

GREAT WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of Great Witchingham Parish Council held on
Tuesday 4 May 2021 at 7pm.

The meeting was held online via Zoom under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Present

Mrs Jo McKenzie-English – Chairman

Mr Dean Bailey

Mrs Pauline Brown

Mrs Tracey Buckenham

Mr Ray Gribble

Mrs Bridget Wright

In Attendance

Mr Greg Peck – Norfolk County Councillor – Reepham Division

Mr Peter Bulman – Broadland District Councillor – Gt Witchingham Ward

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer

Mrs Sally Acloque - representative of GW PCC

1 Member of the public

Mrs McKenzie-English in the role of outgoing Chairman of the Council opened the meeting welcomed those present and invited nominations for Chairman of the Council for the ensuing year.

1. Election of Chairman of the Council for the ensuing year

Mrs Jo McKenzie-English was nominated and there being no further nominations it was **RESOLVED** Mrs McKenzie-English be appointed and holds the position of Chairman for the ensuing year.

Mrs McKenzie-English to sign the Declaration of Acceptance of Office at the earliest opportunity and thanked members for her appointment.

2. Election of Vice Chairman

Mrs Tracey Buckenham was nominated and there being no further nominations it was **RESOLVED** Mrs Buckenham be appointed and holds the position of Vice-Chairman for the ensuing year.

3. Co-option for Parish Councillor

No applications received.

4. Apologies for Absence

All members in attendance.

5. Declarations of Interest & Dispensations

In respect of the minutes, reaffirmation of previous declarations from those present who declared an interest at the last meeting where applicable.

1

Approved.....

Date..... 8/7/21.....

No further declarations.
No requests for dispensations.

6. **Appointment of Authorised Signatories to orders of payment**

RESOLVED signatories are Mrs Brown, Mr Gribble, & the Clerk.

7. **Details of ordinary meetings for the ensuing year**

Discussion took place and agreed no further discussion was needed.

RESOLVED these would normally be held in Great Witchingham Village Hall on the second Thursday in every odd month.

8. **Appointment to Local Bodies/Groups**

RESOLVED members as follows

- NWL Local Liaison Group/A47 dualling. Mr Bailey. Mr Gribble substitute
- Play Area Working Group. Mrs McKenzie-English
- GWWH Management Committee. No member interest.

9. **Minutes of the meeting held on 9 March 2021**

The minutes, having previously been circulated, were approved and will be signed by the Chairman as a true record at the next face to face council meeting.

10. **Information arising from the minutes**

- Village Gateway Scheme.
Gateways. Re-contact had been made with Mr Greg Peck however no response had been received. Mr Peck to request NCC respond direct. Clerk to monitor. **Action PK**
- Alleyway linking A1067 & Heath Close. Agenda item.
- SAM signs – agenda item.
- Recreational Land – land transfer currently with land registry. Noted. **Action PK**

11. **Public Participation**

Representations were made regarding grass cutting support at the church

- Mrs Acloque, GW PCC gave thanks to the council for giving attention to representatives at the last meeting. Members were briefed on the expenses and finances of the church and the difficulty of raising additional finances for grass cutting.

The Chairman stated all members were in agreement to do as much as possible to support. With this in mind she had made contact with Norfolk School of Gardening for volunteering students and would pursue the indicated wildflower meadow with interested locals. It was suggested and accepted to schedule a future meeting to pursue avenues of help.

- Local parishioner advised of regularly walking past the church and witnessed others doing likewise and asked the grounds for ceasing support.

The Chairman stated this was financial. Much discussion took place in respect of decisions regarding financial streamlining and an offer to assist the council with this was accepted. The Chairman gave thanks for attendance and the meeting was reconvened.

Meeting was adjourned due to basic Zoom time allocation at 7.40pm and reconvened at 7.45pm.

12. Parish Crime Matters

No matters raised. The Chairman would distribute information regarding scams to members for public awareness.

13. Reports from County & District Councillors

Mr Peck did not re-join the meeting. No report received.

Mr Bulman gave a verbal report. He had not yet received the application for Ward Member Grant support for the play area. The Chairman would liaise with the working group.

14. Reports in respect of non agenda items

The Clerk briefed members on administration work undertaken.

Mrs Wright had received the invoice for £50 for last season grass cutting of the land near The Bridge PH. Members authorised payment of this.

The Chairman informed that some members had recently tidied this area and it was identified the fence around the tree needed to be removed and the area needs to be more useable. Members in agreement. Publicity of the recent work to be placed in the parish magazine and social media.

The Chairman asked for member views on Neighbourhood Watch and Voluntary Speedwatch.

It was noted the speedwatch team were recently in the village. She was happy to pursue this avenue if members agree. Mr Bailey was of the view speedwatch is not effective and asked for members views regarding the recent video he had sent of recent speeding on A1067. He had sent this to NCC and is pressing for average speed cameras. Much discussion took place. Mr Bulman would take forward speed measuring devices in the parish with Greg Peck providing his re-election is secured. Neighbourhood Watch did not receive a view.

15. Finance Matters

1. Verification of invoices. Signatories confirmed the check and verification to date.

2. Bank Reconciliation. The Chairman confirmed the reconciliation to statement

(i) 31 March 2021 &

(ii) 7 April 2021.

3. Schedule of Receipts & Payments

RESOLVED to accept income and expenditure as follows

Receipts

	£
13. Barclays Interest Reserve A/C	0.20
14. Barclays Interest Fund A/C	0.60
15. BDC. Unknown Balance held and owing	3.37
1. GWFAC. Play area. Match Funding as offered	5000.00

Payments

62. ICO. Data Protection renewal fee 21/22	35.00
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63/64.	Clerk. March salary	460.28
65.	NPF. March conts	138.82
66.	Clerk. March Contract & admin expenses	71.14
1.	Karen Eason Accountant. PAYE 21/22	133.00
2.	Clare Morton Account Auditing Services. 20/21 Int Audit	25.00

Meeting was adjourned due to basic Zoom time allocation at 8.25pm and reconvened at 8.30pm.

4. Budget Monitoring Statement to end of Financial year 31 March 2021

RESOLVED to accept

5. Annual Audit 20/21

(i) Annual Internal Auditor & Audit Report. It was

RESOLVED to accept.

(ii) Internal Control Procedures & Review of Effectiveness.

The presented Statement of Internal Control document was considered and reviewed as appropriate. It was

RESOLVED to accept

(iii) Variances and Reserves.

RESOLVED to accept

(iv) Annual Governance Statement (Section 1)

Members confirmed the supporting statements to the accounts and

RESOLVED to approve the Statement for the year ending 31 March 2021

(v) Accounting Statements (Section 2)

RESOLVED to approve the Accounting Statement for the year ending 31 March 2021

(vi) Exemption from a limited assurance review. The statements for exemption were confirmed and it was

RESOLVED to certify as exempt from a limited assurance review.

6. Financial Reserves Policy & Schedule of Reserves from 1 April 2021

RESOLVED to accept and adopt.

16. Land (Transfer) at village hall

1. Matters pertinent to planning permission

(i) clarification of comments from BDC planning officer regarding funding of amenities being the responsibility of the village hall trust and how this stands now that the PC is in ownership of a parcel of the land identified as an area of the said amenities.

(ii) the PC being the owner in perpetuity of the Village Hall

The clerk informed both matters are still with Nplaw and despite reminders and involvement of Mr Greg Peck to address with Nplaw no response has been received.

Copy Deeds had been received from GWWH which would appear to indicate the PC was Custodian Trustee to the now demolished village hall but this ceased and changed to BDC as Custodian Trustee in respect of the new build. On this basis it is likely that the PC is not the owner of the village hall in perpetuity however confirmation is awaited from Nplaw.

Clerk to pursue.

Action PK

2. Play Area Working Party.

Written report received. This was noted.

The Chairman briefed on a potential opening ceremony once phase one is complete.

Installation is currently underway however a delay to parts has been received. She has an

Events Management background & a H&S Certificate and the working group have agreed for her to lead on this. She will keep members informed and publicise as need.

17. Correspondence

1. Risk Assessment for SAM sign deployment. A draft risk assessment & draft Health & Safety Policy were supplied.

RESOLVED to adopt.

2. Alleyway linking A1067 to turning point in Heath Close. Discussion took place. It was with agreement not to move forward with taking ownership.

3. NflkALC Membership subscription.

RESOLVED to renew at a cost of £152.64

4. Armed Forces Covenant.

RESOLVED to support. A copy of the pledge is attached to these minutes.

5. 1 Million Trees for Norfolk initiative

RESOLVED to support with consideration given to the play area and the land at the bridge. It was with agreement that Mr Gribble takes this forward. **Action RG**

6. Insurance Renewal 2021/2022.

RESOLVED to renew at a cost of £354.46 to include the play equipment which is intended will be complete by renewal at an additional indicative cost of £165 - £170.00.

7. Annual Parish Meeting 2021. Meeting held 22 April noted.

8. Excess hours worked.

RESOLVED additional hours to the end of March 2021 to be paid in line with contractual obligations.

Meeting was adjourned due to basic Zoom time allocation at 9.10pm and reconvened at 9.15pm.

18. Planning

1. Planning Applications.

20210324 – Woodleigh The Street.

Erection of a wooden garage.

RESOLVED no objections.

19. Exchange of Information

Mr Gribble referred to his draft article for Wensum Diary in response to concerns regarding ceasing financial support for the churchyard and asked if members were happy to continue or forget. It was accepted the content was good and fair and that the PC should be seen to be responding. Mr Gribble to take forward.

20. Next meeting

The next meeting would be held in **Great Witchingham Village Hall** on **Thursday 8 July 2021 at 7pm.**

The Chairman gave thanks for attendance and closed the meeting at 9.29pm



Great Witchingham Parish Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

Great Witchingham Parish Council

Signed:

Name: Mrs Patricia Kirby

Position: Clerk to the Council

Mrs Jo McKenzie-English

Chairman of the Council

Date: 4 May 2021

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, *sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty.* Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.



Section 1: Principles of the Armed Forces Covenant

1.1 We, **Great Witchingham Parish Council**, will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by seeking to:

- appoint an **Armed Forces Champion** to promote support for the Armed Forces community;
- promote the fact that we are an **Armed Forces-friendly Council**, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public; maintaining our War Memorial.
- Upkeep of war graves, with support of the Commonwealth War Graves Commission.
- Finding out where the nearest Royal British Legion branch is, promoting it and supporting events.
- support the employment of military **Veterans**; recognising that they are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans Gateway on our website; encouraging local businesses to support the employment of veterans;
- support the employment of **Service Spouses & Partners**: encouraging local businesses to support their employment;
- encourage support for the **Reserves Forces**; encouraging local businesses to support the employment of Reservists;
- finding our nearest cadet detachments, promoting and encouraging support for and membership of local cadet units;
- support and promote support for **Armed Forces Events** such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day/Week, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- support and promote support for **Armed Forces Charities**; looking at whether an empty shop can be used as a hub.
- encourage local businesses to consider offering discounts to members of the Armed Forces community.



2.2 We will publicise these commitments through our literature and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing.

YDB.