

Winfarthing Parish Council

Minutes of the meeting held on Monday 2nd October 2023 at
Winfarthing Village Hall, Hall Road Winfarthing IP22 2EP

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

In attendance:

Karen Rix (Clerk)

James Easter (District Councillor)

2 members of public

Item No	Agenda Item	Action
1	Apologies for absence Catherine Rowett (County Councillor)	
2	Declarations of interest in agenda items None Declared. Cllr Rix reported he had submitted an updated Declaration of Interest form to South Norfolk Council following the appointment of his wife Karen Rix as clerk.	
3	Minutes of previous meeting - 4th September 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 – Cllr Steel tabled an updated Asset Register. This was unanimously accepted. Cllr Steel to provide Clerk with electronic copy. 6.3 - July -Risk Register and Safeguarding policy ongoing clerk sourcing templates. 12 – July – Availability of posts noted. Action closed. 16 – July - ID details to solicitors ongoing, action to be carried forward. 18 - July – Cllr Steel awaiting response from Mr Mayo at SNC. District Cllr Easter agreed to ‘nudge’ Mr Mayo. 7.2 – Sept – Comments agreed, Clerk to forward to Cllr Easter	PF RS KR EC JE KR

	<p>8.1 – Sept – Clerk reported SNC invoice for dog bin was correct and that it had been paid.</p> <p>10 – Sept – Defibrillator training arrange for 4th November 2023, 10.30 – 11.30 at Winfarthing Village Hall. Cllr Frost agreed to produce poster to advertise on village Facebook group and noticeboard. Clerk to contact parishioner MW to confirm booking.</p> <p>16 – Sept – Contact the solicitor re land registration ongoing, action to be carried forward.</p> <p>All other actions completed.</p>	<p>PF</p> <p>KR</p> <p>EC</p>
6	<p>To receive questions or comments from Parishioners</p> <p>Parishioner commented on the speed of traffic travelling through the village.</p>	
7	<p>Report from County and District Councillors</p> <p>7.1 County Councillor County Cllr Rowett had provided a report, clerk to distribute to all Councillors.</p> <p>7.2 District Councillor Pylons - District Cllr Easter reported on a successful Pylon Protest meeting. It was well attended by 150 people including 3 MP's and the Heads of Norfolk and Suffolk Councils. National Grid and Surveyors refused to attend. Cllr Easter advised that some test drilling took place in the Site of Special Scientific Interest (SSSI) close to the Waveney river. District Cllr Easter challenged the staff onsite and their documentation but this was not made available to him. 8 samples were taken away for testing. Police Speed Traps – District Cllr Easter reported that a recent police speed trap had caught several motorists travelling over 40 mph.</p> <p>Cllr Cole asked District Cllr Easter about a recent communication regarding fly tipping of garden waste in Hall Road. Cllr Cole stated that the response from South Norfolk Council was very disappointing. District Cllr Easter agreed to arrange for leaflets to be sent to residents concerned.</p> <p>Cllr Collins and Cllr Cole raised concerns about the recently published bus timetable. This included how the timetable did not allow users enough time in Diss so it was unlikely to be used and how the bus had not stopped at the designated bus stops in the village. Cllr Cole to provide Clerk with NCC contact details for the service. Clerk to feedback comments to NCC.</p> <p>District Cllr Easter left the meeting after Agenda Item 7, 20:26.</p>	<p>KR</p> <p>EC</p> <p>KR</p>
8	<p>Clerks Report</p> <p>The Clerk brought to the attention of the council:</p>	

8.1	Clerk induction training had been completed.																																																							
8.2	Clerk contact details had been updated with SNC, Community Heartbeat, Zurich Insurance																																																							
8.3	Email from Police regarding Priority Setting – Cllr Cole asked for clerk to forward email.	KR																																																						
8.4	Password for electoral register had still not been received – Clerk to follow up with SNC.	KR																																																						
8.4	Cllr Rix cannot be responsible for checking council finances as this was a conflict of interest. Cllr Steel and Cllr Frost agreed to take on this role.																																																							
8.4	All notes from meeting are subject to Freedom of Information requests so should be destroyed after meeting minutes have been approved. This also includes emails.																																																							
8.5	A pay increase is due in November, this will be backdated to 1 st April. Councillors need to consider that as the previous clerk resigned in May 2023 they will also be responsible for paying the increase for the months of April and May 2023.																																																							
8.6	Budget training in November at £55 and end of year audit training cost TBA. Councillors unanimously agreed the clerk should enrol on this training.	KR																																																						
8.7	Libre Office software on the council laptop did not provide appropriate functionality required for the work. Cllr Frost proposed the purchase of Microsoft Office, Cllr Steel seconded. PF to provide link to clerk for package options.	PF																																																						
9	To review and adopt Parish Council Standing Orders The clerk briefed councillors on the two formats. Cllr Cole proposed the use of the shorter format designed for smaller Parish Councils, Cllr Rogers seconded – adoption of the standing orders was unanimously agreed.																																																							
10	Finance																																																							
10.1	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>100232</td><td>South Norfolk Council</td><td>Dog bin annual charge 23/24</td><td>297.29</td><td>49.55</td><td></td></tr><tr><td>100233</td><td>Winfarthing Village Hall</td><td>Meeting room hire Oct 21 – Sept 22</td><td>110.00</td><td></td><td></td></tr><tr><td>100234</td><td>Diocese of Norwich</td><td>Glebe land rent Oct 23 – Oct 24</td><td>10.00</td><td></td><td></td></tr><tr><td>100235</td><td>HMRC</td><td>PAYE August 2023</td><td>35.80</td><td></td><td>35.80</td></tr><tr><td>100235</td><td>HMRC</td><td>PAYE September 2023</td><td>28.60</td><td></td><td>26.80</td></tr><tr><td>100236</td><td>Karen Rix</td><td>Salary September 2023</td><td>143.56</td><td></td><td></td></tr><tr><td>100236</td><td>Karen Rix</td><td>Reimbursement of stationery</td><td>3.25</td><td>0.54</td><td></td></tr><tr><td></td><td></td><td>TOTAL</td><td>628.50</td><td>50.09</td><td>64.40</td></tr></table> <p>The clerk advised that payment to South Norfolk Council for the dog bins was being approved retrospectively. All payments were unanimously approved.</p>	Cheque No	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE	100232	South Norfolk Council	Dog bin annual charge 23/24	297.29	49.55		100233	Winfarthing Village Hall	Meeting room hire Oct 21 – Sept 22	110.00			100234	Diocese of Norwich	Glebe land rent Oct 23 – Oct 24	10.00			100235	HMRC	PAYE August 2023	35.80		35.80	100235	HMRC	PAYE September 2023	28.60		26.80	100236	Karen Rix	Salary September 2023	143.56			100236	Karen Rix	Reimbursement of stationery	3.25	0.54				TOTAL	628.50	50.09	64.40	
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10.2	Receipts (B) <table><tr><th>DATE</th><th>ACCOUNT</th><th>RECEIVED FROM</th><th>AMOUNT</th></tr><tr><td>27/09/23</td><td>South Norfolk Council</td><td>Precept 2nd payment</td><td>2165.00</td></tr></table>	DATE	ACCOUNT	RECEIVED FROM	AMOUNT	27/09/23	South Norfolk Council	Precept 2 nd payment	2165.00																																															
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10.3	To receive a report from the Responsible Finance Officer					
	DETAILS		CR	DR	BALANCE	
	Cash book balance brought forward: A		5123.40			
	Receipts this month (listed above): B		2165.00			
	Payments cleared from last month & reconciled to 19/09/23 bank statement: C			581.68	6706.72	
	Payments this month (listed above): D			628.50		
	Cash book balance carried forward (A+B-C-D)					
Community Account Balance				6078.22		
10.4	Allocated funds for the financial year commencing 01/04/2023					
	BUDGET 01/04/23 TO 31/03/24					
	DETAILS	INCOME	CR TO DATE	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	193.49	Additional income not budgeted	
	Total Income	660.00	193.49	-446.51		
		EXPENDITURE	DR TO DATE			
	Insurance	300.00	214.00	86.00		
	Clerk Salary & Expenses	2645.00	884.54	1760.46		
	Training	100.00	100.00	0		
	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	140.34	-40.34		
	Stationery	100.00	26.12	73.88		
	Litter pick equipment	100.00	0	100.00		
	Donation – Royal British Legion	50.00	0	50.00		
	Churchyard maintenance	600.00	0	600.00		
	Audit	0	302.32	-302.32	Additional expenditure not budgeted	
	Total Expenditure	4590.00	2278.59	2311.41		
	11	Planning				
	11.1	To comment on and recommend for approval/refusal any planning applications				
	11.2	Application Number : 2023/2871				
		App Type : Works to trees in Conservation Area				
	Parish : Winfarthing					
	Grid Ref : 610858 285719					
	Location : The Old Parsonage Church Lane Winfarthing Norfolk IP22 2EA					
	Proposal : T1 Beech - Fell					
	Application Number : 2023/1903					
	App Type : Non Material Amendment					
	Parish : Winfarthing					
	Grid Ref : 611118 285121					
	Location : Agricultural Buildings At Mitchells Yard Mill Road Winfarthing Norfolk					
	Proposal : Non material amendments of 2021/2167 - To allow new first floor areas in plots 1,2,3 and 4					
	No comments from councillors.					

	To receive an update on any previous applications Appl Number : 2023/1903 App Type : Non Material Amendment Parish: Winfarthing Location : Agricultural Buildings At Mitchells Yard Mill Road Winfarthing Norfolk Proposal : Non material amendments of 2021/2167 - To allow new first floor areas in plots 1,2,3 and 4 Decision : Approval with no Conditions (Delegated) Date of decision : 27 September 2023 No comments form councillors	
12	To receive an update on Norwich to Tilbury Pylon scheme Matter covered under item 7.2	
13	To receive an update on All Saints Primary School Cllr Frost advised that the school had held successful open days.	
14	To receive an update on Community Speed Watch Cllr Frost reported that a Speed Watch was held on 29 th September 2023 at the village end of Hall Road. 7 motorists were recorded travelling over 43mph. A notice has been sent to Norfolk County Council and letters will be sent to offenders.	
15	To receive an update on parish footpaths Matter covered under Item 5.	
16	To receive an update on Asset Register Matter covered under Item 5.	
17	To compile response to District Councillor regarding the amalgamation of parish councils. Councillors agreed unanimously that they did not want the amalgamation to happen that the council should retain its identity. Clerk to email District Cllr Easter with a response stating they were strongly against.	KR
18	To consider any correspondence None received	
19	To receive items for next agenda and confirm date of next meeting Budget Litter pick Next meeting 6 th November 2023	
	Meeting closed at 9.37 pm	

Item No	Action Summary	Action
6.3-July	Develop website	PF
6.3-July	Compile Risk Register and Safeguarding policy	KR
6.3-July	Cllr Steel to provide Clerk with electronic copy of Asset Register.	RS

16-July	Provide ID details to EC for solicitors	PF RS
18-July	Investigate cost, maintenance, longevity and liability of installing village gates. District Cllr Easter agreed to 'nudge' Mr Mayo.	RS JE
10-Sept	Cllr Frost agreed to produce poster to advertise CPR/Defib training on village Facebook group and noticeboard. Clerk to contact parishioner MW to confirm booking.	PF KR
16-Sept	Contact solicitors re land registration	EC
7.1-Oct	Clerk to distribute County Cllr Rowett's report to all Councillors.	KR
7.2-Oct	Cllr Cole to provide Clerk with SNC contact details for the village bus service. Clerk to feedback comments on the service to SNC.	EC KR
8.1-Oct	Clerk to forward Police Priority Setting email to Cllr Cole	KR
8.2-Oct	Clerk to follow up with SNC regarding password for electoral register.	KR
8.4-Oct	PF to provide link to clerk for Microsoft Office package options.	PF
8.6-Oct	Clerk to enrol on Budget training in November and End of year training when available	KR
17-Oct	Clerk to send response on amalgamation of parish councils to District Cllr Easter	KR