c. Invitation to the Devolution Summit on April 2<sup>nd</sup>
- d. Any correspondence after this agenda

- a. County Councillor Greg Peck (CCGP) notes that the planning application was withdrawn for the NWL, the Department of Transport remains positive about the scheme, and has permitted NCC to keep the monies that have already been awarded and spent. The withdrawal will allow alternative routes and previous routes to be re-considered, however a delay of more than 5 years is expected. Cllr Rowan Banks spoke about the local desire for an upgrade of the junction at Weston Hall Road (HGV Route) the B1067 at Lenwade, and Porters Lane, the area is becoming increasingly busy and with the mitigations expected in Weston Longville more traffic will be encouraged to use this road. There have been multiple near misses and when there are accidents the repercussions on the network are significant. DCGP will invite highways to engage with the parish council to talk about safety upgrades that are possible. Via the 7 Chairs and Clerk links, Weston Longville PC have offered to put forward suggestions given to them at their next meeting with Highways.
- b. Sparham PC confirm that they have an agreed additional bus stop. Clerk to check that it services both directions. This stop would service Nowhere Lane as requested by the Bug Park.
- c. Cllr Rowan Banks will be attending and requests any questions from Councillors to submit.
- d. A Resident in respect to CCTV at the Village Hall, responded that this was the responsibility of the Village Hall.

2025/0020 **Financial Matters.**

- a. To agree payments as detailed in Annex A.
  - b. To receive the bank balances.
  - c. To note the actual spend against the budgeted spend.
  - d. To note the increase in the ICO and Norse Contract.
- a. It was resolved to accept the payments listed in Annex A, the additional Village Hall invoice at £40 for the balance of the 24-25 year was included.
  - b.

**Income**

**To note payments made**

|                  |                           |   |        |
|------------------|---------------------------|---|--------|
| Scribe           | Accounting - February     | £ | 14.40  |
| Unity Trust Bank | Service Charge - February | £ | 6.00   |
| Scribe           | Accounting - March        | £ | 14.40  |
| Unity Trust Bank | Service Charge - March    | £ | 6.00   |
|                  | Pension Contribution Dec  | £ | 143.94 |
| Wages            | Jaunary                   | £ | 416.89 |
|                  | Pension Contribution      | £ | 143.94 |
|                  | HMRC                      | £ | 32.60  |
| Wages            | February                  | £ | 439.27 |
|                  | Pension Contribution      | £ | 143.94 |
|                  | HMRC                      | £ | 53.41  |
| Wages            | March                     | £ | 439.07 |
|                  | Pension Contribution      | £ | 143.94 |
| ICO              | Yearly Subscription       | £ | 47.00  |

**For authorisation**

|              |                        |   |       |
|--------------|------------------------|---|-------|
| Dawn Clarke  | Clerk expenses inc WFH | £ | 92.50 |
| Dawn Clarke  | Office Expenses        | £ | 84.65 |
|              | HMRC March             | £ | 37.59 |
| Village Hall | 2 of 2 rent payment    | £ | 40.00 |

**2025-2026**

|               |                    |   |        |
|---------------|--------------------|---|--------|
| Parish online | Mapping            | £ | 64.80  |
| NALC          | Yearly Subscriptin | £ | 200.86 |

- c. The total bank balances as of March 26<sup>th</sup> £35,572.33  
Current, £2,415.59, Savings £32,656.74, Equals £500
- d. The Scribe report was noted and that the lines were generally in budget for year end. It was pointed out that that the usual grant awarded to the Church for the maintenance of the green areas has not been applied for, Clerk to contact the Church (PCC)
- e. Norse has advised of an 8% increase but given no figure. ICO has raised its rate from £35 to £47 - the ICO rate includes a direct debit discount.

**2025/0021 Play Area.**

- a. To receive an update.
  - b. To discuss the area around the roundabout.
  - c. To agree the supplier for the play area sign.
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- a. Matting is raising under swings and at the bottom of the slide are lifting. It was resolved to ask Robin English to repair.
  - b. The re-seeding is not working as the soil has been eroded due to use of the item. It was suggested to use Wet-pour – Clerk currently trying to get quotes, there was an underspend of £1,000 in the current year budget. It is noted that Wet-pour is not cheap. PH has a supplier scheduled to speak to about the potential bars so will also ask them.
  - c. It was resolved to use Mike Amis Signs who provided the graphics, it to be post mounted near the war memorial facing the park area. Clerk to progress, Budget of £100 for the sign agreed.  
Clerk to ask Robin English about installation.

**2025/0022 Community Engagement.**

- a. Wensum Diaries – articles for inclusion and support for 2025-26.
- b. It was agreed that the articles in the Wensum diaries were successful in bringing information to residents who were not online.  
Clerk to manage the collection and submission of articles, the absolute deadline is the 10<sup>th</sup> of the month, and each article is 150 words in length. A list of articles and ideas is available for all councillors to contribute to. It was resolved that a continuation of the £200 yearly advert would be made. Clerk to request a invoice.

2025/0023 **Environment.**

- a. To receive an update regarding traffic problems on The Street and resolve any further action.
- b. To confirm a Litter Pick details and refreshments (April 5<sup>th</sup> 10 – 12 noon)
  
- a. Yellow Lines: No date has been given but it is on the NCC list. A recent pothole was filled very quickly.
- b. It was noted that post for the sign on Hubbards loke is broken but residents have found it is not NCC Highways responsibility and Clerk to action with housing association.
- c. Village Hall is booked, information is in the Wensum Diaries, Facebook and via the Village School. SA, PB, RB, PH

2025/0024 **Administrative Matters.**

- a. To adopt a 5 year plan.
- b. NPTS training & parish online.
- c. Updates to Website and information held.
  
- a. It was resolved to adopt the 5 year plan.  
The need for a 'brand image' was discussed, it is for the website, papers and any signs to look cohesive. The goal of taking the council to Quality Bronze then Silver Award is a measured standard for the council governance, this is a NALC scheme with defined expectations and a goal regardless of the award being applied and is for Clerk to work towards.
- b. It was agreed that PH would attend the training online due to work commitments.  
The clerk is happy to share the learning from the Mapping Course, however internet access is needed.  
It was agreed that new access would be sent to all councillors using their .org email addresses. The assets need to be placed in a separate layer of the software. The programme works best on a desktop as there are so many layers.
- c. The audit this year will focus on the ICO requirements and the way that the council presents it's information to the public. All the supporting materials needs to be on line and available as per the document we have, however this was proving challenging beyond the 2.5 year mark as there is a lot of data missing. Clerk will check on the USB that was inherited. It was confirmed that no councillors hold any paper meeting packs as these were destroyed in 2023. It was noted that this will cause additional storage on the website.  
The Clerk reminded all councillors to double check their Declarations of Interests held by Broadland DC are up to date.

2025/0025     **Clerk's Report.**

The NPTS training day was attended, and the cost was shared between the Clerks councils. It was requested to attend data protection and FOI training and agreed if the cost to be shared between the Clerks councils. The audit paperwork has arrived for the year end and the goal is to complete the audit as early as possible.  
Any APCM reports were requested in advance.

It was resolved to change the date of the next meeting to Thursday 15<sup>th</sup> of May with the APM

2025/0026     **Items for next meeting**

To note the next meeting date: Thursday May 15th, 2025, at 7pm – Village Hall. (with APM prior)

Signed:

Date: