

NOTICE OF SOUTH WALSHAM PARISH COUNCIL MEETING

You are hereby invited to attend the meeting of South Walsham Parish Council on **Monday 12th April 2021** to follow the Annual Parish Meeting starting at 7.30pm to be held via Zoom

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: 856 5225 9129 and password: 020036 <https://us02web.zoom.us/j/85652259129?pwd=UHNYYTZQR0d5aFFMTUJNaWpTZzhmQT09> 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 12th April 2021. 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

7th April 2021

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 or 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

To confirm the accuracy of the minutes of the Parish Council Meeting held on 1st March 2021.

4. PUBLIC PARTICIPATION & REPORTS

Clerk to read any comments submitted before the deadline above.

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

Norfolk County Council returned the £1,750 from the Parish Partnership Scheme which is no longer proceeding.

Churchyard working party formed to clear Pollard grave area as agreed last month.

6. CORRESPONDENCE

Healthwatch Norfolk	Project regarding cancer appointments during the pandemic	On website
Broadland Tree Network	Request for minimum donation for 2021/22 of £30	For consideration
Norfolk Strategic Flood Alliance	Leaflet prepared for distribution in due course.	Copy on website
Norfolk County Council	Applications open for '1 million trees for Norfolk' project	For consideration

Broads Authority	Guide to peat development adopted	For information
Broadland District Council	Town and Council Parish Forum 22 nd April 2021	For information

7. FINANCIAL & ADMINISTRATION MATTERS

- 7.1 To agree and authorise payments as per circulated schedule.
- 7.2 To approve and sign Standing Order forms for payment of salary, pension and grass cutting contracts.
- 7.3 To note internal transfers as follows:
 - 7.3.1 £344.98 from account 00621042 to 01460751
 - 7.3.2 £6.12 from 'Bank Interest' to 'Maintenance and General Fund';
 - 7.3.3 £950.00 from 'Footpaths' 'Maintenance and General Fund';
 - 7.3.4 £155.53 from 'Maintenance and General Fund' to 'Salaries'.
- 7.4 To receive and agree bank reconciliation – Chair to verify year end bank reconciliation.
- 7.5 To note VAT claim for 2020/21 submitted to HMRC on 8th March 2021.
- 7.6 To authorise Clerk to obtain quotes for insurance renewal due 31st May 2021.
- 7.7 To agree Reserves Policy.
- 7.8 To consider the Annual Review of the Effectiveness of Internal Control policy.
- 7.9 To consider re-arranging the Annual Parish Council Meeting currently scheduled for 10th May 2021 so it can be held virtually prior to expiration of current Regulations at midnight on 6th May 2021.

8. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

- 8.1 To agree appointment of Sue Lake as internal auditor for 2020/21.
- 8.2 To agree Asset Schedule.
- 8.3 To receive unaudited AGAR forms and note that following the internal audit the forms must be signed at a meeting of Council and published by 30th June 2021.

9. PLANNING

- 9.1 To consider Planning application 20210326 new rooflights in west side of tiled roof at The Old Byre, Chameryhall Lane, South Walsham NR13 6DU.
- 9.2 To note additional details submitted for Planning application 20210098 erection of High Cell Tower including Antennas and Electronic Communications Equipment within Fence Enclosure at land at the recreation Ground, School Road, South Walsham NR13 6DD.
- 9.3 To consider Planning application 20210355 erection of 2 Holiday Yurts with associated parking and forming of new access from highway at Chamery Hall, Chameryhall Lane, South Walsham NR13 6DU.

10. KINGFISHER LANE CARPARK

To consider the re-opening of the carpark.

11. CEMETERY

- 11.1 To discuss recent improvement work undertaken at the cemetery and authorise next stages of work to be carried out.
- 11.2 To discuss the flower delivery to the Hewitt grave - Clerk

12. ACCESS IMPROVEMENT TO BIERWAY FROM WYMERS LANE

Update – Clerk/Cllr Jones

13. VILLAGE WALK

To arrange date for members of Council to meet – restrictions permitting.

14. ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next scheduled meeting: 10th May 2021 Annual Parish Council Meeting
Insurance