

WHISSONSETT PARISH COUNCIL

The Annual Meeting of Whissonsett Parish Council will be held on Monday 12th May 2025, following the Annual Parish Meeting which commences at 7.00pm in the Village Hall.

Whissonsett Parish Council welcomes the public and press to its meetings. You may address the Council during the public participation session but standing orders do not allow participation in the debates.

AGENDA

1. Election of Chairman and signing of the Declaration of Acceptance of Office form.
2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.
3. Welcome and apologies for absence (apologies received from Cllrs Griffiths and Holloway).
4. To receive any declarations of interest.
5. To approve the minutes of the meeting held on 10th March 2025.
6. Open Forum for Public Participation (15 minutes maximum).
7. County & District Councillors Reports.
8. Planning Issues
 - a) Decisions to note (information only).
 - 3PL/2022/0315/F – Small Holdings Farm, London Street - conversion of existing agricultural barn to one residential dwelling with annex. Part demolition of existing agricultural lean too building – amended – PENDING.
 - b) Applications to consider.
 - Any Planning Applications received following the publication of the agenda - (<http://planning.breckland.gov.uk/OcellaWeb/planningSearch>)
 - c) To receive an update regarding enforcement issues.
9. Highways matters.
 - a) To receive an update re matters previously reported.
 - Mill Lane – Open Reach vehicles parking on road and the request for land reinstatement – boundaries established and area to be cleared – reported again to Highways.
 - Hedge obstructing highway visibility on Mill Lane – Photos have been sent to Highways and the Boundaries Team are investigating.

- Colkirk FP14 (Raynham Road) – broken sign – reported to Highways and will be replaced.
 - Surface deterioration on High Street – works programmed by Highways.
 - Wash Lane – drain higher than road – reported to Highways.
 - London Street – drain near to Village Hall blocked – reported to Highways.
 - North View – faded street sign – will be replaced.
 - London Street – missing 30mph repeater sign – reported to Highways and now resolved.
- b) To receive a report regarding the SAM II sign and any speeding issues.

10. Playing Field Matters – to receive an update from the Playing Field Warden, including matters raised in the annual inspection report and an update on the basketball hoop repair.

11. To receive a report from the Allotment Warden.

12. To receive a report from the Village Warden (council assets) and updates on the following:

- The refurbishment of Spring Well.
- Notice Board on Campingland.
- Drainage works to Bus Shelter – installation of drain crate.
- The refurbishment of the Village Sign.

13. To consider matters relating to Church Close Land.

- a) To receive a report from the working party and consider any actions.
- b) To consider a quote for grass cutting, twice-yearly or seven times per season.
- c) To consider registering the land as a Village Green.

14. Correspondence

(any correspondence received after the agenda has been published will be circulated at the meeting)

15. Finance & Governance Matters

- a) To receive a financial report for the year ending 31st March 2026.
- b) To consider a donation request from the Village Hall Committee.
- c) To consider approval of a Health & Safety Policy.
- d) To consider approval of the updated Code of Conduct.
- e) To receive the internal auditors report and consider any recommendations.
- f) To approve the annual governance statement in the 2024-25 Annual Return.
- g) To approve the Statement of Accounts in the 2024-25 Annual Return.
- h) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
- i) To approve the following payments and note any receipts.

PAYMENTS

P42	Hedge cutting – Allotment site	£330.00*
P43	Moles – Playing Field	£30.00*
P44	Annual Tree Works	£675.00*
P2	Clerk (Salary/Allowance) – April (including incremental salary increase)	£252.28 (SO)
P2	HMRC – PAYE	£3.00 (deducted from credit)
P3	Play Area Fencing	£936.00*

P4	Clerk (Salary/Allowance) – May	£254.68 (SO)
P4	HMRC – PAYE	£0.60 (deducted from credit)
P5	Internal Auditor	£40.00
<i>*, (SO) and (DD) indicate payment has been made.</i>		
RECEIPTS		
R1	Precept (1 of 2)	£6,250.00

16. To receive any new items for the next agenda.

17. To note the next meeting of the Parish Council will be held on Monday 14th July 2025, at 7.30pm in the Village Hall.

Sheryl Irving
Clerk to the Council
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Friday 2nd May 2025