

Winfarthing Parish Council

Minutes of the meeting held on Tuesday 5th December 2023 at
Winfarthing Village Hall, Hall Road Winfarthing IP22 2EP

Present: Cllr Eric Cole (Chair) Cllr Lynne Rogers, Cllr Jim Collins, Cllr Richard Steel, Cllr David Rix, Cllr Jono Smith

In attendance:

Karen Rix (Clerk), James Easter (District Councillor), 1 member of public

Item No	Agenda Item	Action
1	Apologies for absence Cllr Peter Frost, Catherine Rowett (County Councillor)	
2	Declarations of interest in agenda items None declared.	
3	Minutes of previous meeting - 6th November 2023 Minutes were unanimously accepted as an accurate record and signed by the Chair.	
4	To consider any matters arising from minutes No matters arising.	
5	To receive an update on actions from previous minutes 6.3 – July - Website development ongoing, action to be carried forward. 6.3 - July - Risk Register and Safeguarding policy ongoing. Clerk advised risk register would be available at next meeting. Clerk also advised councillors that it had not been possible to find template for a Safeguarding policy or any evidence that other local Parish Councils were publishing this policy on their websites. Clerk to seek further guidance from Norfolk PTS, action to be carried forward. 16 – July - ID details to solicitors ongoing, Cllr Cole to check requirements and advise Cllr Frost and Cllr Steel, action to be carried forward. 18 - July – Investigation of the installation of village gates ongoing, Cllr Steel still awaiting response from Mr Mayo at SNC. It was agreed to raise the issue at the on-site flooding/drainage meeting with NCC Highways 16 – Sept – Contact the solicitor re land registration ongoing, action to be carried forward. 8.5 - Nov – Purchase of Microsoft Office 365 ongoing, clerk advised that the purchase had to be made online and with credit card. WPC does not have credit card this would mean the clerk paying with personal card and seeking reimbursement on a monthly basis. It was agreed this was not ideal. Clerk to seek guidance from other councils using this software. Action to be carried forward.	PF/KR KR EC RS EC KR

	<p>8.6 – Nov – Cllr Collins advised he was unable to attend the Diss Town Mayor’s carol service. Cllr Rix agreed to check calendar and attend if available.</p> <p>9.5 – Nov – Confirmation of village hall hire charge to Parish Council ongoing, action to be carried forward.</p> <p>9.5 – Nov – Contact with NCC and IDB regarding a site meeting had been made however no response had been received.</p> <p>11 – Nov – Information on road barriers provided with meeting papers all councillors to check website and report back to next meeting.</p> <p>12 – Nov – Litter picking equipment purchased, delivered and added to asset register. Clerk to label equipment and store in village hall storeroom.</p> <p>16 – Nov – Issue with footpath 1 ongoing, action to be carried forwarded</p> <p>17.1 – Nov -Daniel Yellop’s response regarding the bus service was passed to County Councillor Rowett who has agreed to look inot the matter.</p> <p>All other actions completed.</p>	<p>DR</p> <p>LR</p> <p>All</p> <p>KR</p> <p>RS</p>
6	<p>To receive questions or comments from Parishioners</p> <p>A parishioner raised concerns regarding the draining and water run-off from a property in The Street, Winfarthing. Parishioner was advised to contact building control and planning enforcement at SNC.</p>	
<p>7</p> <p>7.1</p> <p>7.2</p>	<p>Report from County and District Councillors</p> <p>County Councillor</p> <p>County Cllr Rowett had provided a report, this was distributed to to all Councillors prior to the meeting. A copy of the report can be found with the minutes.</p> <p>District Councillor</p> <p>District Cllr Easter reported:</p> <ul style="list-style-type: none"> • concerns over the rising cost of housing and affordability • delays in the signing of the S106 agreement under the Nutrient Neutrality scheme • how Village Clusters were being discussed at Cabinet and that the plans for Winfarthing 1 and Winfarthing 2 clusters were going forward. <p>District Cllr Easter left the meeting at 8.30 pm following item 7.</p>	
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Clerks Report</p> <p>The Clerk brought to the attention of the council:</p> <p>The Data Protection Registration Certificate had been received from Information Commissioners Office.</p> <p>A further £66.20 in donations were made to the East Anglian Air Ambulance Service by attendees at the CPR/Defibrillator training session.</p> <p>A number of updates had been made to the Parish Council website to making it easier for visitors to find statutory documents.</p>	

8.4	A copy of the LGA Code of Conduct signed by all Cllrs should be held on file. The clerk circulated the document which was signed by all Cllr's present.	KR																																										
8.5	The internal control check should take place in January/February 2024 prior to the audit. Clerk to contact Cllr Frost and Cllr Steel to arrange date.																																											
8.6	Cllr Smith's register of interest form was not published on SNC's website. Cllr Smith reported this had been completed but agreed to forward another completed form.	JS																																										
8.7	That the defibrillator was not on the asset register. Cllr's agreed the clerk should add to register.	KR																																										
8.8	SNC's Help for the Elderly Scheme, it was agreed to publicise on the village Facebook page.	PF																																										
8.9	SNC's Winter Pressure's grant, it was agreed that to fulfil criteria of grant it would require intrusive investigation of parishioners which was not appropriate.																																											
8.10	NCC enquiry on using council newsletters to update parishioners on the Long Stratton bypass. As WPC does not have newsletter it was agreed that Clerk should offer village Facebook page as an alternative.	KR																																										
8.11	SNC's Clean Up and Bloom grant. It was agreed that the Clerk should apply for grant which could be used to support the next litter picking event and equipment.	KR																																										
8.12	SNC's offer of Code of Conduct Training. It was agreed this would not be necessary.																																											
9	Finance																																											
9.1	To Approve payments (D)																																											
	<table><tr><th>Cheque No</th><th>PAYEE</th><th>DESCRIPTION</th><th>ACTUAL AMOUNT</th><th>VAT</th><th>PAYE</th></tr><tr><td>100244</td><td>Karen Rix</td><td>Salary November 2023,backdated pay increase to 01/08/23</td><td>233.80</td><td></td><td></td></tr><tr><td>100244</td><td>Karen Rix</td><td>Expenses – reimburse for purchase of stamps</td><td>6.00</td><td></td><td></td></tr><tr><td>100245</td><td>HMRC</td><td>PAYE November 2023</td><td>58.40</td><td></td><td>58.40</td></tr><tr><td>100246</td><td>Helping Hand Co Ltd</td><td>Litter picking Equipment</td><td>321.77</td><td>53.63</td><td></td></tr><tr><td>100247</td><td>Mrs E Cole-Broatch</td><td>Backdated Salary</td><td>34.00</td><td></td><td></td></tr><tr><td></td><td></td><td>Total</td><td>653.97</td><td>53.63</td><td>58.40</td></tr></table>	Cheque No	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE	100244	Karen Rix	Salary November 2023,backdated pay increase to 01/08/23	233.80			100244	Karen Rix	Expenses – reimburse for purchase of stamps	6.00			100245	HMRC	PAYE November 2023	58.40		58.40	100246	Helping Hand Co Ltd	Litter picking Equipment	321.77	53.63		100247	Mrs E Cole-Broatch	Backdated Salary	34.00					Total	653.97	53.63	58.40	
Cheque No	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE																																							
100244	Karen Rix	Salary November 2023,backdated pay increase to 01/08/23	233.80																																									
100244	Karen Rix	Expenses – reimburse for purchase of stamps	6.00																																									
100245	HMRC	PAYE November 2023	58.40		58.40																																							
100246	Helping Hand Co Ltd	Litter picking Equipment	321.77	53.63																																								
100247	Mrs E Cole-Broatch	Backdated Salary	34.00																																									
		Total	653.97	53.63	58.40																																							
	All payments were unanimously approved.																																											
9.2	Receipts (B)																																											
	<table><tr><th>DATE</th><th>ACCOUNT</th><th>RECEIVED FROM</th><th>AMOUNT</th></tr><tr><td>20/10/23</td><td>SNC</td><td>CIL payment</td><td>157.59</td></tr></table>	DATE	ACCOUNT	RECEIVED FROM	AMOUNT	20/10/23	SNC	CIL payment	157.59																																			
DATE	ACCOUNT	RECEIVED FROM	AMOUNT																																									
20/10/23	SNC	CIL payment	157.59																																									
9.3	To receive a report from the Responsible Finance Officer																																											
	<table><tr><th>DETAILS</th><th>CR</th><th>DR</th><th>BALANCE</th></tr><tr><td>Cash book balance brought forward: A</td><td>5687.46</td><td></td><td></td></tr><tr><td>Receipts this month (listed above): B</td><td>157.59</td><td></td><td></td></tr><tr><td>Payments this month (listed above): C</td><td></td><td>653.97</td><td></td></tr><tr><td>Cash book balance carried forward (A+B-C)</td><td></td><td></td><td>5191.08</td></tr><tr><td>Community Account Balance</td><td></td><td></td><td></td></tr></table>	DETAILS	CR	DR	BALANCE	Cash book balance brought forward: A	5687.46			Receipts this month (listed above): B	157.59			Payments this month (listed above): C		653.97		Cash book balance carried forward (A+B-C)			5191.08	Community Account Balance																						
DETAILS	CR	DR	BALANCE																																									
Cash book balance brought forward: A	5687.46																																											
Receipts this month (listed above): B	157.59																																											
Payments this month (listed above): C		653.97																																										
Cash book balance carried forward (A+B-C)			5191.08																																									
Community Account Balance																																												

9.4

Spend against Budget 01/04/2023 to 31/03/24

BUDGET 01/04/23 TO 31/03/24				
INCOME DETAILS	BUDGET Ex VAT	CR TO DATE EX VAT	BALANCE	COMMENTS
Land rent	640.00	0.00	-640.00	Budget transferred to Winfarthing Parish Trust Account
Litter Pick	20.00	20.00	0	
HMRC Refund	0	173.49	173.49	Additional income not budgeted
Total Income	660.00	193.49	-466.51	
EXPENDITURE DETAILS	BUDGET Ex VAT	DR TO DATE Ex VAT		
Insurance	300.00	214.00	86.00	
Clerk Salary & Expenses	2645.00	1231.43	1413.57	
Training	100.00	155.00	-55.00	£55 Additional expenditure not budgeted
Rent - Glebe Land	10.00	10.00	0	
Hire of Village Hall	150.00	110.00	40.00	
Memberships	150.00	193.98	-43.98	
Dog bins	285.00	297.29	-12.29	
Defibrillator	100.00	117.00	-17.00	
Stationery	100.00	26.12	73.88	
Litter pick equipment	100.00	268.14	-168.14	£168.14 additional expenditure not budgeted
Donation – Royal British Legion, EAAA	50.00	100.00	-50.00	£100 additional expenditure not budgeted
Churchyard maintenance	600.00	0	600.00	
Audit	0	302.32	-302.32	Additional expenditure not budgeted
Total Expenditure	4590.00	3048.62	1564.72	

9.5

To discuss and agree second draft of 2024/25 budget

The Clerk explained the budget lines and discussed the quotation for a new Parish Council website prepared by Steve Jackman, Training and Website Development. This would be required when changing the council’s subscription for support and training from NALC to Norfolk Parish Training and Support. Cllr’s agreed the quotation and asked the Clerk to move to the next stage.

The Clerk advised the tax base figure was not yet available to set the Band D figure. Cllr’s unanimously agreed the budget in principle and agreed to formally approve at the next meeting in February once this figure was known. The clerk advised that SNC require the budget figures in January, but would email them to ask for an extension on the submission.

9.6

Appointment of Internal Auditor

Cllr’s asked the Clerk to invite quotations from 3 auditors on the list.

10

10.1

Planning

To comment on and recommend for approval/refusal any planning applications

10.2	<p>2023/3413 Applicant: Mr Duncan Potter Location: Furze Farm Short Green Winfarthing Norfolk IP22 2EE Proposal: Creation of bathroom in bedroom 2, add a partition between smaller bedroom and bathroom and add a WC and sink using the alcove in bedroom 1. Application Type: Listed Building Consent</p> <p>Please return comments by 11 December 2023.</p> <p>No comments from Councillors.</p> <p>To receive an update on any previous applications None Received</p>	
11 11.1 11.2 11.3 11.4	<p>To agree and adopt Parish Council statutory policies Equality and Diversity Policy GDPR Data Protection Policy Freedom of Information Act Publication Scheme Privacy Statement</p> <p>The policies were discussed, amendments agreed and then formally adopted. Cllr Rogers proposed, Cllr Rix seconded, unanimously agreed.</p>	
12	<p>To discuss and arrange a village litter pick The date for the next litter pick was agreed as Sunday 28th January 2024. Clerk to arrange publicity on the village Facebook page and in the next edition of the Cockcrow if possible.</p>	KR
13	<p>To receive an update on Norwich to Tilbury Pylon scheme An update on the consultation had been received by all parishioners. Nothing further to report.</p>	
14	<p>To receive an update on All Saints Primary School Cllr Cole reported that pupils at the school were all happy and enjoying their learning.</p>	
15	<p>To receive an update on Community Speed Watch No events had taken place since the last meeting. One parishioner had now joined the team and was awaiting training.</p>	
16	<p>To receive an update on parish footpaths Cllr Steel reported that he had walked further routes. Footpath 2 was in good order. Footpath 3 was passable to the boundary however the beck had been dug out and could not be crossed as there was no bridge. Cllr Steel to report this and the ongoing issues with footpath 1 on the NCC website.</p>	RS
17	<p>To consider any correspondence Following Cllr's Smith and Steel's attendance at the Remembrance Service, an email had been received from a parishioner enquiring if they would like to give a reading at the Carol Service on 17th December 2023. Cllr Steel</p>	

	volunteered and asked the Clerk to pass on his email address to the parishioner.	KR
18	To receive items for next agenda and confirm date of next meeting To approve 2024/25 budget To agree the appointment of an Internal Auditor Next meeting 5 th February 2024	
	Meeting closed to public at 9.45 pm	
19	To discuss a confidential matter Item recorded in a confidential minute.	
	Meeting closed at 9.55 pm	

Item No	Action Summary	Action
6.3-July	Develop website	PF/KR
6.3-July	Compile Risk Register for February 2024 meeting and seek further guidance on Safeguarding policy	KR
16-July	Provide ID details to EC for solicitors, Cllr Cole to check requirements and advise Cllr's Frost and Steel.	EC
18-July	Investigate cost, maintenance, longevity and liability of installing village gates.	RS
16-Sept	Contact solicitors re land registration	EC
8.5-Nov	Clerk to investigate payment options when purchasing Microsoft Office 365	KR
8.6-Nov	Cllr Rix to check possibility of attending Diss Town Mayor Christmas carol concert on 12/12/23	DR
9.5-Nov	Cllr Rogers to query hire charge to Parish Council at next village hall meeting	LR
11-Nov	Cllr Cole awaiting response from NCC and IDB to arrange site meeting	EC
12-Nov	Clerk to label litter picking equipment and add to asset register	KR
5-Dec	Cllr's to consider information for road barriers	All
8.5-Dec	Clerk to arrange a date with Cllr Frost and Steel for internal financial check	KR
8.5-Dec	Cllr Smith to provide Clerk with completed register of interest form.	JS
8.6-Dec	Clerk to add defibrillator to asset register	KR
8.7-Dec	Clerk to ask Cllr Frost to add details of Help for the Elderly Scheme to village Facebook page	KR/PF
8.10-Dec	Clerk to respond to NCC re publicising Long Stratton bypass updates on Village Facebook page	KR
8.11-Dec	Clerk to apply for Clean Up and Bloom grant	KR
9.5-Dec	Clerk to progress quotation for new website	KR
9.6-Dec	Clerk to seek quotations from 3 internal auditors	KR
12-Dec	Clerk to arrange publicity of litter pick on 28/01/24	KR
16-Dec	Cllr Steel to contact NCC regarding issues with footpath 1 and lack of bridge on footpath 3	RS
17-Dec	Clerk to respond to parishioner with Cllr Steel's contact details.	KR