

NOTICE OF SOUTH WALSHAM PARISH COUNCIL MEETING

You are hereby invited to attend the meeting of South Walsham Parish Council on

Monday 7th September 2020 at 7.30pm

Members of Council have the option to meet in person in line with current social distancing measures at South Walsham Village Hall. Members of the press and public are invited to attend by Zoom.

Due to new Government Legislation, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 the allows the use of remote meetings until 7th May 2021.

Information for Members of the Public:

1. The meeting can be accessed via Zoom - Meeting ID: 889 5429 7483 and password: 237947
<https://us02web.zoom.us/j/88954297483?pwd=V2NwRS94M1NNaDVxNmpQaUlybTFQQT09>
Telephone numbers: +44 203 481 5237; +44 203 481 5240; +44 203 901 7895; +44 131 460 1196 or +44 203 051 2874
2. You can join the meeting either by phone, computer or android/apple device. You will be muted upon entry.
3. Members of the public wishing to speak on an item on this agenda need submit this in writing by 12noon Monday 7th September 2020. This will be read out under public participation for members to consider.
4. The agendas and the minutes of the meeting are available on the Council's website.
5. Any person wishing to photograph, record, broadcast or transmit the proceedings of a meeting should notify the Council at the beginning of the meeting.

Aileen Beck

Aileen Beck Parish Clerk

2nd September 2020

AGENDA

1. ATTENDANCE

To note those participating and to 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 remote meeting 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

- 3.1 To confirm the accuracy of the minutes of the Parish Council Meeting held on 27th July 2020.
- 3.2 Chair to sign minutes of meetings held during March, April, May, June and July as previously agreed.

4. PUBLIC PARTICIPATION & REPORTS

Clerk to read any comments submitted before the deadline above

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

- 5.1 Non-village resident slipway key invoices raised and keys issued following July's ballot.
- 5.2 Invoices to village residents slipway key holders raised prior to expiry of 12 month term

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

- 5.3 AGAR submitted to external auditors PKF Littlejohn on 28th July 2020
- 5.4 Noticeboard at Village Green refurbished (Cllr Miller)
- 5.5 Notice received from Wherry Trust of use of parish staithe on 2nd August 2020
- 5.6 Work completed on Village Green, churchyard, pond and former Burlingham Road playground
- 5.7 Anglian Water contacted to request hedge cut at School Road junction

6. CORRESPONDENCE

Email	Cllr Whymark	Hazardous Waste Days at Recycling centres	For information
Email	Norfolk Association of Local Councils	Well-being initiatives	For information
Email	Broadland District Council	Rough Sleeper Count 1 st September 2020	For consideration
Email	Norfolk Community Foundation	Requesting return of any unused funds	For consideration
Email	Cllr Whymark	Youth Advisory Board newsletter/update	For consideration
Email	St Lawrence's Trust	Thank you for covid19 grant	For information
Email	Great British September Clean	Pledge to support individually/family groups during 11-27 September 2020 keepbritaintidy.org	For information
Email	Broadland District Council	Licensing Policy review consultation to 21 st September	For consideration

7. FINANCIAL MATTERS

- 7.1 To agree and authorise payments as per circulated schedule
- 7.2 To receive and agree bank reconciliation
- 7.3 To retrospectively minute the budget proposal discussed and agreed during November 2019 meeting
- 7.4 To note VAT refund of £1,633.61 for 2109/20 received
- 7.5 To note Wayleave payments received: £47.35 for 01/01/16-31/12/2020 and two payments of £5.75 for 01/08/2020-31/07/2025
- 7.6 To note internal transfer of £988.55 from Churchyard and Cemetery account into Treasurer's account to agree with balance sheet
- 7.7 To note interest rate on the three deposit accounts reduced to 0.01% gross as of 03/08/2020
- 7.8 To note bank errors now corrected
- 7.9 To note new payscale arrangements for Clerk effective as of 1st April 2020
- 7.10 To agree cost of Clerk attending the Society of Local Council Clerk's week long virtual conference at a cost of £25 plus VAT
- 7.11 To discuss costs of voluntarily registering Council owned land with Land Registry (Clerk)

8. POLICIES AND PROCEDURES

- 8.1 To consider and adopt Web Accessibility Statement
- 8.2 To re-adopt the Duties of the Responsible Financial Officer (2yr review)
- 8.3 To adopt revised Standing Orders
- 8.4 To adopt Financial Regulations

9. PLANNING

To consider planning application 20201563: Two storey side extension, enlargement of rear kitchen and proposed associated garage at 27 Upton Road, South Walsham NR13 6EL

10. CHURCHYARD AND CEMETERY

- 10.1 To note next JCBF meeting arranged for Tuesday 8th September 2020
- 10.2 To ratify the £478 plus VAT cost for Hubbard Brick and Build to remove and rebuild sides of the damaged tomb outside St Mary's
- 10.3 To note the contents of the email regarding the Pollard graves and to agree suggested expenditure

10.4 Clerk to add 'cemetery improvements' to Council's Action Plan being drafted and to look into details, such plan having been delayed due to covid19

11. TRAFFIC CALMING MEASURES

11.1 To receive any updates on problems experienced and agree costs of rectifications, if required (Cllr D Debbage)

11.2 To receive update on signs created under Members Funding and to authorise payment of invoice when received from manufacturers

12. BURLINGHAM ROAD COMMUNITY WOODLAND

To receive update from new temporary County Farms manager (Cllr Steward)

13. PLAYGROUND

13.1 To note playground reopened 1st August it being deemed safe to do so as per updated risk assessment

13.2 To note contents of Wicksteed inspection report dated 29th July 2020 and discuss recommendations

14. FOOTPATHS

14.1 To receive update on Parish Partnership Scheme to improve access to bierway (Clerk)

14.2 To receive update on footpath/trod/fence along School Road (Cllr J Debbage)

14.3 To receive update on right of way claim Marsh Road to Fleet Lane across marshes

15. VILLAGE HALL

To consider grant request for £2,500 to improve facilities at the hall and within the village

16. ISSUES ARISING WITHIN THE VILLAGE

16.1 Hand sanitisers installed by Broadland District Council at Village Hall and Fairhaven

16.2 Broadband connection issues – letter from resident asking for support

16.3 Fly tipping at Broad Lane (Cllr J Debbage)

16.4 Staithe carpark (Cllr J Debbage)

16.5 Lay by School Road (Cllr J Debbage)

16.6 Hedge by Kings Arms pub (Cllr Steward)

16.7 Blocked drain at Pilson Green pond (Cllr Steward)

16.8 Flooding at pumping station (Cllr Steward)

16.9 Hedgerows (Cllr Steward)

16.10 Pilson Green pond bus shelter

16.11 The Ship/defibrillator

17. GRANT FROM NORFOLK COMMUNITY FUND

To reconsider grant request from Fairhaven Trust in view of changing circumstances due to covid19

Council may RESOLVE that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of item 18 due to its confidential nature.

18. JOINT COUNCILS BAKER FUND

To consider correspondence from the Parochial Church Council and the constitution of the JCBF

19. ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next scheduled meeting: 5th October 2020

Half-year budget review

Financial audit by Councillor without signing authority on bank accounts

Complaints Procedure & Filming at Parish Council Meetings policy