

Winfarthing Parish Council

**Minutes of the meeting held on Monday 6th November 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)

3 members of public

Item No	Agenda Item	Action
1	Apologies for absence Catherine Rowett (County Councillor) James Easter (District Councillor)	
2	Declarations of interest in agenda items None declared.	
3	Minutes of previous meeting - 2nd October 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 sourcing templates, action to be carried forward. 16 – July - ID details to solicitors ongoing, Cllr Cole to check requirements and advise Cllr Frost and Cllr Steel. 18 - July – Investigation of the installation of village gates, Cllr Steel still awaiting response from Mr Mayo at SNC. Cllr Steel to make contact again. 16 – Sept – Contact the solicitor re land registration ongoing, action to be carried forward. All other actions completed.	PF KR EC RS EC
6	To receive questions or comments from Parishioners Parishioners commented on the speed of traffic travelling through the village.	

	<p>It was suggested there were a number of repeat offenders who were attending a series of car meetings at the village pub and that these meetings had now come to an end.</p> <p>A parishioner volunteered their help at the next Community Speed Watch.</p>	
7	Report from County and District Councillors	
7.1	County Councillor 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.	
7.2	District Councillor District Cllr Easter 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.	
8	Clerks Report The Clerk brought to the attention of the council:	
8.1	Clerk budget training had been completed.	
8.2	The Charity Commission website had been updated with individual councillor details as it had not been possible to add the Parish Council as a single trustee. The Clerk asked Cllr Smith to provide details for the website.	JS
8.3	Investigations revealed the Parish Council had not registered with the Information Commissioners Office. The Clerk advised that an annual direct debit should be set up as this was cheaper and that the clerk would be named as the Data Protection Officer.	
8.4	The Clerk salary scales for 23/24 had been released. The increase would need to be backdated to 1 st April 2023. This item would need to be added to the agenda for December 2023.	
8.5	Following further investigation the preferred Microsoft Office 365 package would cost £10.30/month. Councillors unanimously approved this payment and requested the Clerk to purchase and install the package on the Parish Council laptop.	KR
8.6	Diss Town Mayor invitation to the Christmas concert on 12/12/23 at 7pm in St Marys Church – Cllr Collins to represent the Parish Council.	JC
8.7	Norfolk D Day celebrations on 06/06/24 aiming to light 80 beacons across the county. It was felt Shelfanger Parish Council would be involved as they had a beacon.	
8.8	Review of polling districts and polling places by SNC. Councillors agreed they were happy with the current polling place in the village hall. Clerk to compile response to SNC.	KR
8.9	Village remembrance service, Cllr Smith agreed to represent the Parish Council.	JS

9
9.1

Finance
To Approve payments (D)

Cheque No	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
100239	East Anglian Air Ambulance	Donation for Defib training	100.00		
100240	Norfolk PTS	Clerk budget training	55.00		
100241	Karen Rix	Salary October 2023	143.86		
100242	HMRC	PAYE October 2023	36.00		36.00
DD	ICO	Annual registration	35.00		
100243	Royal British Legion	Donation to Poppy Appeal	50.00		
		Total	419.86		36.00

All Payments were unanimously approved.

9.2

Receipts (B)

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
27/09/23	South Norfolk Council	Precept 2 nd payment	2165.00

9.3

To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	4541.72		
Receipts this month (listed above): B	2165.00		
Payments cleared from last month & reconciled to 19/09/23 bank statement: C		599.40	6107.32
Payments this month (listed above): D		419.86	
Cash book balance carried forward (A+B-C-D)			5687.46
Community Account Balance			

9.4

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	173.49	Additional income not budgeted
Total Income	660.00	193.49	-466.51	
	EXPENDITURE	DR TO DATE		
Insurance	300.00	214.00	86.00	
Clerk Salary & Expenses	2645.00	963.63	1681.37	
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	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	150	-100.00	£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	2512.42	2077.32	

<p>9.5</p>	<p>To discuss first draft of 2024/25 budget The Clerk took councillors through the budget lines. Clerk to make the following amendments for second draft:</p> <ul style="list-style-type: none"> • Review amount for Clerk salary following release of 23/24 salary scales. • Increase training budget to cover new Councillor training. • Check when defibrillator batteries are due to be replaced and amend if necessary. • Include Microsoft Office 365 business standard package. • Village hall land registration to be removed as this should be budgeted for in village hall accounts. • It was unanimously agreed that the churchyard maintenance/grass cutting costs would become an earmarked reserve. <p>It was unanimously agreed that the next payment of rent from the agricultural land would be paid into the Winfarthing Parish Trust account.</p> <p>The cost of village hall hire to Parish Council will be raised at next village hall meeting.</p> <p>The Clerk advised Councillors that the tax base for 2024/25 had not yet been provided by SNC.</p>	<p>KR</p> <p>LR</p>
<p>9.6</p>	<p>Appointment of Internal Auditor Councillors asked the Clerk to obtain a list of Internal Auditors form Norfolk Parish Training and Support.</p>	<p>KR</p>
<p>9.7</p>	<p>CIL Payments and CIL Report The Clerk advised Councillors that a CIL payment of £157.59 was due to be paid by SNC and that the Parish Council was required to publish a report of any CIL income and/or expenditure on its own website or on SNC’s website. The Clerk to publish the 2022/23 report on the Parish Council website</p>	<p>KR</p>
<p>10 10.1</p>	<p>Planning To comment on and recommend for approval/refusal any planning applications</p> <p>2023/3001 Applicant: Mrs Carol Dunk Location: Finsbury Barn Long Row Tibenham Norfolk NR16 1PG Proposal: Erection of proposed garage (retrospective) Application Type: Householder</p> <p>Please return comments by 31 October 2023.</p>	

<p>10.2</p>	<p>2023/3218 Applicant: P Eastaugh Location: Boundary Farm Long Lane Winfarthing Norfolk IP22 2EY Proposal: New dwelling to replace existing agricultural building Application Type: Full Planning Permission</p> <p>Please return comments by 21 November 2023.</p> <p>No comments from Councillors.</p> <p>To receive an update on any previous applications</p> <p>Appl Number : 2023/2599 App Type : Approval of Condition Details Parish: Winfarthing Location : Agricultural Buildings At Mitchells Yard Mill Road Winfarthing Norfolk Proposal : Details of condition 6 of 2021/2167 - Surface water Decision : Approval of details - Approved (Delegated) Date of decision : 12 October 2023</p> <p>Appl Number : 2023/2871</p> <p>App Type : Works to trees in Conservation Area Parish: Winfarthing Location : The Old Parsonage Church Lane Winfarthing Norfolk IP22 2EA Proposal : T1 Beech - Fell Decision : No objections (Delegated) Date of decision : 12 October 2023</p> <p>No comments from Councillors</p>	
<p>11</p>	<p>To discuss the recent flooding in the village</p> <p>Cllr Cole reported that he had spent most of Friday 20th October along with other parishioners helping people affected by the flooding in the village and trying to stop vehicles from driving through the floods. Particular thanks were given to Mr Jeff Rogers, Mr John MacKay, Mr Ben Cole and Cllr Jono Smith for their help and support.</p> <p>Flooding in the main street was of grave concern as this affected parishioners homes. A lengthy discussion highlighted a number of issues along the water course that needed to be addressed. The Clerk advised Councillors that a parishioner had also emailed their concerns about the flooding on Short Green, Winfarthing.</p> <p>Cllr Cole to contact Norfolk County Council (NCC) and the Internal Drainage Board (IDB) to arrange a site meeting to discuss the issues. Cllr Rogers to send Cllr Cole the photos taken of the flooding to support the site meeting.</p> <p>The Clerk suggested setting up a Councillors WhatsApp group that could be used to communicate in emergency situations as not everyone was able to</p>	<p>EC</p> <p>LR</p> <p>KR</p>

	<p>check their emails regularly. It was agreed this would be useful.</p> <p>Cllr Smith suggested that barriers placed across the road to prevent cars driving through the water would be more effective. The Clerk was asked to investigate the cost of barriers.</p>	KR
12	<p>To discuss and arrange a village litter pick</p> <p>Clerk to purchase 10 Hi-Vis vests, 10 long handled litter pickers 10 hoops for bin bags and bin bags. Date of next litter pick would be decided at December meeting once purchase of equipment had taken place.</p>	KR
13	<p>To receive an update on Norwich to Tilbury Pylon scheme</p> <p>An update had been provided by District Cllr Easter in his report.</p>	
14	<p>To receive an update on All Saints Primary School</p> <p>Cllr Frost advised that the school had a new member of teaching staff following a recent resignation.</p>	
15	<p>To receive an update on Community Speed Watch</p> <p>Cllr Frost reported that no events had taken place since the last meeting.</p>	
16	<p>To receive an update on parish footpaths</p> <p>Cllr Steel reported that he had walked a number of routes. The signpost on Footpath 1 was on the wrong side of the ditch and ultimately led walkers down to a blocked path. Following the correct route as per the map, Cllr Steel found the broken signpost. Bridle path 16 and footpath 10 had been trimmed of brambles and overgrowth. Footpath 11 was blocked. Cllr Steel to email the NCC regarding footpath 1.</p>	RS
17	<p>To consider any correspondence</p>	
17.1	<p>The emailed response from Daniel Yellop at NCC regarding the village bus service had been forwarded to Councillors prior to the meeting. Cllr Cole asked the Clerk to forward the response to County Cllr Rowett for comment.</p>	KR
17.2	<p>An email had been received from a parishioner regarding the flooding in the village, in particular at Short Green. Clerk to respond following outcome of discussions under item 11.</p>	KR
18	<p>To receive items for next agenda and confirm date of next meeting</p> <p>To discuss back payment of Clerk salary following published 2023/24 salary scales</p> <p>To discuss draft Budget</p> <p>To agree the appointment of an Internal Auditor</p> <p>To discuss and arrange a village Litter pick</p> <p>Next meeting 5th December 2023</p>	

	Meeting closed at 10.00 pm	
--	----------------------------	--

Item No	Action Summary	Action
6.3-July	Develop website	PF
6.3-July	Compile Risk Register and 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. Cllr Steel to contact Mr Mayo again	RS
16-Sept	Contact solicitors re land registration	EC
8.2-Nov	Cllr Smith to provide clerk with details for Charity Commission Website	JS
8.5-Nov	Clerk to purchase Microsoft Office 365	KR
8.6-Nov	Cllr Collins to attend Diss Town Mayor Christmas carol concert on 12/12/23	JC
8.8-Nov	Clerk to send response to SNC regarding review of polling stations	KR
8.9-Nov	Cllr Smith to represent Parish Council at village remembrance service.	JS
9.5-Nov	Clerk to make amendments to first draft of budget	KR
9.5-Nov	Cllr Cole to query hire charge to Parish Council at next village hall meeting	LR
9.6-Nov	Clerk to obtain list of Internal Auditors	KR
9.7-Nov	Clerk to publish 2022-23 CIL report on website	KR
11-Nov	Cllr Cole to contact NCC and IDB to arrange site meeting	EC
11-Nov	Cllr Rogers to send photos to Cllr Cole	LR
11-Nov	Clerk to set up PC WhatsApp group	KR
11-Nov	Clerk to investigate costs of road barriers	KR
12-Nov	Clerk to purchase litter pick equipment	KR
16-Nov	Cllr Steel to contact NCC regarding issues with footpath 1	RS
17.1-Nov	Clerk to forward Daniel Yellop's response regarding the village bus service to County Cllr Rowett for comment.	KR
17.2-Nov	Clerk to respond to parishioner email regarding flooding in the village	KR