

# WOOD DALLING PARISH COUNCIL

Minutes of Wood Dalling Parish Council meeting held on Tuesday 7 November 2023 at  
7.30pm in the Village Hall, Wood Dalling

**Present:** Jonathan Wilton (Chairman), Kerry Oldfield (Vice Chair), Sarah Ambrose, Alex Clark-Rudd, Rory Harrold, John Rawlinson and Jeff Topp.

**Officer:** Laura Trabucco (Clerk)

**Member of the public:** Broadland District Councillor Dave Thomas was present.

## **To consider apologies for absence**

**23/86:** None

## **To receive declaration of interest for items on the agenda and to consider any dispensation**

**23/87:** Jonathan Wilton declared an 'other' interest for a white caravan on Red Pits land, Sarah Ambrose declared an 'other' interest for Min 23/60 (i) as she is Chairman of the Village Hall Committee and Jeff Topp declared an 'other' interest for Min 23/90 (ii) Newsletter.

## **To confirm the minutes of the meeting held on Tuesday 5 September 2023**

**23/88:** These were agreed as a true and accurate records of proceedings. The Chairman signed the minutes.

## **Public Open Forum**

**23/89:** None

## **23/90: To receive Committee reports and recommendations**

- i **Village Hall** – Sarah gave a verbal update.
- ii **Newsletter** – Jeff had no further update. He mentioned that a recent comment made towards the way the minutes were published on the Newsletter created some confusion, as the DRAFT watermark across the minutes had been taken off to be compliant with all readers. He will add an additional line to confirm that the minutes are a DRAFT version ahead of publishing them.
- iii **Church** – No update received.
- iv **Norfolk County Councillor (NC Cllr) & Broadland District Councillor (BD Cllr).**  
No update received from NC Cllr Greg Peck.

Cllr Dave Thomas gave a general update on Broadland Council matters and mentioned the following:

The Great Norwich Development Partnership is inviting responses on proposed Main Modification to the [Greater Norwich Local Plan](#) in accordance with section 20 (7C) of the Planning and Compulsory Purchase Act 2004, the consultation will run from 25<sup>th</sup> October through to 6<sup>th</sup> December 2023.

Norfolk County Council will set a new budget on 20<sup>th</sup> February 2024 and [an online budget consultation 2024-25](#) will run from 20<sup>th</sup> October to 1<sup>st</sup> December 2023.

Norfolk Constabulary Police and Crime Commissioner is introducing the [police budget 2024/25 consultation](#) and will be touring the county for twelve weeks starting from 4<sup>th</sup> September to 24<sup>th</sup> November 2023.

[Broadland Council Recycling Consultation](#) - Broadland District Council's environmental partner, Veolia, is launching a month long [online survey](#) "have your say on our waste and recycling services" that will run from 5<sup>th</sup> November to 1<sup>st</sup> December 2023.

A new officer at Broadland Council called Russell Watkins was now in charge of fly-tipping (here is [how to report fly-tipping](#)), and a new County wide ground called Norfolk Waste Enforcement Group was working together with the Environment Agency and other partners to educate and inform the public and businesses about their responsibilities when it comes to disposal of waste.

Cllr Dave Thomas will hold a face to face **Councillor Surgeries** on Saturday 18<sup>th</sup> November at the New Frost Hall from 10am to 12pm in Foulsham.

### **23/91: Planning**

- a To consider a response to planning application (if any) – **None**
- b To receive a report on plans refused/accepted by Broadland District Council - **None**

### **23/92: Matter Arising from Minutes**

**To hear an update and to consider any necessary action with regard to the following:**

- a **Noticeboard quote received.** The Clerk circulated the quote received from Roger C Jones Joinery amongst members ahead of the meeting. It was **agreed** to ask another carpenter to compare prices. Jeff would look into this further and given an update at the next Parish Meeting.
- b **Village Sign update** – The Clerk inform Council that the responses received from other Clerks were for companies dealing with restoring metal village signs. A suggestion was made to check if a metal post could replace the wooden post, as an alternative and long-term cost-effective solution. It was mentioned that the brick work around the bottom of the post needed to be sorted before re-erected. Kerry will contact a forge company in Aylsham that might be able to help and come up with some ideas. Jeff will

check with the carpenter who will be looking at the notice board to see if he could also quote for the plain post, and the Clerk will check the same with Roger C Jones Joinery. An update will be given at the next meeting.

**c Town House**

i. *Back door replacement* – Rory gave an update and mentioned that after accepting the quote and paying £170.00 as down payment to SSGE, the backdoor replacement would take up to six weeks to produce and was almost due to be fitted. An update will be given at the next meeting.

An engineer from Dempsey Heating Limited had to be called to fix an issue with the boiler. It was mentioned that once the job would be completed an invoice should be sent to the Clerk. Rory to inform Dempsey Heating Limited.

ii. *To review the rental income.* After much discussion **it was agreed to increase the rental income to £675.00 starting from April 2024.**

**d Highways issues/potholes/hedge cutting/verge cutting**

Road markings at Blackwater Lane and Corpusty Road junction which had been reported before were still not sorted; the recent storms and heavy rainfall had flooded two areas, one on Crabgate Lane North between Crabgate Farm and Heydon Lane and the other one previously reported to Highways at the junction of Blackwater Lane and Corpusty Road on the Briston side of the junction. Dave Thomas would investigate this and report it.

**i. Speed hump on Red Pits**

Jeff informed Council of the recent email received from a resident. Discussion focused on ways to prevent speeding vehicles along the stretch of road were mentioned and in the experience of the district councillor it had been extremely difficult to obtain approval for speed bumps on rural lanes. A comment was made to make a note in the next Newsletter and to advise residents to drive appropriately.

**e Windfarm projects (if any)** – No further update received.

**23/93: Budget and Precept**

a. To consider the draft budget for 2024/25 (to be finalised in January)

The draft version had been prepared by the Responsible Financial Officer (RFO) and distributed to all members for review and comments ahead of the meeting. It was mentioned that going forward Earmarked reserves would need to be added in the budget for emergencies and future projects and to consider looking at high interest rate saving account to maximise the General reserves.

A proposal was made to **approve the draft budget for 2024/25 to be finalised at the WDPC meeting in January 2024.**

### 23/94: New Items

- b. To agree the meeting dates for 2024.

#### The Wood Dalling Parish Council meeting dates were agreed for 2024

Date	Meeting	Time
9 <sup>th</sup> January 2024	Parish Meeting	7.30pm
5 <sup>th</sup> March 2024	Parish Meeting	7.30pm
7 <sup>th</sup> May 2024	Annual Parish Meeting	7.30pm
2 <sup>nd</sup> July 2024	Parish Meeting	7.30pm
3 <sup>rd</sup> September 2024	Parish Meeting	7.30pm
5 <sup>th</sup> November 2024	Parish Meeting	7.30pm

### 23/95: Finance

- a The following payments made since the last meeting were **noted**:

i	Matt Packman	Grass cut no. 8 on 05.09.23	£335.00
ii	Matt Packman	Grass cut no. 9 on 25&26.09.23	£335.00
iii	SSGE	Backdoor down payment (Town House)	£170.00
iv	HMRC	PAYE month 4	£ 46.88
v	HMRC	PAYE month 5	£ 52.80
vi	Cheverton & Son Ltd	Newsletter for Sept/Oct'23	£ 48.00
vii	PKF Littlejohn LLP	Administration charge	£ 48.00

- b The following were **approved** for payment:

i.	Laura Trabucco	September Salary	£151.45
ii.	Laura Trabucco	September Expenses	£ 11.40
iii.	Laura Trabucco	October Salary	£153.55
iv.	Webroot	Annual antivirus for WDPC laptop	£ 29.99
v.	Lycamobile	Mobile sim only September	£ 1.95
vi.	Lycamobile	Mobile sim only October	£ 1.95

- c The following receipt since the last meeting was **noted**:

i.	Broadland District Council	Precept	£944.00
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- d To review Financial Regulations

The amended draft version was circulated ahead of the meeting for review and comments. **It was agreed to approve and adopt the WDPC Financial Regulations**

**23/96:** To consider correspondence received. **None**

**23/97:** General Parish Issue. **None**

**23/98:** The date of the next meeting was **confirmed** for Tuesday 9<sup>th</sup> January 2023 at 7.30pm

**23/99:** It was agreed to discuss Financial and Staffing matters below the line.

**23/100: Resolved** to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 in consideration of the following item due to the confidential nature of the items to be discussed. There was no member of the public or press.

**ITEMS MAY BE HEARD IN CONFIDENCE / BELOW THE LINE**

**23/101:** The Chairman inform Council that the Clerk had recently passed her CiLCA qualification and as agreed in her contract an increase of pay scale would take affect from November 2023. All members congratulated the Clerk in completing the qualification.

**23/102:** The meeting closed at 8.20pm

Chairman signature .....

Date .....