

# WITTON & RIDLINGTON PARISH COUNCIL

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Chairman: Mr Richard Barker

Parish Clerk: Denise Revell

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## Minutes of the Ordinary Parish Council meeting of Witton and Ridlington Parish Council on 23rd May 2023 at 7:30pm at Witton and Ridlington Village Hall

Present: Richard Barker (in the Chair), Rebecca Barringer, Stirling Byford, Gillian Owles, Amanda Sands and Jane Simpson.

Clerk: Denise Revell

Members of the Public: 3

### **1. Election of the Chairman**

Cllr Sands proposed the motion, Cllr Simpson seconded the motion and the Council agreed that Cllr Barker be appointed Chairman for Witton and Ridlington Parish Council. The declaration of acceptance of office form was signed at the meeting

### **2. Election of the Vice Chairman**

Cllr Sands proposed the motion, Cllr Simpson seconded the motion, council agreed that Cllr Barringer be appointed as Vice Chairman for Witton and Ridlington Parish Council. The declaration of acceptance of office form was signed at the meeting

### **3. Apologies for Absence.**

3.1 To consider and agree apologies for absence

None

### **4. Declarations of Interest and requests for dispensations**

All councillors to complete the pecuniary interest forms for the coming year online at NNDC

4.1 To consider and agree declarations of interest and requests for dispensations

None

### **5. Minutes of previous meetings**

5.1 To agree and sign the minutes of the Ordinary Council Meeting held on the **15th March 2023**

Cllr Barringer proposed the motion, Cllr Simpson seconded the motion and the minutes of the meeting held on the 15th March 2023 were agreed and signed

### **6. Chairman's Report**

*The year April 2022 to March 2023 was a busy one for the Council, and one which was punctuated by major Royal events.*

*At the beginning of the year in question, we promoted the Queen's Platinum Jubilee celebration, in the shape of the Witton and Ridlington 1953 Tea and Quiz which was held in this hall on 4 June. This was a great success, and special thanks must go to Gillian and Charles Owles for the huge amount of work they put into making it so.*

*Sadly we found ourselves at our September meeting observing a two-minute silence to mark the death of Her Majesty, and placing on record our sincere appreciation and thanks for her unwavering commitment and selfless public service throughout her reign of more than 70 years.*

*We have kept the development of plans for the Vattenfall Wind Farms under review throughout the year, and at the September meeting a presentation was received from a Vattenfall representative, who updated the council on the plans for installing the cable*

ducting, and the arrangements for the E15m Community Fund which would be available from early 2024.

*At our November meeting, we made the difficult decision to withdraw the provision of the playing field on The Street. The plain fact is that this has received only very limited use by the public, perhaps because the area was not appealing enough to attract children to use it. We had looked into the provision of play equipment to the area, but due to insurance and the conditions of the lease this could not progress, We 'reluctantly' took the decision at the current time, that the funds devoted to providing and maintaining the Playing Field was not the best use of Parishioners money.*

*During the year we progressed plans for the introduction of a traffic speed sign device, which had been bid for in 2021 and this was eventually installed on 18 February this year. It has been operating successfully since then, and our thanks to Henry and Rebecca Barringer for volunteering to move the sign and keep it charged. Thanks to funding from County Councillor Lucy Shires, and the Parish Partnership Fund, the sign was only a small charge to the Parish.*

*We are concerned to improve our visibility within the parish, and have agreed a community engagement policy for the council, including a Facebook page.*

*As chairman I have attended the Police Safer Neighbourhood Action Panel (SNAP) meetings in North Waltham, and PC Alex Barnes attended our March meeting and gave a report on security issues.*

*We have invested in significant training during the year, notably the whole-council training session, jointly with Walcott Parish Council, on 31 January in this hall, run by Parish Training and Support. We have sponsored Denise to undertake professional training, and I have undertaken a chairmanship course run by Parish Training and Support.*

*Straying just slightly into the current year, and in recognition of the last of the series of Royal events, we organised a litter pick on the Coronation 'Big Help Out day', May 8th. It was great to see members of the public in addition to parish councillors helping to keep our Norfolk countryside looking beautiful, and there were calls to organise another one later this year.*

*To conclude, I would like to thank all our councillors for their work over the year, and a special word of thanks to Denise, our clerk, who goes above and beyond the requirements of her job in very many ways.*

#### **7. Public Participation Time**

*The meeting will be adjourned for a period of 15 minutes) to allow Members of the Public to speak, to receive District and County Councillors reports and any Councillors with prejudicial interests to speak.*

***Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.***

None

#### **8. Matters arising from previous meetings**

**To report on progress on items from previous meetings. No decisions may be taken.**

8.1 SAM 2 Sign installed and working

8.2 Phone box is still awaiting repairs

8.3 Coronation Big Help Out Litter pick carried out

#### **9. Planning**

None

#### **10. Finance**

10.1 To consider and agree the AGAR (Annual Governance & Accountability Return)

Cllr Byford proposed the motion, Cllr Owles seconded the motion and Council agreed the AGAR

10.2 To consider and agree the report from the Internal Auditor

Cllr Sands proposed the motion, Cllr Simpson seconded the motion and council agreed the Internal Auditors Report

10.3 To consider and agree the dates for the Public Right to Inspect Parish Council's Accounts

Cllr Byford proposed the motion, Cllr Sands Seconded the motion and council agreed the dates for the Public Right to Inspect Parish Council's Accounts

10.4 To consider and agree the Councils insurance premium

Cllr Owles proposed the motion, Cllr Simpson seconded the motion and the Insurance premium, was agreed

10.5 To consider and agree the subscription to NALC (National Association of Local Councils)

Cllr Barringer proposed the motion, Cllr Sands seconded the motion and council agreed to pay the subscription to NALC

10.6 To consider and agree the End of Year Bank Reconciliation of Accounts

Cllr Barringer proposed the motion, Cllr Sands seconded the motion and Council's bank reconciliation of accounts were agreed

10.7 To consider and agree the Payments and Receipts

Cllr Byham proposed the motion, Cllr Owles seconded the motion and the following Payments and receipts were agreed

*Payments*

<i>D Revell</i>	<i>Salary and Expenses</i>	<i>£482.20</i>
<i>Country style</i>	<i>Recycling</i>	<i>£ 12.00</i>
<i>Zurich</i>	<i>Insurance</i>	<i>£214.00</i>
<i>Nalc</i>	<i>Subscription</i>	<i>£139.72</i>
<i>S Blythe</i>	<i>Audit</i>	<i>£ 60.00</i>
<i>Broadland First Responders</i>	<i>Donation</i>	<i>£100.00</i>
<i>Witton Village Hall</i>	<i>Hall Hire</i>	<i>£150.00</i>

*Receipts*

<i>Walcott Farms</i>	<i>Land</i>	<i>£500.00</i>
<i>NNDC</i>	<i>Precept First Instalment</i>	<i>£2500.19</i>
<i>HMRC</i>	<i>VAT Refund</i>	<i>£929.19</i>

10.8 To consider and agree the Asset Register

Cllr Sands proposed the motion, Cllr Simpson seconded the motion and the asset register was agreed, with the addition of the dog bin at Ebridge

## **11. Policies, Documents, Communications and Training**

11.1 To consider and agree the Internal Control Policy

Cllr Sands proposed the motion, Cllr Simpson seconded the motion and the Internal Control Policy was agreed

11.2 To consider and agree who will carry out the internal controls

Cllr Barringer proposed the motion, Cllr Owles seconded the motion and it was agreed that Cllr Sands would carry out the internal controls

11.3 To consider and agree to Adopt the General Power of Competence

in accordance with *The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012*; Council confirms that it meets the criteria necessary for it to adopt the General Power of Competence:

i) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;

ii) The Clerk to the council holds the Certificate in Local Council Administration;  
And

iii) the Clerk to the council has completed the relevant training

Cllr Byford proposed the motion, Cllr Sands seconded the motion and Council agreed to adopt the General Power of Competence

11.4 To consider and agree the Meeting dates for 2023/24

Cllr Barringer proposed the motion, Cllr Byford seconded the motion and the meeting dates for 2023/2024 were agreed by council

2nd August 2023

27th September 2023

22nd November 2023

17th January 2024

20th March 2024

22nd May 2024

11.5 To consider and agree Council's Standing Orders

Cllr Owles proposed the motion, Cllr Sands seconded the motion and Council agreed to adopt the Council's Standing Orders

11.6 To consider and agree Council's Risk Assessment

Cllr Barringer proposed the motion, Cllr Byford seconded the motion and the Council's Risk Assessment was agreed subject to amendments,

## **12.Events**

None

## **13.To report any other business**

***Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council***

A parishioner asked about provision of a Defibrillator in Witton

## **14.Correspondence**

**To consider any correspondence and agree responses thereto**

None

## **15.Date of Next Meeting**

**To confirm that the date of the next meeting of the Parish Council will be on 2nd August 2023. 7pm at Witton and Ridlington Village Hall**

Signed \_\_\_\_\_

Date \_\_\_\_\_