

MINUTES OF SOUTH WALSHAM PARISH COUNCIL MEETING

Held at the Village Hall on: **Monday 13th May 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 10 members of the public were also present.

1. FOLLOWING THE ELECTION 2nd MAY 2019 and prior to the meeting Councillors completed the necessary paperwork.

- 1.1 Acceptance of Office Forms.
- 1.2 Declaration of Interests Forms.
- 1.3 Agreement to abide by the Code of Conduct.

The Chairman called the meeting to order.

2. ELECTION OF CHAIR.

Mr Rod Russell proposed by John Debbage, seconded Darren Debbage. The Chairman signed Acceptance of Office.

3. ELECTION OF VICE-CHAIR.

Mr Roger Jones proposed by John Debbage, seconded by Darren Debbage.

4. ATTENDANCE

All present.

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

- 5.1 It was AGREED that dispensations be considered by Full Council.
- 5.2 Cllr Russell declared an interest in item 10.2 – Planning Broad View, Fleet Lane.

6. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 1st April 2019 we agreed as a true and correct record and signed by the Chairman.

7. PUBLIC FORUM

- 7.1 Fran Whymark County Councillor was present. It was suggested that the quickest way to report any highways issue was direct on 0344 8008020 or via the website.
District Councillor Nigel Brennan was present and intends to attend regularly.
Police report received: April 2019, Burglary (dwelling) and Attempted burglary (no entry gained).
May 2019 2 x common assaults – counter allegation.
- 7.2 Flooding outside 1 The Street was reported – blocked drain – clerk to report.

8. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

- 8.1 SAM Camera Data. Cllr D Debbage presented his report to the meeting. The highest recorded speed was 55 mph in the 30 limit. Average speeds are high. To liaise with Speedwatch and submit to local police enforcement.

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- 8.2 Playground Inspection. Cllr M Steward reported that this was scheduled at a cost of £45.00 plus VAT. The merry go round mulch repair was anticipated on the 14th May and the inspection would take place once that was completed.
- 8.3 Registration of Three rights of way. Clerk has forwarded paperwork to Ian Sharman for initial guidance.
- 8.4 Trees at Rear of Village Green. Still no contact from tree surgeon Tom Reed. Clerk to contact the residents who have ordered the works. **CLERK**
- 8.5 Play Area Sign – update. Cllrs D Debbage and Steward working on this – July Agenda.
- 8.6 Pilson Green Pond. Cllr M Steward reported that willows are cut back, scrub still needs taking down, wire to be fitted onto walkway.
- 8.7 Clerk confirmed Flowers were delivered to Mr and Mrs Hewitts graves.

9. CORRESPONDENCE

Merchant Navy Fund	Request to fly 'Red Ensign' on 3/9/2018	No flagpole.
Norfolk Pension Fund	Consultation on 'exit cap payment'.	Noted
NARS	Thank you for donation. Offer to come out to speak to any groups in the village	Noted.
BDC – Trevor Holden	Notification of new Management Structure – 'Two Councils one Team'	Noted.
BDC – Martin Thrower	Notification that Emma Hodds is the newly appointed monitoring officer.	Noted. Thanks expressed to Mr Thrower
Norfolk ALC	Request for nominations to join the Executive Committee	No representative from South Walsham.
Dave Rayner	Request for suggested Textile Bank locations	Nothing Suitable.

10. PLANNING

- 10.1 Broads Authority Local Plan Report from the Planning Inspector – going to Full Authority on 17th May 2019. Noted.
- 10.2 Councillors considered application BA/2019/0030/FUL – Broad View, Fleet Lane, South Walsham. Objection to be sent by the Clerk. **CLERK**

11. ADMINISTRATIVE MATTERS

- 11.1 Meeting dates were agreed for the next 12 months.
- 11.2 Confirmed that the Council meets the criteria for adoption of the Power of Competence: That the number of Councillors elected at the last election equals or exceeds two thirds of its total number of Councillors and that the Parish Clerk holds at least one of the sector specific qualifications and has passed the General Power of Competence module as part of the CiLCA qualification. **ADOPTED.**
- 11.3 The Council authorised the chairman to sign Institute of Cemetery Management Corporate Membership application form - £90.00/year.
- 11.4 Annual Parish walk date set at 24th June 6.30pm meet at the Village Hall.
- 11.5 Councillors Responsibilities. To agree representation on outside bodies and areas of responsibility. June meeting. Councillors to continue representation on all outside bodies until next meeting. **CLERK**

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12. FINANCIAL MATTERS

- 12.1 Internal Auditor Report for financial year to March 31st 2019 was received by the meeting. Clerk to action points raised. **CLERK**
- 12.2 (i) governance report for the financial year to March 31st 2019 was agreed and signed by the Chair and RFO
(ii) accounting statements for the financial year to March 31st 2019 were agreed and signed by the Chair and RFO
- 12.3 Income and Expenditure Accounts 2018/2019 received by the meeting and signed by the Chair.
- 12.4 Noted that the audit posting dates for the exercise of public rights – 17/6/19 – 26/7/19.
- 12.5 Noted that that £9,226.50 has been received from Broadland District Council for the first half of the 2019/20 precept.
- 12.6 Bank Account Provision – to consider changing accounts. Accepted Clerk recommendation to await new Clerk appointment.
- 12.7 Payment of Norwich Electrical invoice for the light bollard replacement AGREED.
- 12.8 The following payments were authorised:

Expenses for Meeting 13th May 2019

chq no	payable to	net	vat	total
1960	Norwich Electrical	£345.00	£69.00	£414.00
1961	ICCM Inst. Cem. Man.	£90.00		£90.00
1962	cancelled			
1963	Viking Direct	£84.45	£16.89	£101.34
1964	The Garden Guardian	£1,411.26	£282.26	£1,693.50
1965	Norfolk ALC	£177.96		£177.96
1966	Broadland Dist. Co	£199.40		£199.40
1967/8	Salaries	£730.24		£730.24
		£3,038.31	£368.15	£3,406.44

The Insurance Policy falls due before the next meeting however the renewal has not yet been received. It was AGREED that a payment not exceeding £800.00 could be made before the next meeting once the asset register had been reviewed by the Insurance Company and the policy renewal was received as the Council is on a rolling three-year contract.

- 12.9 Asset Register. Agreed as presented by Cllr M Steward. Insurance Company to be issued with new register. June walk to consider Maintenance Schedule based on Asset Register.

CLLR STEWARD

- 12.10 To consider bank signatories – to remove Peter Crook and add Malcolm Steward. Signatories currently Cllrs R Russell, Jones, John Debbage, Peter Crook.

13. HIGHWAYS.

- 13.1 Speeding – See SAM Item at the commencement of meeting.
- 13.2 Sign Cleaning – volunteers in the Parish are prepared to clean signs, this may involve some cutting back of vegetation. Clerk to check with Highways and Insurance Company. **CLERK**

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14. SLIPWAY KEYS.

- 14.1 Update on the re-issue of slipway keys. Letters have been sent to all keyholders with up to date payments on record. Seven have responded and wish to continue having a key. Invoices to be sent. CLERK.
- 14.2 Key holders agreement/lease agreement to be circulated to Councillors. CLERK.

15. KIDMAN's CORNER POND.

- £175.00 was AGREED for Bure Valley to hand pull more reeds. . Cllr M Steward.
This pond has a liner – reasons to be investigated. CLERK

16. ITEMS FOR INCLUSION IN THE NEXT AGENDA

Maintenance Schedule – to include Marsh Road Pond.

Next Meeting: 3rd June 2019

The Chairman may RESOLVE 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. TO CONSIDER THE COUNCIL'S RESPONSIBILITIES CONCERNING THE CEMETERY/CHURCHYARD.

Clerk to generate a guidance document and issue to Councillors to regulate the meetings between the PCC and the PC. It was AGREED that the meeting be Clerked by the Clerk to the Council. It was AGREED that the meeting be chaired by a Councillor. It was AGREED that the meetings take place on a scheduled basis. Chairman to discuss changes with current membership.

18. RECRUITMENT OF A PARISH CLERK.

Advertisement circulated – no response as yet. It was AGREED to increase the advertised/contractual hours to 10 per week. Advert to also be placed with Broadland District Council, Mardler and on website. CLERK.

The meeting closed at 9.28pm

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