

MINUTES OF SOUTH WALSHAM PARISH COUNCIL MEETING

Held at the Village Hall on: **Monday 3rd June at the Village Hall 7.30pm**

Present: Darren Debbage, John Debbage, Malcolm Dennis, Roger Jones, Amanda Miller, Rod Russell (chair), Malcolm Steward
Clerk: Mrs Sarah Hunt 5 members of the public were also present.

1. ATTENDANCE

All present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 13th May 2019 were AGREED as a true and correct record and signed by the Chair.

4. PUBLIC FORUM

4.1 Cllr N Brennan, Broadland District Council offered apologies from Cllr J Thomas. Currently the newly elected Councillors are receiving training and areas of responsibility.

Cllr F Whymark, Norfolk Co Co had sent a report detailing his areas of responsibility including that of the County representative on the Broads Authority, Portfolio Holder for Housing and Wellbeing at Broadland District Council, Chairman of the Wellbeing Panel and representing Broadland on the North Norfolk Clinical Commissioning Group and the Health and Wellbeing Board.

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

5.1 Playground Inspection. Cllr M Steward reported the annual inspection was completed. The reported issues are being investigated – the rubbing on the orbit equipment cannot be duplicated and will have to be looked at further. The gates are under review in consultation with other stakeholders. The signage is in hand.

5.2 Cleaning of Highway Signs. Clerk to provide protective equipment and risk assessment to volunteer workers.

5.3 Flooding outside 1 The Street – reported to Highways. Noted.

5.4 Kidmans' Corner Pond – response and history received from Ed Stocker, officer, Norfolk CO CO. Noted.

6. CORRESPONDENCE

NALC/SLCC	Norfolk Local Councils Conference – 12/7/19 at Carrow Road. 9 – 3pm £49.50	No one to attend.
Norfolk Co Co	Western Link	Tabled.
Local Pension Fund	Latest MHCLG Consultation	Noted.
SNAP MEETING	27 th August 2019 at 17.45pm. Acle library. Open to the public.	Noted.

7. PLANNING

7.1 Application BA/2019/0030/FUL – Broad View, Fleet Lane, South Walsham – WITHDRAWN

05/2019

South Walsham Parish Council, Weavers Edge, Chequers St, East Ruston, NR12 9JT
Clerk: Mrs Sarah Hunt Telephone: 01692 580859 Email: southwclerk@outlook.com

8. ADMINISTRATIVE MATTERS

- 8.1 Councillors Responsibilities. Councillors representation on outside bodies and areas of responsibility was AGREED. To be published on website. CLERK
- 8.2 Telephone box. Cllr Steward to liaise with Peter Crook re: Painting. To be added to village walk and maintenance schedule.
- 8.3 To confirm data protection certificate has been renewed and updated. Noted
- 8.4 The GDPR Audit was ADOPTED as circulated.
- 8.5 The retention of documents policy was ADOPTED as circulated.
- 8.6 Maintenance Schedule. Cllr Steward has draft copy ready for Village Walk review.

9. FINANCIAL MATTERS

- 9.1 It was AGREED to make payments as circulated schedule to the value of £2,617.95.
- 9.2 Bank reconciliation to 15th May 2019 presented to the meeting and signed. Still no internet access for the Clerk.
- 9.3 It was AGREED to re-appoint Sue Lake as internal auditor for 2019/20 - £120.00.
- 9.4 The meeting received confirmation that the end of year finance documentation has been sent to PKF Littlejohn external auditor and posted to the website/noticeboards as necessary.
- 9.5 To confirm £18.95 transferred from 'Hewitt' account 07455911 to 'Current' account 00621042 to cover flowers. Noted.
- 9.6 The CIL return has been made to Broadland District Council and posted onto the website. The Parish Council now has a zero CIL balance. Noted.

10. HIGHWAYS.

- 10.1 It was AGREED to progress only with footpath No. 3 on the list. To try to add to the definitive map the route from Marsh Road out to the river pumphouse and connecting with South Walsham Footpath No. 1. Clerk to produce a Map with references. User evidence needed – newsletter, Website, village noticeboards, downloadable forms needed. Landowners to be informed. CLERK/CLLRS STEWARD, R JONES

11. CEMETERY/CHURCHYARD.

- 11.1 To note date of next JCBF meeting is 4th July 2019 at 7.30pm to take place at the Village Hall.

12. SLIPWAY KEYS.

- 12.1 It was AGREED to change the lock on the 1st July 2019. Keys to be issued by SPECIAL DELIVERY Postage. Clerk to invoice as submitted to Chair for approval. Keys to be issued upon receipt of payment. CLERK

13. BUS TIMETABLE ALTERATION.

Changes Noted by the meeting. Early morning/late afternoon buses to continue to run.

14. WEEDKILLER.

The use of weed killer on Parish Council controlled land at the ponds was not unauthorised on this occasion, but the Council had been unaware that it was to take place. Council noted that it was to be sensitive moving forwards, and that applications must adhere to seasonal requirements and advice. Pond Management to be incorporated within the maintenance plan and a Risk Assessment to be drawn for all three ponds. CLERK/CLLR STEWARD
Council confirmed that all material in use is fully approved for the areas concerned.

15. TREES.

Next meeting following village walk.

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16. ITEMS FOR INCLUSION IN THE NEXT AGENDA

- 16.1 Emergency Plan. Malcolm Steward
- 16.2 Ownership of Burlingham Wood. Roger Jones
- 16.3 Tree survey. All
- 16.4 Village Walk recommendations. All
- 16.5 Boundary ditch cemetery/recreation field.

Next Meeting: 1st July 2019 at 7.30pm, Village Hall

The Chairman RESOLVED that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature.

17. RECRUITMENT OF A PARISH CLERK.

The post has been re-advertised with a closing date of the 21st June. Interviews of applicants to take place after closing date.

EXPENSES for 3rd June 2019

Came and Co (Ins)	£987.81		£987.81
Salaries	£707.24		£707.24
The Enchanted Florist	£18.95		£18.95
Village Hall (Car Park)	£700.00		£700.00
Sue Lake (Int. Audit)	£120.00		£120.00
Viking Direct	£69.96	13.99	£83.95
	£2,603.96	13.99	£2,617.95

The meeting closed at 8.19pm

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