

**MINUTES OF WHISSONSETT PARISH COUNCIL MEETING HELD ON 14th
FEBRUARY 2018 IN THE VILLAGE HALL, LONDON STREET at 7.30 p.m.**

Attending: Cllr S Dye (Chairman), Cllr B Andrews (Vice-Chairman), Cllrs G Buckley, J Daniels, C Edge and J Newton

SC Cllr T Carter (to item 9), Di Dann Acting Minute Clerk/RFO

6 public

1. Welcome and apologies

The Chairman welcomed everyone to the meeting and apologised that there was no heating in the Hall. Apologies were received and accepted from Cllr M Kiddle-Morris (family) also NCC Cllr, Cllr J Newton (poorly).

2. Receive Interests and consider Declarations

Cllr Andrews (Item 5 Planning) - A dispensation was approved.

3. Agree Minutes from meeting held on 11th December 2017

On a **PROPOSAL** by Cllr Andrews the Minutes were **AGREED** and signed subject to the deletion of second sentence in para 10.

4. Matters for information only, not on the agenda

The overgrowing hedge in the High Street had recently been cut.

Items for Public Participation

Parishioner. Concern at a very recent application for a drier and building by Stangroom Bros. Concern at size (8 metres to eaves), environmental and traffic related concerns. The proposal required screening.

The Chairman advised that the matter would be considered at the next Parish Council Meeting or at an earlier special meeting. The parishioner would write to Breckland Council and send a copy to the Parish Council.

Planning Agent. Explained planning detail of the proposals at Talbot House.

This was noted.

Report from BC Cllr T Carter advised of the planned BC Council tax rise in April - 2.98% increase.

He mentioned about the new Data Protection Regulations and the need for an independent DPO.

Report from NCC Cllr Kiddle-Morris. There was none.

5. Planning

5.1 Ref PF/2018/0031/O Talbot House NR20 5ST

Demolition of side extension and garages to allow 2 detached properties and garages and create a new driveway.

There was no comment on this application. The new driveway is commented upon under the separate application 3/PL/2018/0027/HOU

5.2 Ref PF/2018/0032/O Talbot House

Construction of 5 detached properties at Talbot House NR20 5ST.

There were objections to this application. It is outside the settlement boundary and unsustainable. The Council objects to the proposal for any 2-storey properties on the site as this is not in keeping with the existing properties facing the site which are cottages or bungalows and cannot be considered 2-storey by modern standards. A revised application for a maximum of three single storey or one and a half storey properties on the south side of the plot would be welcomed.

5.3 Ref PF/2018/0127/HOU Talbot House NR20 5ST

Construction of new vehicular entrance.

(information was not as yet on the planning portal of Breckland). The matter would be considered as it was linked to the previous two applications and was for a new vehicle entrance. A plan was made available.

There were no objections subject to there being no hedge or structure along the roadside where the access is, so that there will be no obstruction to the visibility of vehicles approaching on Springwell Road and to the those exiting Talbot House. (highways safety consideration).

5.4 Trees at St Marys Church. Permission had now been received from Breckland for the necessary works to these TPO trees and at least 3 quotes should be obtained.

5.5 There were no other planning matters.

6. Highways matters

There were concerns at the numerous potholes. Clerk to contact NCC Highways.

7. World War 1 celebrations

The Council would await further plans from the group organising the event.

8. Norfolk Community Foundation (NCF) Breckland Outdoor Sport and Play Funding

It was noted that funding could be received by way of providing information to NCF. Clerk to contact NCF. The source of the funding was Breckland Council s106 payments.

6. Play Area

The Annual ROSPA Play inspection report had been received and would be considered by councillors. Cllr Daniels volunteered to further assess the redial works required when conditions are not so wet. He will report back his recommendations and / or progress at the next meeting.

10. Website

The Chairman had now been able to register the domain name in her own name. Clerk to pursue an alternative website package suitable for the Parish Council and other village organisations to use.

11. Data Protection Regulations (DP)

Clerk/RFO explained that new DP were coming in preceded by GDPR 2018 (an EU regulation). The necessary work should be done by May 2018. It required the Council, as the Data Controller, to appoint a Data Protection Officer. This could be the Clerk provided the processes which the DPO would conduct, were done independently. The role of the DPO would be included in the new Clerk's contract and the processes would be detailed in a policy document.

12. Internal and External Audit Reports

It was noted that improved governance was required for the Parish Council. This should be done before the end of the financial year. Locum Council Officer/RFO to

prepare accounts – likely to take 5 hours and report back with governance policies as required. Clerk advised hourly rate.

13. Appointment of Internal Auditor for 2017/18

It was noted that this appointment required authority from the Council. The inspection would need to be done at the year end, with Council approving AGAR by 30th June. Clerk/RFO to investigate and report back with recommendations.

14. Financial transactions

14.1 Payments approved:

Mazars External Audit for 2016/17 £660

ICO Annual Registration renewal £35.00

Retiring Clerk salary for November / December £191.20; HMRC payment for retiring Clerks ITX £49.80; Outstanding Holiday Pay for retiring Clerk £136.95 (Clerk/RFO to check this calculation prior to payment); Retiring Clerk's expenses for the year to termination £148.92

Tree Work East Ltd Clear fallen tree £240.00

Chairs expenses for the year £87.46

Brisley Parish Council Payment as part contribution for recent Council Training event at Brisley £75.00

14.2 There was no bank reconciliation available for the meeting

15. Matters for next agenda

Play area; Website; Data Protection; Clerks' appointment, Archiving of old documents; Co-option for the councillor vacancy.

16. Date for next meeting

This was agreed as Thursday 29th March 7.30 p.m.

17. Appointment of Clerk

There had been no applicants. The vacancy notice would be extended to 28th March. Clerk should have a detailed Contract and keep a timesheet.

WhPC Minutes February 2018

4 pages no attachments

DRAFT until AGREED at meeting following

There being no further business the meeting closed at 10.25 p.m.

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Chairman