

**Minutes of the Meeting of Witton and Ridlington Parish Council held on  
Tuesday 4<sup>th</sup> May 2021 at 8pm remotely on Zoom**

**Present:** Clive Stockton (Chairman)  
Richard Barker  
Rebecca Barringer  
Gillian Owles  
Amanda Sands  
Eric Seward  
Lucy Shires  
Catherine Moore, Parish Clerk

**Also present:** Three members of the public was in attendance

**1. Election of Chairman**

Clive Stockton was elected as Chairman, proposed by Richard Barker, seconded by Amanda Sands, all in favour.

**2. Election of Vice Chairman**

Richard Barker was elected as Vice Chairman, proposed by Rebecca Barringer, seconded by Amanda Sands, all in favour.

**3. Apologies for Absence**

There were no apologies for absence.

**4. Public Forum**

a) Public

An expression of interest was received in joining the Council as a councillor.

b) District Councillor

A Community Renewal Fund bid was being drafted which would bring significant revenue funding to the area.

County Councillor

Eric Seward reported that he was retiring from the County Council at the elections on Thursday. It was noted that the elections were being run in a Covid-secure manner and that the counting would be a long process.

**5. Declaration of Interest for items on the agenda**

Rebecca Barringer declared an interest in item 10a as she designed the plans, and was the neighbour.

**6. Minutes of the meeting held on 16<sup>th</sup> March 2021**

The minutes of the meeting were considered. On page 1 the word 'lot' was replaced with 'lost'; and the words 'at NNDC' were inserted after 'surplus'. With these amendments the minutes were **agreed** and would be signed by the Chairman.

**7. Matters Arising from the Minutes**

a) Dog Bins

The new dog bin had been installed.

b) Noticeboards

Clive Stockton reported that he would complete the maintenance works to the notice boards as soon as possible.

**ACTION: CS**

c) Signs for the Village Sign Area

The Clerk had these in hand.

**ACTION: Clerk**

d) Rented Land in Witton

The Clerk reported that the negotiations had been completed with the rent levels set as the Council wished, and that the documents had been signed.

**8. Finance**

a) Financial Update

The financial update was noted, reporting that the Council had £9,950.95 in the bank as of 31<sup>st</sup> March 2021. Free funds were £4,360.95, plus a general reserve of £4,500.00.

b) Review of Internal Controls

The internal controls were reviewed and **agreed**.

c) Annual Audit Report and Action Plan

The audit report and action plan were presented. It was noted that there should be an audit trail relating to the recycling credits payment to the village hall. The report was **noted**.

d) Annual Governance Annual Return

The Annual Governance Statement and Annual Accounting Statement were shared on screen and **agreed**, proposed by Richard Barker, seconded by Lucy Shires, all in favour. It was **agreed** that the Council would declare itself exempt from external audit.

e) Payments

It was **agreed** to pay the following:-

C Moore	Salary & Expenses	£390.12
HMRC	PAYE	£0.00
Michael Falcon	Rent Review Negotiations	£300.00
Norfolk ALC	Subscription	£113.04
Countrystyle Recycling	Glass Collection	£18.00
Sonya Blythe	Internal Audit	£40.00
Came & Company	Insurance	£406.86

The Clerk noted that the precept had been paid into the wrong bank account and that a cheque for the value would be written from Lloyds and deposited into Unity Trust.

**9. Correspondence**

a) Request for feedback on North Norfolk Planning Department

It was felt that the planning department had been dealing with an unprecedented number of applications, and there were a lot of local enforcement issues. It was noted that trainee planners had been engaged, with a view to training and retaining staff. It was **agreed** that Rebecca Barringer would circulate a draft response for submission by the Clerk.

**ACTION: RB/Clerk**

b) Encroachment on Crostwright Heath

It was noted that a member of the public had raised concerns regarding potential encroachment on the common at Crostwright Heath. This had been passed to North Norfolk District Council Planning department to look into, who were investigating

potential enforcement action. Gillian Owles **agreed** to investigate locally into the history of encroachment issues in that area.

**ACTION: GO**

c) General Correspondence

None.

*Rebecca Barringer was put into the waiting room for the next item.*

**10. Planning**

PF/21/0392 Cornucopia, The Street, Ridlington: Single storey front extension to dwelling.

The plans were considered and it was **agreed** to support approval. **ACTION: Clerk**

*Rebecca Barringer returned to the meeting.*

**11. Other Matters**

a) Vattenfall Update

It was **agreed** that a technician should be invited to a future face to face meeting.

b) Phone Boxes

It was noted that a £250 anonymous donation had been pledged towards the defibrillator in Ridlington, which added to the £500 pledged by the Charity totalled £750 towards the project. The total project would cost £1,701 plus VAT including the 1 year annual support cost. It was **agreed** to use £950 of the Council's surpluses to fund the defibrillator, proposed by Richard Barker, seconded by Amanda Sands, all in favour.

**ACTION: Clerk**

Rebecca Barringer volunteered to undertake the monthly checks on the unit, subject to there being no lifting involved.

**ACTION: Clerk**

There had not been much feedback from residents to the letter telling them the phone box would be used as a vegetable and plant swap. It was **agreed** that this would be trialled for 12 months and any long term decisions could be made about the Witton phone box after that. The Clerk was asked to get a price to renovate the phone box.

**ACTION: Clerk**

c) Return to Face to Face Meetings

A report and risk assessment was presented noting that a return to face to face meetings was required now that Zoom meetings could no longer be held. It was noted that the capacity of the Village Hall was probably around 20, although it was understood that the Hall may not be open until the autumn. It was suggested that the church could be used, and noted that some staff, councillors and members of the public may not have received a vaccination by July. An offer was made to host the meeting in a marquee in the Chairman's pub garden. It was **agreed** that the Clerk would look for a suitable venue to meet if the Village Hall was not available, and if no alternative could be found, the Chairman's offer would be considered. **ACTION: Clerk**

It was **agreed** that if another lockdown occurred and Zoom meetings were not legal, the Council would give the Clerk delegated powers in consultation with the all Councillors via a Zoom meeting, to be held on the scheduled date of the Council meeting, and to be open to the public to observe.

**ACTION: Clerk**

**12. Date of Next Meeting**

The next meeting would take place on Tuesday 20<sup>th</sup> July 2021 at 7pm, venue TBC.

The meeting closed at 9.30pm.

**CHAIRMAN**

**Confidential minutes follow**

## **CONFIDENTIAL**

### **Minutes of the confidential section of the meeting of Witton and Ridlington Parish Council held on Tuesday 4<sup>th</sup> May 2021 at 7pm remotely on Zoom**

b) Common Land in Witton

The Council considered the offer to buy the strip of common land on the southern-most part of the rental land agreement. Discussion ensued on what the capital money could be earmarked for. It was noted that the tenant would need to be made aware that even if sold, the land would remain common land.

The Clerk was asked to:

- Ask advice from Norfolk ALC regarding selling common land.
- Ask the tenant what his intentions would be for the land if he purchased it.
- Ask the tenant whether the offer was serious, and check that he is aware that it would remain common land.

**ACTION: Clerk**