

Minutes of Great Witchingham Parish Council

meeting held on Tuesday 20th June 2023 to in Great Witchingham Village Hall at 6pm
Present: Cllrs S Acloque, P Banks, R Middleton.
Clerk: Sarah Hunt

1 Election of Chair.

Cllr R Middleton was elected into the chair for the duration of the meeting and signed a declaration of interest form. PROPOSED Cllr Banks, seconded cllr Acloque.

2 Apologies.

Were RECEIVED and ACCEPTED From: Cllrs R Banks, T Buckenham, P Collingsworth – alternative commitments.

NOTED that there remains one vacancy on the Council unfilled.

3 Minutes.

The Annual parish meeting minutes from the meeting held on 11th May 2023 were AGREED as a true and correct record.

4 Declarations of Interest.

None.

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 will be completed shortly – Clerk. Training, an organization has agreed to attend – next meeting.

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 sent apologies.

6.2 District Councillor Peter Bulman sent apologies.

6.3 Members of the Public. None.

9. Planning.

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

9.1.1 None

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. NOTED.

9.3 20221626 – 5 Fakenham Road, Lenwade, Norwich, NR9 5SE. Cllr Peta Banks will represent Council at the Committee meeting if available.

9.4 Enforcement response received re: Layby Access, case closed.

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.

Locum Clerk: Sarah Hunt
Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Tel: 07379451727
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11. Financial Matters.

11.1 It was RESOLVED to make the payments payments as presented.

	Nett	VAT	TOTAL
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
Norse Ground Maintenance May	£164.67	£32.93	£197.60

PROPOSED Cllr Banks, seconded Cllr Acloque.

11.1.1 The internal audit report was RECEIVED – clerk to review Internal Controls and present regular budget updates to meetings.

Clerk to obtain quotation from the same Internal Auditor for next year, it was considered the report was very informative.

11.2 To receive end of year AGAR and agree the following:

11.2.1 It was RESOLVED to declare Great Witchingham and Lenwade Parish Council as an exempt authority for 2022/23 and the r.f.o and chair signed the certificate of exemption as neither the Gross income or gross expenditure exceed £25,000.00.

11.2.2 It was RESOLVED to approve Section 1 of the AGAR – the Annual Governance Statement. The R.F.O and Chair signed Section 1.

11.2.3 It was RESOLVED to approve Section 2 of the AGAR – the Accounting Statements 2022-23. The R.F.O. and Chair signed Section 2.

11.3 The meeting received the analysis of variances.

11.4 The meeting received the bank reconciliation as at 31.3.23.

11.5 NOTED the publication of public rights will be 26th June to 11th August.

12. Administrative Matters.

12.1 It was RESOLVED to use the Unity Bank SWITCH service and close all Barclays accounts. PROPOSED Cllr Acloque, seconded Cllr Middleton

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

It was RESOLVED 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 The meeting received a staffing update. Cllr P Banks

16.2 It was RESOLVED to engage Miss L Dawson at the same rate as the Locum Clerk. This to enable continuous cover in the absence/unavailability of the current Locum Clerk.

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