

Great Witchingham Parish Council

Thursday 15th June 2023

Dear Councillor,

Your attendance is required at the **PARISH COUNCIL MEETING** to be held on Tuesday 20th June 2023 to in Great Witchingham Village Hall at 6pm.

Members of the press and public are cordially invited.

Sarah Hunt

Locum Clerk

AGENDA

1 Election of Chair.

The Chair will sign an acceptance of office form.

2 Apologies.

To receive and note apologies for absence.

To note that there remains one vacancy on the Council unfilled.

3 Minutes.

3.1 To approve the Annual parish meeting minutes from the meeting held on 11th May 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

5.1 Land at crossroads - ongoing. Clerk

5.2 SAM2 sign – pending repair.

5.3 Defibrillator – registration update – Clerk. Training – Clerk.

5.4 CiL Annual return – outstanding.

5.5 Parking on Hubbards Loke – to confirm the police have attended on 4 occasions and the vehicle was not present.

6 Public Participation and Reports.

6.1 County Councillor Greg Peck

6.2 District Councillor

6.3 Members of the Public.

9. Planning.

9.1 To consider consultee response to applications received from Broadland and south Norfolk District Council:

9.1.1

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

9.1.2 2023/0410 - Great Witchingham House Heath Lane Great Witchingham Norfolk NR9 5PE. Internal alterations to house, including new doorways and minor changes to layout. New dormers and amendments to pool building.

Decision : Approval with Conditions

9.3 20221626 – 5 Fakenham Road, Lenwade, Norwich, NR9 5SE. To confirm attendance at Committee meeting.

9.4 Enforcement response re: Layby Access.

Locum Clerk: Sarah Hunt

Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Tel: 07379451727

email: greatwitchinghamparishcouncil@gmail.com

10. Correspondence and Communications.

Notification that highways rangers will be in attendance w/c 24th July. Please send any issues to Clerk.

Hornsea 3 offshore windfarm newsletter – previously circulated.

11. Financial Matters.

- 11.1 To agree payments as presented.
- | | | | |
|---|-----------|-----|-----------|
| Sonya Blythe internal audit fee | £85.00 | | £85.00 |
| Unity Bank – fees. Direct Debit payment | £18.00 | | £18.00 |
| Sarah Hunt – locum fees | £1,340.00 | | £1,340.00 |
| Norse – annual play area inspection | £140.00 | £28 | £168.00 |
- 11.2 To receive internal audit report and consider any actions.
- 11.3 To receive end of year AGAR and agree the following:
- 11.3.1 To RESOLVE to declare Great Witchingham and Lenwade Parish Council as an exempt authority for 2022/23 and sign the certificate of exemption as neither the Gross income or gross expenditure exceed £25,000.00.
- 11.3.2 To RESOLVE to approve Section 1 of the AGAR – the Annual Governance Statement.
- 11.3.3 To RESOLVE to approve Section 2 of the AGAR – the Accounting Statements 2022-23.
- 11.4 To receive the analysis of variances.
- 11.5 To receive the bank reconciliation as at 31.3.23.
- 11.6 To note the publication of public rights will be 26th June to 11th August.

12. Administrative Matters.

- 12.1 To consider utilizing the Unity Bank SWITCH service and closing all Barclays accounts.

13. Items for next agenda.

Installation of a larger bin at the playground.
To review and adopt financial regulations
Review and adoption of asset register.
Review of freedom of information and data protection policies
Review of the press/media policy.
Review of the employment policies and procedures.

14. Dates of next meeting:

27th July 2023 at 7pm – Village Hall
28th September 2023 at 7pm – Village Hall
23rd November 2023 at 7pm – Village Hall

To consider a resolution to exclude the press and public in accordance with the Public Bodies (Admission to meetings) Act 1960 in consideration of the following item due to the confidential nature of the items to be discussed.

15. Staffing matters.

- 15.1 To receive staffing update. Cllr P Banks
- 16.2 To decide and agree any future actions.

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