

**Minutes of the Meeting of Witton and Ridlington Parish Council held on  
Tuesday 15<sup>th</sup> September 2020 at 7pm remotely on Zoom**

**Present:** Clive Stockton (Chairman)  
Eric Seward  
Lucy Shires  
Catherine Moore, Parish Clerk

**Also present:** Two 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 asked whether there had been any applicants for co-option from Witton. It was confirmed that the applicants were from Ridlington. The member of the public expressed an interest in being co-opted.

**b) County Councillor**

Eric Seward reported that the Vattenfall windfarm proposals were an issue that the County Council was monitoring. He noted that Covid had stretched the Council's financial resources and areas such as Adults and Children's Services would face significant challenges without additional government support. The Council was considering a response to the proposed changes to planning arrangements. The Boundary Commission was consulting on revised divisional boundaries for the County Council, and a White Paper was expected in the autumn looking at unitary authority proposals.

**District Councillor**

Clive Stockton reported that he had been discussing the lack of communication from Vattenfall since July, noting that they were being pressed for an update. It was noted that a rig had been seen off Happisburgh believed to be taking samples from the marine bed. The trench for the cabling would be 100M wide so this was a substantial piece of work with a great deal of concerns. It was noted that some residents had queried the impact on their private water supplies.

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

There were no declarations of interest.

**4. Minutes of the meeting held on 21<sup>st</sup> July 2020**

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

**5. Bank Signatories and Banking Arrangements**

The Clerk reported that one more signature was required for the Lloyds mandate and this would then be sent off. The Unity Trust account was open and operational.

**6. Co-option of Parish Councillors**

Three applications had been received, although one had withdrawn. The additional expression of interest was also considered. It was **agreed** to co-opt Richard Barker, Rebecca Barringer and Gillian Owles, proposed by Lucy Shires, seconded by Eric Seward, all in favour. Rebecca Barringer signed her declaration of acceptance of office and held this to the screen to be viewed. It was noted that Gillian Owles would

not be able to participate until a Declaration had been signed, and that Richard Barker had sent his apologies.

It was noted that this left one remaining vacancy. It was felt that the Council should become settled with the new councillors, and that the Council should aim to elect a Chairman from the community representatives at the May Annual Parish Council Meeting. If there were further expressions of interest, one of the district council representatives could stand down to make way.

## 7. Finance

### a) Financial Update

The financial update was noted, reporting that the Council had £11,075.94 in the bank as of 31<sup>st</sup> August 2020. Free funds were £7,718.00.

### b) Payments

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

C Moore	Salary & Expenses	£297.24
HMRC	PAYE	£68.60
C Moore	Web Address & Stamps	£76.98

### c) General Reserves Policy

The Clerk reported that there was a new requirement for Councils to set a general reserve level of between 3 and 12 months revenue expenditure. It was suggested that for a small council with a low income, 12 months revenue expenditure was sensible as this would cover unforeseen circumstances. It was **agreed** to set the general reserve at £4,500. This gave free funds of £3,218 and it was noted that some of this may be used for capital items which were to be discussed later in the agenda.

## 8. Correspondence

### a) Parish Partnership Scheme 2021/22

The suggestions made by residents were considered. It was noted that it would be unlikely that a change to the speed limit would be funded through the Scheme, and that speed awareness equipment would be more likely to be successful. The cost of a SAM2 speed monitoring device was reported to be around £3,000 including the data pack, and that the posts would need to be installed. It was **agreed** to get a quote for this and to consider it further against budget setting in November.

**ACTION: Clerk**

Suggested locations were the approach to Ridlington church from Happisburgh, and along Mill Common Road.

### b) Dog Bin Ebridge Mill

The Clerk reported that an approach had been made to the Council to adopt the dog bin on the Trust land at Ebridge Mill, as this was being emptied by hand by a Trustee which was not hygienic. The cost would be £3.50/week. It was agreed to discuss this later on in the agenda when the wider issue of dog bins would be considered.

### c) Subscription to Norfolk Parish Training and Support

The Clerk reported that the Council had previously subscribed to Norfolk PTS but this year had subscribed to Norfolk Association of Local Councils. It was not felt that a duplication was required, so it was **agreed** that the Council would not subscribe this year.

d) Notice Board – Maintenance and Notices

An email had been received from the Village Hall noting that the notice board required some maintenance. It was **agreed** that Clive Stockton would carry out the repairs. Once the new Councillors were all present, a nominated representative to look after the notice boards would be agreed.

**ACTION: CS**

9. **Planning**

PF/20/1485 Friars House, Happisburgh Road, Ridlington: Detached Garage  
Rebecca Barringer had looked at the plans and noted that it was a substantial garage which was visually in keeping with the existing dwelling. The building would be obscured by a hedge, and it was noted that there had been significant development within the site. It was **agreed** that Clive Stockton would look further at the plans.

**ACTION: CS**

It was noted that the deadline for comments from the Parish Council was 29<sup>th</sup> September 2020.

**ACTION: Clerk**

10. **Review Policy Documents**

a) Risk Assessments and Internal Control

The risk assessments and internal control documents were adopted as presented. The Clerk noted that this completed the work to introduce policies and documents to the Council.

11. **Other Matters**

a) Vattenfall Update

Covered earlier in the agenda.

b) Rented Land in Witton

It was felt that the Council should seek to achieve the best rent for the land on the Farm Business Tenancy, and that the Council should have the option to review the rent. It was **agreed** to serve formal notice of a rent review.

**ACTION: Clerk**

The Clerk was asked to get prices for a land agent for the next meeting.

**ACTION: Clerk**

c) Playing Field in Ridlington

The Clerk reported that the owners of the land were happy to agree an annual lease to create a community space in Ridlington. It was noted that this would be on the understanding that it could be withdrawn at a future point if the families wishes for the use of the land were to change, and that promotion of it as an available space would be 'word of mouth' locally rather than introducing signage to the space. The area would be covered under the Council's insurance, and the cost of maintenance would be around £500/year. It was **agreed** that in principle the Council would like to pursue this, subject to reviewing costs during the budget setting process.

**ACTION: Clerk**

d) New Dog Bins

Two locations were suggested for new dog bins: one at the end of the footpath to Happisburgh Road, near the proposed new playing field; and one in Witton between the church and the bridleway near Manor Farm. The cost of installation would be £380 for two bins, and £400 per year to empty them. There would be an additional £200 emptying if the Council took on the Ebridge Mill bin emptying. It was **agreed** to purchase two new bins at the suggested locations, and to take on the emptying of the Ebridge Mill bin with immediate effect.

**ACTION: Clerk**

e) Name of Parish Council

It was noted that the official name of the Parish Council was 'Witton Parish Council' which did not reflect the two communities. It was suggested that this could be changed to 'Witton & Ridlington Parish Council', which had to go through a formal process with the district council. It was **agreed** to change the name of the Parish Council, subject to community consultation and confirmation of the process from NNDC.

**ACTION: Clerk**

f) Projects for Pricing for New Budget

The Clerk noted that now was the time to start pricing for projects to include in the budget for the next financial year. It was **agreed** that the new community representatives would be asked to put forward suggestions, and that the Village Hall managers would also be asked for contributions.

**ACTION: Clerk**

**12. Dates of Next Meeting**

The next meeting would take place on Tuesday 17<sup>th</sup> November 2020 at 7pm at Witton & Ridlington Village Hall, or on Zoom depending on government guidance at the time.

The meeting closed at 8.20pm.

**CHAIRMAN**