

MINUTES OF SOUTH WALSHAM PARISH COUNCIL MEETING

Held on **Monday 7th September 2020** at 7.30pm

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

1. ATTENDANCE

Present: Darren Debbage, John Debbage, Malcolm Dennis, Roger Jones, Rod Russell (Chair), Amanda Miller, Malcolm Stewart

4 members of the public District Councillor Nigel Brennan joined during item 16 Clerk: Aileen Beck

Apologies: County Councillor Fran Wymark District Councillor Justine Thomas

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Items 15 and 17: Cllrs D Debbage and J Debbage

Item 15: Cllr M Dennis

3. MINUTES OF PREVIOUS MEETING

3.1 The minutes of the Parish Council Meeting held on 27th July 2020 confirmed by Council as a correct record and signed by Chair.

3.2 The minutes of meetings held during March, April, May, June and July previously agreed by Council also signed as Chair (previous minutes state they will be signed at next face-to-face meeting).

4. PUBLIC PARTICIPATION & REPORTS

Clerk referred to an email received that morning regarding an email of 29th June which also involved the Broads Authority – there is no response to date, so no action taken.

Clerk mentioned sight of social media comments suggesting that the village required better bus links – the service was reduced as it was purportedly usually used by 1 person a week.

Reports received from Cllrs Whymark and Thomas by email during the meeting to be circulated to Council afterwards

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

Council noted:

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

5.3 AGAR submitted to external auditors PKF Littlejohn on 28th July 2020: receipt acknowledged 6th September 2020.

5.4 Noticeboard at Village Green refurbished: thanks to Cllr Miller

5.5 Advance 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 – Clerk to chase

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

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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 The following payments were authorised:

	Net £	Tax £	Gross £
Salaries	£793.18		£793.18
Zoom – meeting costs	£6.00	£1.20	£7.19
Stationery	£12.81	£2.16	£14.97
South Walsham Village Hall	£256.00		£256.00
The Garden Guardian	£470.75	£94.15	£564.90
Wicksteed	£60.00	£12.00	£72.00
Institute of Cemetery Management	£95.00		£95.00
Society of Local Council Clerks	£126.00		£126.00
Parish Online	£75.00	£15.00	£90.00

7.2 Bank reconciliation as at 2nd September:

Bank a/c no 00621042 Current	£7,456.21
Bank a/c no 01647010 Deposit	£21,424.29
Bank ac/no 01460751 cemetery/c/yard	£31,575.82
Bank a/c no 07455911 Deposit Hewitt	£2,066.34
Cash in hand	£5.00
	£62,527.66

7.3 Council agreed to retrospectively minute that at their meeting on 2nd December 2019 it was proposed and agreed to accept the budget document prepared by the Clerk to accompany the precept sum of £19,007

7.4 It was noted VAT refund of £1,633.61 for 2019/20 received

7.5 Council noted 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 It was noted Clerk undertook internal transfer of £988.55 from Churchyard and Cemetery account into Treasurer's account to agree with balance sheet

7.7 It was noted the interest rate on the three deposit accounts reduced to 0.01% gross as of 03/08/2020

7.8 Council noted Clerk has ensured the bank errors are now corrected

7.9 Council noted the new payscale arrangements for Clerk effective as of 1st April 2020 – Clerk to circulate information requested to Council

7.10 The cost for Clerk to attend the Society of Local Council Clerk's week long virtual conference at a cost of £25 plus VAT was AGREED

7.11 Clerk to review deeds for the parish staithe, cemetery and Pilson Green pond with a view to voluntarily registering Council owned land with HM Land Registry

8. POLICIES AND PROCEDURES

The following policies were ADOPTED by Council:

- 8.1 Web Accessibility Statement
- 8.2 The Duties of the Responsible Financial Officer (2yr review)
- 8.3 Standing Orders
- 8.4 Financial Regulations

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9. PLANNING

Planning application 20201563: Two storey side extension, enlargement of rear kitchen and proposed associated garage at 27 Upton Road, South Walsham NR13 6EL – no objections

10. CHURCHYARD AND CEMETERY

- 10.1 Council noted the next JCBF meeting arranged for tomorrow night, Tuesday 8th September 2020
- 10.2 Council AGREED to the £478 plus VAT cost for Hubbard Brick and Build to remove and rebuild sides of the damaged tomb outside St Mary's (as proposed by the JCBF as emergency work)
- 10.3 Council are aware of the wishes of the family regarding the area containing the Pollard graves and authorised the Councillors on the JCBF to discuss details at the meeting tomorrow night
- 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 Cllr D Debbage reported that the SAM2 sign will be collected and repaired by the manufacturer
- 11.2 The speed reduction signs designed by school children should be ready soon; manufacturers may require payment before delivery, if so, Council AGREED the expenditure of the £356.83 received under Members Funding allowance and AUTHORISED payment of invoice prior to next meeting, if needed.

12. BURLINGHAM ROAD COMMUNITY WOODLAND

Cllr Steward reported his discussions with the temporary County Farms Manager Richard Porter. Council AGREED Cllr Steward to negotiate a contract with them to clarify responsibilities: County Farms the pond dredging and walkway; maintenance undertaken by Richard Bond and Council responsible for the pond spraying. Mr Proctor confirmed that Council have permission to continue with the work already being undertaken by themselves and volunteers, including the ditch strimming organised for 26th September 2020. Thomas Proctor (formerly of County Farms) had been in touch with the clerk as he had received reports of bags hanging from tree branches and was to request another dog waste bin but appears no progress made.

13. PLAYGROUND

- 13.1 Council noted the playground reopened 1st August it being deemed safe to do so as per updated risk assessment
- 13.2 Council AGREED the following course of action based upon the recommendations of Wicksteed's inspection report dated 29th July 2020:
 - 13.2.1 two swings removed to ensure social distancing
 - 13.2.2 weed growth removed by Cllr Steward
 - 13.2.3 the children of Fairhaven School were designing a sign for the play area – this to be progressed by Cllr D Debbage when he next has a meeting with the headteacher
 - 13.2.4 wooden picnic table to be removed
 - 13.2.5 Cllr Steward to obtain quote for self closing gate fixture for the small gate and replacement gate for the entrance on the field (existing one no longer fits the gap available)

14. FOOTPATHS

- 14.1 Clerk met with Highways Engineer and the designer to discuss the Parish Partnership Scheme to improve access to bierway from Wymers Lane: likely to be six steps approximately 1.5m square. Unsuitable for a ramp due to gradient and position of the road. Plans to follow. Work could be carried out later this year, or early next. No handrail will be fitted, if desired, application to be made under current Parish Partnership Scheme.

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- 14.2 Cllr J Debbage obtained support from County Councillor Fran Whymark who reports that the foliage alongside the School Road footpath should have been cut by 1st September. This has not been done and people are walking on the road to avoid using the overgrown path. Cllr J Debbage to liaise with Cllr Whymark.
- 14.3 Council needs at least 12 declarations to try to claim right of way across marshes via Marsh Road and Fleet Lane, 15 received to date, Clerk to place article in Marshland Mardler for more responses.

15. VILLAGE HALL

Council AGREED to support South Walsham Village Hall by approving their grant request for £2,500 to put towards the £14,000 grant already received to purchase equipment to improve the outdoor facilities at the hall and to carry out grass cutting within the village (Cllrs D Debbage, J Debbage and M Dennis abstaining having declared an interest). Council congratulated Cllr D Debbage on his enterprise and efforts.

16. ISSUES ARISING WITHIN THE VILLAGE

- 16.1 Hand sanitisers installed free of charge by Broadland District Council at Village Hall and Fairhaven Gardens – BDC should refill, free of charge, too.
- 16.2 Properties on School Road and Upton Road have broadband connection issues – a letter from a resident was in the EDP on 22nd July 2020 and grant funding is being investigated. Council to be kept aware of developments should support ne necessary.
- 16.3 Council is aware of the fly tipping/garden waste incidents at Broad Lane: Clerk to prepare piece for the Marshland Mardler expressing the hope that the perpetrators take notice and refrain from repeating their actions due to the environmental effects/issues.
- 16.4 It was noted once again that the staithe carpark is very busy. Clerk to make enquiries of Broadland District Council as to whether disabled spaces need to be, and can be, implemented and also reporting the overnight parking occurring and asking whether a height barrier should be installed. It was also noted that the speed limit for Broad Lane should also be 30mph.
- 16.5 There have been instances of the lay-by on School Road being used for car parking – Clerk to request Highways to consider no parking sign and/or access only painted onto the tarmac to improve access to field.
- 16.6 Hedge at Kings Arms pub overgrown and obstructing access to footpath – Clerk to contact Highways. Increase in number of cars and vehicles parking by that corner noted – no action to be taken at this time.
- 16.7 Clerk to report blocked drain at Pilson Green pond to Highways – rain and silt runs of field and into this drain and the ditch into the pond. The drains at Marsh Road and Broad Lane also need clearing.
- 16.8 Flooding at pumping station remains a problem after heavy rainfall – Mrs Kinder has complained, taken the appropriate water sample as requested by Anglian Water and is still waiting for them to collect it. She has had a tree and shrubs die because of the flooding. Photographs of any flooding requested from residents. Cllr Thomas has offered to help put together a report for our MP Jerome Mayhew.
- 16.9 Clerk to request: hedge cut around the pumping station; Fleet Lane hedges as carriageway reduced and that owners of Acorn Cottage cut their hedge too.
- 16.10 Thanks to Paul Randall for renovating the Pilson Green pond bus shelter in time for it to be used by children waiting for the bus to school. Shelter on the maintenance programme. It was also noted that seat at the pond is used more regularly now it has been re-sited.
- 16.11 The Ship is shut – Cllr Russell to check whether a note needs placing over the advert in the Phone Box. Community Heartbeat Trust confirms that the defibrillator at The Ship is reported by the village volunteer as working correctly – the electricity provided by the ship merely heats and lights the box, the defibrillator is powered by battery.

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The defibrillator at Pilson Green has been removed to be repaired as it has developed a fault: in an emergency the Ambulance Service should direct people to an alternative site.

Thanks to Peter Crook for repainting the necessary parts of the village sign on The Green.

17. GRANT FROM NORFOLK COMMUNITY FUND

Council carefully re-considered the request for funding from Fairhaven Trust in view of their changing circumstances due to covid19, in particular being unable to accommodate café customers inside at present. It was decided that Council would support charities within the village run by volunteers, rather than businesses.

Council RESOLVED 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

Council considered the correspondence from the Parochial Church Council as well as the proposed changes to the constitution of the JCBF and directed the Councillors sitting on the JCBF to relay their thoughts.

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

Meeting closed 9.50pm

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