

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

You are hereby invited to attend the meeting of South Walsham Parish Council on  
**Wednesday 5<sup>th</sup> May 2021** 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 7<sup>th</sup> May 2021.

## **Information for Members of the Public:**

1. The meeting can be accessed via Zoom - Meeting ID: 875 3783 5288 and password: 076705  
<https://us02web.zoom.us/j/87537835288?pwd=d1FtOTlhZ0JnM0tvWTJuQzFORHZZWQT09> 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 12<sup>th</sup> 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  
29<sup>th</sup> April 2021

## **AGENDA**

1. **ELECTION OF CHAIRMAN**  
To elect the Chairman of Council and to receive the signed Declaration of Acceptance of Office.
2. **ELECTION OF VICE CHAIRMAN**  
To elect the Vice Chairman of Council and to receive the signed Declaration of Acceptance of Office.
3. **ATTENDANCE**  
To note those participating and to consider apologies for absence.
4. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
  - 4.1 To consider the process for dispensations – either via the Clerk or by Full Council.
  - 4.2 To consider any dispensations.
  - 4.3 To remind members to review forms submitted in 2019 and make any amendments that may be required.

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.
5. **MINUTES OF PREVIOUS MEETING**  
To confirm the accuracy of the minutes of the Parish Council Meeting held on 12<sup>th</sup> April 2021.
6. **PUBLIC PARTICIPATION & REPORTS**  
Clerk to read any comments submitted before the deadline above.
7. **MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**
  - 7.1 Norfolk Wildlife Trust have carried out a survey of the Churchyard – report to follow.
  - 7.2 Ivy at the staithe – Clerk.

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

- 7.3 VAT repayment claim for 2021/21 received.
- 7.4 Hewitt flowers – Clerk
- 7.5 Bins at the cemetery - Clerk
- 7.6 Email of thanks received from Norfolk Citizens Advice for £50 donation.
- 7.7 Police Community Updates now being received by Clerk and posted onto Council's website.

**8. FINANCIAL & ADMINISTRATION MATTERS**

- 8.1 To agree and authorise payments as per circulated schedule.
- 8.2 To receive bank reconciliation
- 8.3 To agree budget balances brought forward from 31<sup>st</sup> March 2021.
- 8.4 To note first precept payment of £10,014 due 30<sup>th</sup> April 2021.
- 8.5 To review Councillors Areas of Responsibility and Working Groups and agree any changes required.
- 8.6 To agree meeting dates for the forthcoming year.
- 8.7 To note that a revised model Code of Conduct has been produced by the Local Government Association – to be considered by Council once further information received.
- 8.8 To consider Insurance quotations received prior to meeting.
- 8.9 To consider Scheme of Delegation to Clerk for use whilst coronavirus restrictions in place.

**9. PLANNING**

To note additional information lodged for planning application 20210056 land at rear of Partridge House, The Street, South Walsham NR13 6AH.

**10. CEMETERY**

Update on work carried out at cemetery – Cllr J Debbage.

**11. TREE SURVEY**

To consider the three quotations received and appoint company to carry out survey.

**12. MAINTENANCE SCHEDULE**

To agree maintenance schedule and authorise work contained within said schedule – Cllr Steward.

**13. COMMUNITY WOODLAND**

To receive report from Cllr Steward and agree any work and/or costs recommended.

**14. CLOSURE OF INNER BROAD**

To discuss the closure of the Inner Broad and response received from the Broads Authority.

**15. VILLAGE WALK**

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

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

Next scheduled meeting:           to be advised (item 9.4)  
  AGAR  
  Records Management policy