

## **NOTICE OF SOUTH WALSHAM PARISH COUNCIL MEETING**

You are hereby invited to attend the South Walsham Parish Council Meeting at the Village Hall on: **Monday 2<sup>nd</sup> September 2019 at 7.30pm**  
Members of the press and public are invited to attend

*Aileen Beck*

Aileen Beck  
Parish Clerk

### **AGENDA**

#### **1. ATTENDANCE**

To note those present and consider apologies for absence.

#### **2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

- 2.1 To consider the process for dispensations – either via the Clerk or by Full Council.
- 2.2 To consider any dispensations.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

#### **3. MINUTES OF PREVIOUS MEETING**

To confirm the accuracy of the minutes of the Parish Council Meeting held on 1<sup>st</sup> July 2019.

#### **4. PUBLIC FORUM**

- 4.1 To receive reports from County Councillor - Fran Whymark, District Councillors - Nigel Brennan and Justine Thomas and Police if present.
- 4.2 To receive comments from members of the public, restricted to 5 minutes per person, on matters elsewhere in the agenda. Item to last no more than 20 minutes.

#### **5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**

- 5.1 Field Roller on School Road now removed
- 5.2 Burlingham Road car parking reported by Clerk
- 5.3 Registration of new footpath Parish Online software obtained registration to be progressed
- 5.4 Wherry use of Staithe to confirm Broads Authority permission was received
- 5.5 Broads Information board at Staithe removed as information stated no longer correct
- 5.6 Disposal of football goal – Cllr Russell

## 6. CORRESPONDENCE

To consider any correspondence received prior to the meeting.

email	Norwich Western Link	Route 'C' chosen	For information
letter	AGE UK	Thank you for £25 donation	For information
email	A Parishioner	Reporting assault at slipway	For information
email	NHS 5 year plan	Suggestions requested	For consideration
email	Fran Whymark	Hazardous Waste Scheme	Website/for information
email	Norfolk County Council	Farming & the highway	For information
email	RAF Benevolent Fund	Welfare support available	For information
email	Norfolk Pension Fund	Changes to administration	For information
emails	Alzheimer's Society	Champion Training Day in Acle on 23 <sup>rd</sup> September 2019	For information

## 7. PLANNING

- 7.1 To consider the pre-application consultation for the proposed telecoms installation LAND AT RECREATION GROUND, SCHOOL ROAD following feedback from Village Hall Trustees
- 7.2 Application 20191036 - 2B Hamilton Close, South Walsham, NR13 6DP Single Storey Rear Extension – no objection sent
- 7.3 Application 20191201 - 8 The Street, South Walsham, NR13 6AH Demolition of Existing Bungalow, Sub-Division of Curtilage and Erection of Two Dwellings (Outline)
- 7.4 Application 20191259 Pheasant Cottage, 1 Harrold Close, South Walsham, NR13 6EP Erection of Replacement Dwelling & Garage following the Demolition of the Existing
- 7.5 Application 2019 Manor Farm Cottage, 34 School Road, South Walsham, NR13 6DZ Storage Area to the Back of the Existing Car Port replacing an Existing Detached Shed

## 8. ADMINISTRATIVE MATTERS

- 8.1 To appoint Aileen Beck as new Clerk and sign Contract as previously agreed
- 8.2 To agree the following training courses for the Clerk:
  - Introduction to Local Council Administration £99 + VAT (online)
  - Introduction to VAT for Local Councils £45 + VAT (5<sup>th</sup> September 2019)
- 8.3 To note that website hosting no longer available with Bedford Parishes as of 1<sup>st</sup> April 2020 and alternative being sought by Clerk

## 9. FINANCIAL MATTERS

- 9.1 To authorise payments as circulated schedule.
- 9.2 To receive bank reconciliation.
- 9.3 To authorise Clerk access to internet banking.
- 9.4 To agree transfer £19,122.362 from current account into Lloyds TSB a/c 01460751 to make balance up to £27,160.61 as start of financial year plus additional £1,091.24 received from PCC on 4<sup>th</sup> June 2019 for cemetery and churchyard expenditure as per.
- 9.5 To confirm all future PCC payments will be paid directly into this account

## 10. HIGHWAYS/FOOTPATHS.

- 10.1 To consider an application under the Parish Partnership funding
- 10.2 To review existing footpath signage

## 11. CEMETERY AND CHURCHYARD

- 11.1 To receive the notes of the recent JCBF meeting 8<sup>th</sup> July 2019
- 11.2 To receive the outcome of the Churchyard and Cemetery Inspection of 24<sup>th</sup> July 2019

South Walsham Parish Council, 3 Broadacres, Pilson Green, South Walsham NR13 6EJ  
Clerk: Miss Aileen Beck Telephone: 01603 270392 Email: southwclerk@outlook.com

- 11.3 To discuss the following work required within the Churchyard:
- 11.3.1 Wall gap at east end of north boundary wall with east boundary wall – Sue Hitchcock awaiting quotation from builder
  - 11.3.2 Inspection Chamber in carpark – Sue Hitchcock awaiting quotation from builder
  - 11.3.3 Pament paving to south elevation Western doorway Sue Hitchcock awaiting quotation/clarification from builder
  - 11.3.4 To note vegetation from east and north boundary to be removed by Cllr Jones
  - 11.3.5 Installation of oak posts – ACTION REQUIRED
  - 11.3.6 Ramp into car park – Cllr J Debbage

**12. STAITHE**

To discuss emails from public regarding boats being dragged over the top of the barrier

**13. TREES**

- 13.1 To progress the village tree survey.
- 13.2 To note next Tree Warden Network AGM on 19<sup>th</sup> October at Freethorpe Village Hall

**14. EMERGENCY PLAN REVIEW**

Update on progress – Cllr Steward

**15. PLAYGROUND SIGN**

Update on progress – Cllrs Steward & Debbage

**16. RECREATION GROUND**

- 16.1 To consider the Memorandum of Agreement between South Walsham Village Hall Trustees and the Parish Council which expires December 2019
- 16.2 To discuss the Boundary ditch

**17. MAINTENANCE ITEMS**

To consider the following:

- 16.1 Bus Shelter at Village Green – Cllr Steward
- 16.2 Bus Shelter at Pilson Green pond – quote to be approved
- 16.3 Seat around the tree – Cllr Miller
- 16.4 Flower boxes – Cllr Miller
- 16.5 Quotations for hedges/nettles/trimming
- 16.6 Benches – Cllr Steward
- 16.7 Pond Maintenance Plan – Cllr Steward
- 16.8 Marsh Road Pond – update Cllr Jones
- 16.9 Burlingham Road Wood – consider adding to cutting schedule

**18. ANGLIAN WATER PUMPING STATION**

To discuss recent problems

**19. ITEMS FOR INCLUSION IN THE NEXT AGENDA**

Next Meeting: 7<sup>th</sup> October 2019  
Kingfisher Lane carpark  
Reviewing bank account provisions