

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

Held on Monday 7<sup>th</sup> October 2019 at 7.30pm at South Walsham Village Hall

Present: Darren Debbage, John Debbage, Malcolm Dennis, Roger Jones, Amanda Miller, Rod Russell (chair), Malcolm Steward  
Clerk: Miss Aileen Beck 7 members of the public were also present.

## **1. ATTENDANCE**

Apologies for absence: none.

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

Cllr D Debbage, Cllr J Debbage & Cllr M Dennis – Village Hall Trusteeship – items 7.1 13.1 13.2

Cllr R Jones – item 6 (NWT) 7.2

Cllr R Russell – item 11

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

The minutes of the meeting held on 2<sup>nd</sup> September 2019 were signed as a true and correct record.

## **4. PUBLIC FORUM**

4.1 No report available from the District Councillors. The local Police have no reported crime for the village between 29<sup>th</sup> Aug and 7<sup>th</sup> Oct 2019.

4.2 The Council decided that the Clerk should write to Elizabeth Holdings regarding the Kings Arms and enquire about their plans for the future **CLERK**

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

5.1 The Clerk attended the Introduction to VAT for Local Councils course and has also completed Module 1 of the Introduction to Local Council Administration Certificate. Noted.

5.2 The Clerk is obtaining quotes for building a new website – to be discussed at next meeting. Noted.

5.3 Transfer of £19,124.28 into the designated Cemetery and Churchyard Funds account has been completed and bank account details passed onto the PCC for future payments from the Baker Fund. Noted.

5.4 The Clerk is to look into whether improvements to existing footpaths could be covered by an application under the Parish Partnership funding. Noted.

## **6. CORRESPONDENCE**

email	Norfolk County Council	Norfolk Minerals and Waste Local Plan Review consultation open 18/09/19 to 30/10/19	Noted
email	Norfolk Wildlife Trust	Request for a letter of support for the 'South Walsham Marsh crane habitat improvements'	Clerk to send letter of support
Email	SCOPE	Request for consideration of a SCOPE textile bank to be situated in South Walsham	Information to be passed to The Mardler
email	NALC	Community, Well-being, Environment and Parish & Town Councils initiative for Councillors	Noted
email	Broads Authority	Notice of consultation on planning documents: Flood Risk Supplementary Planning Document, Marketing and Viability Supplementary Planning Document & Statement of Community Involvement	Noted

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email	South Norfolk CCG	Press release re importance of flu jabs	Noted
email	Local Government Boundary Commission for England	Public consultation on division boundaries for Norfolk County Council open until 02/12/2019	Noted
email	David Murrell	Suggestion regarding the Kings Arms	Discussed (item 4)

## 7. PLANNING

- 7.1 The pre-application consultation for the proposed telecoms installation LAND AT RECREATION GROUND, SCHOOL ROAD - the Village Hall Trustees have received no response from Clarke Telecom. Cllr Dennis to report back if anything further heard about this application. **CLLR DENNIS**
- 7.2 To consider the planning application BA/2019/0278/FUL relating to the erection of two timber shelters at NWT Upton Broads and Marshes Nature Reserve – no objection (Cllr Jones abstained)

## 8. ADMINISTRATIVE MATTERS

- 8.1 It was noted that the Clerk is to attend The Local Government Boundary Commission for England (LGBCE) briefing on the current electoral review of Norfolk on 6<sup>th</sup> October 2019 **CLERK**

## 9. FINANCIAL MATTERS

- 9.1 The following payments as circulated were approved:

	net	VAT	gross
Parish Online	£75.00	£15.00	£90.00
The Garden Guardian (01.09.19)	£705.63	£141.13	£846.75
The Society of Local Council Clerks	£99.00	£19.80	£118.80
Norfolk Association of Local Clerks	£45.00	£9.00	£54.00
PKF Littlejohn LLP	£300.00	£60.00	£360.00
Salaries	£958.51		£958.51
Expenses	£56.05	£7.48	£63.53
URM Recycling	<u>£9.00</u>	<u>£1.80</u>	<u>£10.80</u>
	£2,248.19	£254.21	£2,502.39

- 9.2 The bank reconciliation was noted as being:
- |                        |            |
|------------------------|------------|
| Treasurers account     | £17,923.58 |
| Business Bank Instant  | £13,424.29 |
| Cemetery & Churchyard  | £30,175.09 |
| Hewitt Flowers account | £ 2,084.36 |
- 9.3 It was noted that the Clerk now has on-line banking access with Lloyds to view statements and internally transfer funds but is not a signatory on the four accounts.
- 9.4 It was noted the second precept instalment of £9,226.50 received from Broadland District Council
- 9.5 It was AGREED to transfer of the second instalment from the Baker Fund of £1,091.24 into Lloyds a/c 01460751 and that in future the Clerk should make such internal transfers whenever required without recourse to Council
- 9.6 It was noted the external audit by PKF Littlejohn is completed with no action required by the Council as a result of the review
- 9.7 It was AGREED to continue with existing banking arrangements and Clerk to review in six months.

## 10. CEMETERY AND CHURCHYARD

- 10.1 The notes of the JCBF meeting 16<sup>th</sup> September 2019 received
- 10.2 It was AGREED that the JCBF should put forward proposals to the Council to enable them to make informed decisions regarding quotes received for the work required in the Churchyard. Clerk to report to Council in due course and call extraordinary meeting.

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- 10.3 It was AGREED to accept the quote from Norwich Electrical to replace the damaged bollards **CLERK**  
Council AGREED that improvement works were required at the Cemetery. Cllr J Debbage to obtain  
quote and guidance from The Garden Guardian to improve grounds and consider designated area for  
surplus soil. Ditch requires work to improve drainage. Headstones to be realigned when levelling off  
complete. **CLLR J DEBBAGE/CLERK**

**11. STAITHE**

To be carried forward to next month's meeting

**12. TREES**

- 12.1 To be carried forward to next month's meeting  
12.2 Cllr J Debbage to attend the Tree Warden Network AGM on 19<sup>th</sup> October at Freethorpe Village Hall  
with either Cllr Jones or Cllr Russell

**13. RECREATION GROUND**

- 13.1 Council AGREED to support the Village Hall Trustees to enforce the no dogs rule of the Recreation  
Ground for the benefit of all users. Cllr D Debbage to liaise with the School and submit an article to  
The Mardler. **CLLR D DEBBAGE/CLERK**  
13.2 The offer from the Council of a 5 year decreasing grant to the Village Hall Trustees for grass cutting is  
AGREED in principle. Details to be discussed in November's meeting. **CLERK**

**14. ANGLIAN WATER PUMPING STATION**

Clerk to prepare an article for The Mardler to urge parishioners to report problems direct to Anglian Water  
each time any flooding occurs. Cllr D Debbage to liaise with the school. **CLLR D DEBBAGE/CLERK**

**15. MAINTENANCE ITEMS**

- 15.1 The Garden Guardian confirmed weed killing has been carried out several times this season and the  
sides of the hedges cut in the cemetery. He will cut top if farmer does not.  
15.2 Cllr Steward has a 3 year maintenance programme for all furniture in the village  
15.3 It was AGREED the existing seat on the Village Green be removed later this month due to its  
condition as replacement is unavailable. Alternatives to be considered at a later date.  
15.4 A proposal to replace exiting planters to be circulated as existing are rotten.  
15.5 George Taylor to treat the two benches in the playground  
15.6 Pilson Green pond work completed and Kidman's Corner pond due to be done shortly.  
15.7 Marsh Road pond work completed  
15.8 Clerk in contact with Tom Proctor of County Farms who oversees Burlingham Road Wood. Details of  
work undertaken by volunteers submitted and permission granted to carry out such work.

**16. EMERGENCY PLAN REVIEW**

On target. It was AGREED to return item to the Agenda once completed.

**17. PLAYGROUND SIGN**

Quotes obtained and Cllr D Debbage liaising with school to obtain suitable graphics.

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

Next Meeting: 4<sup>th</sup> November 2019  
Internal financial review – Cllr Miller

Meeting closed 8.47pm

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