WOODTON PARISH COUNCIL MEETING
Minutes of the Annual Parish Council meeting held on Tuesday 8th May 2018 at 7.45pm in Woodton Village Hall

Present: Andrew Weatherley – presiding (AW), Jane Wickstead (JW), Ian Butler (IB), Danny Laskey (DL), Caroline Seaman (CS), Tricia Gunson – Chairman of Bedingham Parish Meeting (TG), District Cllr Alison Thomas (AT), Yvonne Wonnacott – Parish Clerk (YW).
Apologies: Mark Leeson (ML), Lorraine Potter (LP), County Cllr Barry Stone (BS).
Members of the Public: Six.

<table>
<thead>
<tr>
<th>Item</th>
<th>Action By</th>
</tr>
</thead>
</table>
| 2018/11 | **Election of Chair and Vice-Chair for 2018-19**  
Andrew Weatherley was proposed for position of Chair by Cllr Laskey and this was seconded by Cllr Seaman. All other councillors present supported the proposal. Jane Wickstead was proposed for position of Vice-Chair by Cllr Butler and this was seconded by Cllr Laskey. All other councillors present supported the proposal. |
| 2018/12 | **Acceptance of Office by the Chair and Vice-Chair 2018-19**  
Andrew Weatherley accepted the position of Chair and signed a Declaration of Acceptance of Office. Jane Wickstead accepted the position of Vice-Chair. |
| 2018/13 | **Declaration of any Interests in items on the Agenda.**  
None. |
| 2018/14 | **Approval and signing of the Minutes of the Parish Council Meeting held on 13th March 2018.**  
Minutes were approved and signed by the Chair. |
| 2018/15 | **Matters arising from the Minutes of the Parish Council Meeting held 13th March 2018** - not to be covered by specific items on this agenda.  
**Empty Property on Triple Plea Road**  
Chair advised Norfolk County Council (NCC) hold legal charge, District Cllr Thomas advised responsibility of property would still remain with owner. All agreed no further action to be taken at present moment.  
**Sand Bags**  
Chair advised item still outstanding, Chair to obtain pricing to present at next meeting.  
**Noticeboard**  
Cllr Wickstead advised was going to stain wood shortly and look at remedial action re locks.  
AW  
JW |
| 2018/16 | **Suspension of meeting for Public Participation.**  
None. |
<p>| 2018/17 | <strong>Report from the County Councillor.</strong> |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/18</td>
<td>Chair referred meeting to the Annual Parish Round Up report received from County Cllr Stone as previously circulated in April.</td>
</tr>
<tr>
<td>2018/18</td>
<td><strong>Report from the District Councillor.</strong> District Cllr Thomas referred to her annual report provided at the Annual Parish Meeting. <strong>Car Parking – Woodton Playing Field</strong> District Cllr Thomas advised that she had chaired a successful meeting with regard to the car parking issues in relation to parents of the school being able to use the car park at the playing field. There was representation at the meeting from Woodton Primary School, Stepping Stones, PTA and the Playing Field Association. Two resolutions were reached, firstly the Playing Field Association would go back to the solicitors with regard to the charges and secondly it was agreed that both parties (Primary School and Stepping Stones) would pay a charitable donation of £200 each going forward.</td>
</tr>
<tr>
<td>2018/19</td>
<td><strong>Election of Parish Council Representatives</strong> Village Hall Committee: Cllr Seaman happy to remain as representative, all agreed. Cllr Seaman to remain representative for Bedingham Parish Meeting. Ravens Den: Cllr Leeson happy to remain as representative, all agreed.</td>
</tr>
<tr>
<td>2018/20</td>
<td><strong>Confirmation of Parish Council Nominees</strong> Woodton United Charities: Cllr Butler happy to continue term. Mike Wickstead is other Parish Council nominee. WPFA: Cllr Wickstead and Cllr Leeson confirmed happy to continue, all agreed.</td>
</tr>
<tr>
<td>2018/21</td>
<td><strong>Finance Matters.</strong> a) Finance and Admin Report with Financial Summaries for year ending 31st March 2018 - Parish Clerk circulated this report prior to the meeting. Report approved. b) Certification of Exemption – approved and signed by Responsible Finance Officer/Parish Clerk and Chair. c) Section 1 - Annual governance statement 2017/18 for approval – statement approved and signed by Parish Clerk and Chair. d) Section 2 – Accounting statements 2017/18 for approval – statement approved and signed by Chair and Parish Clerk. e) SNC Community Action Funds Grants – All agreed Parish Clerk to submit application for Suckling Place, to use data provided for previous Tesco grant application. f) Norfolk Age UK Donation Request – All agreed not in a financial position to donate at present moment in time. g) National Joint Council for Local Government Services, 2018 and 2019 pay scale allowances – All agreed Parish Clerk hourly rate to be increased to £10.65 and backdated to April accordingly.</td>
</tr>
<tr>
<td>2018/22</td>
<td><strong>Planning Items</strong></td>
</tr>
</tbody>
</table>

YW
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/0902</td>
<td>Westview Barn. Applications received to date: 2018/0902, Westview Barn. All agreed Parish Clerk to respond to SNC advising “we have no view or comments about this application”.</td>
</tr>
<tr>
<td>2018/0377</td>
<td>Farm Shop Old Hall. Decision notices received to date: 2018/0377, Farm Shop Old Hall, Approval with Conditions.</td>
</tr>
<tr>
<td>2018/23</td>
<td><strong>Litter Pick.</strong> Cllr Wickstead advised another successful event, 6 people attended and 20 bags of rubbish were collected. Thanks were expressed to everyone who attended and the kind man who turned up with hot sausage rolls for the volunteers.</td>
</tr>
<tr>
<td>2018/24</td>
<td><strong>Suckling Place.</strong> Cllr Butler advised finished cutting trees of which half have been chipped, waiting till after nesting time to chip others. Still awaiting the formal legal transfer of this land from SNC. Cllr Butler to hasten H. Sibley at SNC. Parish Clerk to submit application to Calor Rural Community Fund.</td>
</tr>
</tbody>
</table>
| 2018/25    | **Correspondence – Received to date.**  
**Highways Rangers Visit**  
Parish Clerk to respond requesting railings to be repaired against B1332 and The Street, adjacent to the telephone box.  
**Open Space SPD/Consultation**  
Parish Clerk highlighted this consultation as previously circulated. Parish Council to be aware of potential implications with regard to new residential developments if Parish Council decide to adopt new recreational open space or play facilities, such as equipment and annual maintenance costs.  
**B1332 Road Improvements**  
Chair referred to e-mail from Cllr Leeson as previously circulated. All agreed Parish Clerk to e-mail County Cllr Stone with regard to his 2018 budget for minor road improvements, requesting two replacement 20mph advisory flashing signs to be installed on the B1332 either side of the school.  
**Parishioner Enquiry**  
Cllr Wickstead advised parishioner had asked whether mirror could be installed on Woodton Wall to increase visibility for road users. Cllr Wickstead to refer them to NCC Highways department and to advise that WPC would support such a request. |
| 2018/26    | **Date of next Parish Council meeting and items to be considered for the agenda.**  
Date of next Parish Council meetings is Tuesday 19th June at 7.30pm. Items to be considered for agenda as follows; -  
- Suckling Place  
- Village Hall |
| 2018/27    | **Chairman’s urgent business – if any.**  
**Standing Orders**  
Amendments to standing orders as previously circulated, proposed Cllr Wickstead, seconded Cllr Butler, all in agreement.  
**Village Hall** |
Cllr Butler when asked by Cllr Seaman advised that no completed application form had been received from the Village Hall to Woodton United Charities to-date. Cllr Seaman to raise with the Village Hall Committee. Chair proposed an engagement meeting with the village in the near future to discuss the villages’ aspirations with regard to the Village Hall.

The meeting closed at 9.40pm.

Minutes prepared by Yvonne Wonnacott 09/05/18

Approved ……………………… Date……………………