

## SOUTH WALSHAM PARISH COUNCIL MEETING

Held on **Monday 12<sup>th</sup> April 2021** following the Annual Parish Meeting starting at 7.30pm by Zoom

### 1. ATTENDANCE

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

Clerk: Aileen Beck                      1 members of the public and County Councillor Fran Whymark  
District Councillor Nigel Brennan joined at item 8.

### 2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr D Debbage, Cllr J Debbage & Cllr M Dennis – Trustees of South Walsham Village Hall – 9.2

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 1<sup>st</sup> March. 2021 confirmed as a true record by Council and signed by the Chair.

### 4. PUBLIC PARTICIPATION & REPORTS

The Chair reminded that this Public Participation section is the only part of the meeting for members of the public to have their say on Agenda items.

A resident had contacted the Clerk to object to the bierway being moved as believed to be an historical right of way that should be maintained for the benefit of walkers, villagers and posterity. Clerk to check classification of the bierway (Footpath 5) on the definitive map.

A request has been made for a brown bin at the cemetery: Clerk reported that the cost would be £107.80 per year but that the green bin was not emptied on the last round so will speak to the relevant department at Broadland District Council to report back next meeting.

### 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 – thanks to all involved and for re-purposing existing stones on site.

### 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	£30 donation agreed
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	Noted
Broads Authority	Guide to peat development adopted	Noted
Broadland District Council	Town and Council Parish Forum 22 <sup>nd</sup> April 2021	Clerk to attend
Norfolk Citizens Advice	Grants for individuals in need database now launched – visit <a href="https://www.ncab.org.uk/grants">https://www.ncab.org.uk/grants</a>	Information on website

### 7. FINANCIAL & ADMINISTRATION MATTERS

7.1 Council agreed and authorised the following payments:

	net	VAT	gross
Salaries	728.69		728.69
Marine Tech – sign at cemetery	34.00	6.80	40.80
11/2021			

Wicksteed – parts for swings	40.70	8.14	48.84
Norfolk Association of Local Councils	175.75		175.75
Broadland District Council – cemetery bin	206.50		206.50
Viking - stationery	31.11	6.22	37.33
George Taylor – cemetery/ponds/hedging	165.00		165.00
Joe Pickett – work at cemetery	300.00		300.00
South Walsham Village Hall – grass cutting	260.44		260.44
Garden Guardian – grass cutting	431.25	86.25	517.50
Abbey Memorials – replacement vases	14.00		14.00
Norfolk Prestige Fencing Ltd – deposit for gate	575.90	115.18	691.08
Information Commissioner's Office	35.00		35.00
Citizens Advice Norfolk (s137 donation)	50.00		50.00
Zoom – meeting cost	5.99	1.20	7.19
HP Instant Ink	8.32	1.67	9.99
Broadland Computers	<u>16.67</u>	<u>3.33</u>	<u>20.00</u>
	3,079.32	228.79	3,308.11

7.2 Standing Order forms for payment of salary, pension and grass cutting contracts were agreed by Council and signed by two bank signatories.

7.3 Council noted the following internal transfers:

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 Bank reconciliation as at 31<sup>st</sup> March 2021 verified by Chair:

Bank a/c no 00621042 Current	£3,126.13
Bank a/c no 01647010 Deposit	£21,424.29
Bank ac/no 01460751 cemetery/churchyard	£33,512.52
Bank a/c no 07455911 Deposit Hewitt	<u>£2,066.48</u>
	£60,129.42

7.5 It was noted the VAT claim for 2020/21 submitted to HMRC on 8<sup>th</sup> March 2021.

7.6 Council authorised the Clerk to obtain quotes for insurance as renewal due 31<sup>st</sup> May 2021.

7.7 Council agreed the Reserves Policy.

7.8 Council considered the Annual Review of the Effectiveness of Internal Control and re-adopted the policy for a further year.

7.9 Council delegated the re-arrangement of the Annual Parish Council Meeting currently scheduled for 10<sup>th</sup> May 2021 to the Clerk so it can be held virtually prior to expiration of current Regulations at midnight on 6<sup>th</sup> May 2021. Change of date to be published when agreed.

## 8. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

8.1 It was agreed by Council to appointment of Sue Lake as internal auditor for 2020/21.

8.2 Council agreed its Asset Schedule at £49,314.

8.3 The unaudited AGAR form was received by Council and it noted that following the internal audit the forms must be signed at a meeting of Council and published by 30<sup>th</sup> June 2021.

## 9. PLANNING

9.1 Planning application 20210326 new rooflights in west side of tiled roof at The Old Byre, Chameryhall Lane, South Walsham NR13 6DU – no objection.

12/2021

- 9.2 It was noted additional details have been 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 – no objection.

**10. KINGFISHER LANE CARPARK**

Council noted that the carpark has been reopened.

**11. CEMETERY**

11.1 Council AGREED that the cemetery boundary ditch should be dug deeper and further along the boundary to the Acle Road. This re-formed ditch should also join the existing one alongside the farmland/Village Hall site. Cost £200 per day – 2 days work likely to be required by Joe Pickett. George Taylor will be asked to tidy the scrub adjacent to the new bank, approximately half a day's work costing £100.

Visitors to the cemetery are asked to use the main entrance from Acle Road – it is noted that people have used the new entrance despite the two signs to the contrary, so they do so at their own risk.

11.2 Clerk to contact florists to resolve/re-arrange missing deliveries to the Hewitt grave.

**12. ACCESS IMPROVEMENT TO BIERWAY FROM WYMERS LANE**

Council thanked Mr Crane for improving access to the footpath 5 at his own expense.

**13. VILLAGE WALK**

To be carried forward to May's meeting.

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

Next scheduled meeting:           Date to be advised - Annual Parish Council Meeting  
  Insurance  
  Tree Survey  
  Maintenance Schedule  
  Community Woodland

Meeting closed 8.30pm

13/2021