

**Minutes of the Meeting of Witton and Ridlington Parish Council held on
Tuesday 21st July 2020 at 7pm remotely on Zoom**

Present: Eric Seward
Lucy Shires
Clive Stockton
Catherine Moore, Parish Clerk

Also present: Three members of the public were in attendance

1. Apologies for Absence

There were no apologies for absence

2. Public Forum

a) Public

A member of the public noted that the Parish Council had not put a report into the local village magazine. The Clerk was asked to write an update for the August edition of the newsletter.

ACTION: Clerk

A member of the public noted that she may be interested in joining the Parish Council and was aware of another person who was interested. They were asked to apply in writing ahead of the next meeting.

A member of the public noted that the previous Council had been asked to consider providing a playing field, which had not been progressed. A local landowner was willing to lease the Council a piece of land provided they maintained it. The Clerk was asked to look further into this, including the potential ongoing maintenance costs.

ACTION: Clerk

A member of the public asked whether dog bins could be provided on Witton Heath. The Clerk was asked to look into the cost of supply, installation and emptying, and asked whether the member of the public could provide more information on the proposed location / numbers required.

ACTION: Clerk

b) County Councillor

Eric Seward reported that the library had re-opened in North Walsham, and the Council was considering how the mobile library service could be safely re-introduced.

District Councillor

Nothing to report.

3. Declaration of Interest for items on the agenda

There were no declarations of interest.

4. Minutes of the meeting held on 19th May 2020

The minutes of the meeting were **agreed**, proposed by Eric Seward, seconded by Lucy Shires, all in favour.

5. Bank Signatories and Banking Arrangements

The Clerk reported that Lloyds Bank had sent correspondence to the previous address asking for minor corrections to the mandate, this had been sent to the previous signatories for signing.

The Unity Trust bank account was nearly open, with correspondence being received saying that everything was in order. As soon as the account was open, the Clerk would ask North Norfolk District Council to pay in the precept so that the overdue payments could be made. The Clerk noted that she had written a personal cheque for £500 to open the Unity Trust account and would need reimbursement for this.

6. Finance

a) Payments

It was **agreed** to pay the following once the Council had access to the funds:-

C Moore	Salary & Expenses	£311.20
HMRC	PAYE	£75.20
Indigo Waste	Recycling	£16.20
C Moore	Unity Trust Deposit Refund	£500.00
Witton & Ridlington Village Hall	Recycling Credits	£130.94

b) 2019/20 Internal Audit Report

The internal audit report was received and it was noted that there was nothing unexpected there, and it was a fair representation as the Council had not operated during the period. A query was raised regarding supplying the previous Clerk with a P45. The Clerk replied that no PAYE records had been handed over and that the previous Clerk had ceased the PAYE scheme, as well as informing many suppliers that the Council no longer existed, which was not correct – it was just not functioning. It had to be assumed that she had produced her own P45 before ceasing the scheme. The Council had now re-registered as an employer. The internal audit report was **noted**.

c) 2019/20 Annual Governance and Annual Accounting Statements

The Clerk presented the Annual Return for approval, noting that the Council must tick 'No' to all statements in the Governance Statement as it had not functioned during the period. The Annual Governance and Annual Accounting Statements were approved, and the Council declared itself exempt from external audit, proposed by Clive Stockton, seconded by Eric Seward, all in favour.

7. Correspondence

a) Parish Partnership Scheme 2021/22

The Parish Partnership Scheme was open for 50/50 funding for small highways works, the Clerk was asked to include this in the newsletter for residents to make any suggestions. **ACTION: Clerk**

b) Mill Common

The Clerk had been in communication with a resident regarding the boundaries of Mill Common as there was concern that vegetation was being cut down. The Clerk had obtained the definitive Commons maps from Norfolk County Council and had overlaid this onto an aerial map for interpretation, and it was felt that the area in question was no common land. This information had been sent to the resident, who would be making enquiries with the Land Registry. The Clerk was asked to forward the maps to councillors for information. **ACTION: Clerk**

c) General Correspondence

None

8. Planning

None

9. Review Policy Documents

The following policy documents were presented. It was felt that the Complaints Policy needed to be clear when the Monitoring Officer should be involved, which was for Code of Conduct complaints, which was noted. The following policies were

agreed: Complaints Policy; Equal Opportunities Policy; Training Policy; Data Protection Policy; File Retention Policy; Filming at Meetings Policy; Press and Media Policy; Freedom of Information Guide; Data Protection Privacy Notice; Asset Register.

10. Other Matters

a) Parish Council Website

The Clerk noted that the new Website Accessibility Regulations would come into force from mid-September 2020. The Council currently had a website with Wix, which was not particularly user-friendly and often presented accessibility issues. The site also carried 'wixsite' in the web address. It was recommended that the Council move to HugoFox, which was free, content management based, simple to use and could carry the Council's own web address. It was **agreed** to move to HugoFox and to purchase a web address. **ACTION: Clerk**

b) Vattenfall Update

Clive Stockton reported that the scheme was proposed to come ashore at Happisburgh and would have an impact on the parish. North Norfolk District Council were closely monitoring this matter.

c) Rented Land in Witton

The Clerk reported that she had received a copy of the farm business tenancy which had been in place since 2002. The rent had doubled since then and was now at £76/acre. If the Council wished to carry out a rent review they would need to give notice by 9th October 2020 for new rent in October 2021. It was **agreed** to discuss this at the September meeting, and the Clerk was asked to forward the tenancy agreement and maps. **ACTION: Clerk**

d) Village Hall Recycling Credits

Covered earlier in the agenda

e) Co-option of Parish Councillors

The two expressions of interest had been noted earlier in the agenda. It was suggested that co-opting four people from the parish to accompany the district councillors would be good, then the district representatives could be phased out as the Council became established. It was felt that some experience and knowledge was needed as the new councillors would have no experience. The Clerk confirmed that her temporary contract of employment was until 31st March 2020, and would be reviewed before then.

11. Dates of Next Meeting

The next meeting would take place on Tuesday 15th September 2020 at 7pm at Witton & Ridlington Village Hall, or on Zoom depending on government guidance at the time. The Clerk was thanked for the work she had done to restart the Council and implement the necessary policies and paperwork.

The meeting closed at 8pm.

CHAIRMAN