



Great Witchingham Parish Council

Thursday May 28th, at 7:05 pm
Great Witchingham Village Hall, Great Witchingham.

Present:	Rowan Banks	(RB) Chair
	Paul Hines	(PH) Vice Chair
	Peta Banks	(PB)
	Rachel Thorpe	(RT)
	Sally Acloque	(SA)

Dawn Clarke Clerk & RFO to the Parish Council

No residents, District Councillor Peter Bulman (DCPB) County Councillor
Dave Thomas (CCDT)

Minutes

- 2026/030 To Elect a Chair and sign the Declaration of Acceptance of Office.**
It was resolved to elect Rowan Banks to the post of Chair.
Acceptance of office was signed
- 2026/031 To Elect a Vice Chair and sign Declaration of Acceptance of Office.**
It was resolved to elect Paul Hines to the post of Vice-chair.
Acceptance of office was signed
- 2026/032 Chairs Welcome and to consider apologies for absence.**
Councillor Sally Acloque sent apologies which were accepted. Councillor Rowan Banks noted that both Tracy Howlett and Peter Collingworth have left the council, and wished to extend his thanks for their many years of service to the community and support.
- 2026/033 Declarations of Interest.**
None.
- 2026/034 Co-option. To consider co-option of any candidate present.**
No candidate.
- 2026/035 To agree the members of the Staffing Committee.**
It was agreed to continue with SA, PB and PH will replace Peter Collingsorth.

2026/036 To note and re-approve the scheme of delegation.
The updates were agreed and the policy was re-adopted.

2026/037 To review and (re-) adopt the Policies listed in Annex B.
The policies were re-adopted as per the schedule.

Policy	Amendment
Biodiversity	No change – re-adopt
Code of Conduct	No change – re-adopt
Co-option	No change – re-adopt
Complaints	No change – re-adopt
Document retention & Data Map	No change – re-adopt
Equality & Diversity	No change – re-adopt
Filming & Photography	No change – re-adopt
Financial Regulations	No change – re-adopt
Employment Committee	No change – re-adopt
GDPR - Data Protection	No change – re-adopt
Internal Audit	No change – re-adopt
IT	No change – re-adopt
Model Standing orders	No change – re-adopt
Press & Media	Needs updating – but re-adopt then address later in the year.
Privacy	No change – re-adopt
Planning	Needs updating – but re-adopt then address later in the year.
Risk – Financial	No change – re-adopt
Risk management	No change – re-adopt
Social media	Needs updating – but re-adopt then address later in the year.
Scheme of Delegation	(separately)
Freedom of information	check links
Staffing	
Disciplinary, Grievance, Sickness	NALC documents – new ones have been issued with recent updates.
Need:	
Green Spaces Policy	Nik this one to cover grass and park area. – adopt when we have it
Grant Policy	Missing from Web – find and format/return to council

2026/038 To review the use of S137 to make payments.
The Parish Council no longer qualifies for GPoC and so acknowledges the S137 payment rate of £11.70 per elector.

2026/039 To note the meeting dates for the next council year.
It was agreed to meet: 2026, 30th of July, 24th of September, 26th of November 2027 25th of March, 19th of May (May does not follow the usual format due to elections)

- 2026/040 Minutes. To approve the Parish Council minutes from the meeting held on Thursday March 26th, 2026.**
It was agreed that the minutes of the meeting held Thursday March 26th, 2026, were a true record and signed
- 2026/041 To receive updates on any matters not elsewhere on the agenda.**
The FOI request in respect of road accidents in the area made to Norfolk Constabulary has been returned, there is a distinct mismatch between local knowledge and police recorded data. This information will be put on the website.
- 2026/042 Public Participation and Reports.**
a. County Councillor Dave Thomas.
b. District Councillor Peter Bulman.
c. Members of the Public.
a. RB welcomed County Councillor Dave Thomas to the meeting, DCDT spoke about the induction to Norfolk County Council, he would support and facilitate any improvement in the B1135/ Fakenham Road Junction. The NWL and electricity cabling were also raised.
b. The Alderford Solar Site has progressed to the planning inspectorate. There are potential changes to constituencies with the Unitaries being formed. The size of the Unitaries proposed are smaller than expected.
c. It was noted that 'Johnsons Garage' work has continued and a crane has been on site
d. None
- 2026/043 Planning.**
a. To note no delegated consultee responses.
b. To make a response to
2026/1358 35 Norwich Road Lenwade Norfolk NR9 5SH
Demolition of existing conservatory and new rear first floor extension and single storey extension and associated works.
2026/0712 46 Fakenham Road Lenwade Norfolk 1.5 storey self build dwelling Application
2025/1969 Appeal Land South of Hall Road Alderford Norfolk
c. Any application arriving after the publication of this agenda.
a. none
b. 2026/1358 - No objection
2026/0712 - No objection but it was noted it is very close to the adjoining home.
Alderford Solar appeal – re-submit comments in full and add further words in respect to high quality agricultural land being lost and the lack of plan to connect to the grid.
c. None.
- 2026/044 Correspondence and Communications.**
a. To note any comment regarding correspondence items distributed.
b. Any correspondence after this agenda.
a. A request for green space maintenance grant funding for the church yard has been received; this has been budgeted for and in line with previous years. Proposed RB, Seconded RT.

An email received about the alleyway between Heath Close and the main road. It was noted that ownership of the alleyway remains unclear and that its upkeep has historically been undertaken by local residents.

Members confirmed that the Parish Council does not own the land and agreed that responsibility for its maintenance and upkeep does not fall within the Council's remit. It was suggested that residents contact the original developer to establish whether any long-term maintenance responsibilities exist.

- b. None.

2026/045

Financial items.

- a. **To consider the bank signatories.**

- b. **To note the list of contractual payments and subscriptions.**

Annex C

- c. **To consider the insurance for 2026-27 and choose a provider**

- d. **To confirm the asset list.**

- a. It was agreed that the signatories remain the same. (DC, PH, RB, SA)
- b. The payments listed in Annex C were agreed. The move to Standing order for the Clerk Salary and WFH allowance was agreed with any adjustment to be made in March of the year. Proposed RB, Seconded PB, agreed.

Annex C

Audit Fee	external
Audit Fee	internal
Bleed kit replacement	
British Legion	Wreath / Donation
Broadland SN DC	Dog Waste & Litter bins
Defib Supplies	
Information Commissioner	
Insurance	By delegation
Meeting Room Hire	
Microsoft Licence	
NALC membership	
Norse	ground maintenance
Parish Online	
Payroll	HMRC payments
Payroll	Pension payments
Payroll	Salary
Payroll	Working from Home allowance
Playground Safety Inspection	
Scribe	Accounting
SLCC Membership	(part of Clerk's contract)
Unity Trust Bank	Monthly Charge
Vodafone	Monthly Charge
Website hosting and domain	

- c. With the impending completion of the playground, it was agreed that the current providers (CAS) quote would be accepted, (£561.97) and

- the playground would be added when it was completed (around £125). The term would be 1 year, and it was agreed that the Clerk will check prices for the 2027 term. Proposed RB, Seconded PB, Agreed
- d. The Asset list was accepted as true as of this meeting date and the new equipment would be added when the playground was completed and handed over.

2026/046

Financial Matters.

- a. **To agree payments as detailed in Annex A**
- b. **To receive the bank balances.**
- c. **To note the budget against actual for 2025-26.**
- a. The Payment list was agreed; the Creative Play quote was without VAT (so will be 20%) higher.
The CiL monies will be payable when the work is completed and will have some interest payment that is currently unknown.
Proposed RB, Seconded PH agreed

Income

Unity Trust Bank	Q4 Interest	£	255.38
CAS	Insurance Refund	£	1.29
Norfolk CC	RE Painted Bus Shelter	£	1,760.00
Broadland DC	Precept - 1 of 2	£	15,020.50

To note payments made

Payroll	April M11, May M2 - 2 at	£	425.66
Norfolk Pension Fund	April & May @	£	130.30
Clerk	WFH May	£	26.00
Broadland DC	Waste (Dog)	£	296.40
Unity Trust Bank	Service Charge Mar, April, May	£	21.00
Scribe	April, May - 2 at	£	14.40

For authorisation

Clerk	Clerks Expenses	£	40.50
GW Village Hall	Facilities	£	180.00
Creative Play	Park work	£	29,495.00

- b. Current: £3,461.97 – Savings £ 59,906.67, Total 63,368.64
- c. Noted.

2026/047

Audit

- a. **To receive the year end balances and budget against actual, 2025-26.**
- b. **To note the auditor's remarks and accept the auditor's findings.**
- c. **Annual Governance Statement.**
 - To hear the proposal to approve Form 3 Section 1 of the AGAR.
 - To hear the proposal to approve Section 2 of the AGAR.
 - To delegate authority to the Clerk and Chair discharge the council's legal duties in respect to the AGAR.

- d. **To note the dates for the Electors Rights.**
- e. **To consider appointing an auditor for 2026-27.**
 - a. Noted
 - b. The auditors remarks were noted.
 - c. The Annual Governance Statement Form 3 Section 1 of the AGAR. was heard and statements were unanimously agreed
The Annual Governance Statement Section 2 of the AGAR of the was heard and statements were unanimously agreed.
It was resolve to delegate authority to the Clerk and Chair discharge the council's legal duties in respect to the AGAR.
 - d. The Electors Rights will commence on Wednesday June 3rd and end on Tuesday July 14th 2026.
 - e. After discussion it was resolved to continue with SB Auditing in accordance with our policy Sonya Blythe is considered qualified. The clerk to confirm the appointment. The rate for 2026-27 is £135.

2026/048 Play Area.

To receive an update in respect to the work in the play area.

The contractors have worked hard on the installation, and the council is a waiting for the finishing and tidy up. There is a need for some seed, and this may be better in the autumn time.

It was agreed that the Clerk to pay the bill when the site is complete and checked. (£29,495 + VAT)

There are some maintenance items outstanding which will be address through Robin English.

2026/049 Community Engagement.

Wensum Diaries – Park and round up of the year.

The need to recruit new councillors.

Defibrillator usage and need for an additional person to help with checks.

It was noted that the Queen of Hearts was closed as the tenancy had lapsed. The bakery was running on a day-to-day basis.

2026/050 Environment.

a. Grant funding & enhancement ideas raised.

Items that the council would be interested in grant funding - shade in the play area. Trees that may replace those damaged and that have died – however there is a need for metal guards.

Hedging for around the calor area.

National Footpaths – Wensum Way / Marriots Way and the potential for a map (possibly in the bus stop) Village map or walking map/flier.

Additional Bins in the Marriotts Way area – Clerk to ask again if there is a possibility of having an additional bin or sign.

Bench adjacent to the new notice board on Fakenham Road.

2026/051 Administrative Matters.

a. Clerk's report.

b. To consider the subjects for the Wensum Diary

- a. Broadland have been in dialogue about the area around the Village Hall and off Common Lane, a meeting with them to be arranged to progress both sites.

Finger sign for the footpath is missing – PH to send the Clerk pictures ///W3W to try and locate the item.

- b. Covered in 2026/049

2026/052 Items for next meeting.

Items for information only.

To note the next meeting date: July 30th, 2026, at 7pm – Village Hall.

Signed:

Date: