

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

You are hereby invited to attend the meeting of South Walsham Parish Council on **Monday 7<sup>th</sup> February 2022** at 7.30pm to be held at South Walsham Village Hall

Anyone experiencing any coronavirus symptoms, awaiting test results, self-isolating or with a positive test result should not attend the meeting.

*Aileen Beck*

Aileen Beck - Parish Clerk  
2<sup>nd</sup> February 2022

### **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 10<sup>th</sup> January 2022.

#### **4. PUBLIC FORUM**

4.1 To receive reports from County Councillor - Fran Whymark, District Councillors - Nigel Brennan and Justine Thomas, if present.

4.2 To receive comments from members of the public, restricted to 5 minutes per person, on matters elsewhere in the agenda. Item to last no more than 15 minutes.

#### **5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**

To receive verbal report from the Clerk.

#### **6. CORRESPONDENCE**

Email	Tots to Teens club	Activity days during half term: call 01603 430525 and visit <a href="http://www.broadland.gov.uk/t2t">www.broadland.gov.uk/t2t</a>	For information
Email	Fairhaven pre-school	Query about Queen's Jubilee events	For discussion

#### **7. FINANCIAL & ADMINISTRATION MATTERS**

7.1 To agree and authorise payments as per circulated schedule.

7.2 To receive bank reconciliation.

7.3 To note internal transfers as follows: £3,000 from deposit account to treasurer's account and £1.05 from Hewitt account to treasurer's account.

7.4 To agree and sign updated mandate form for Council's bank accounts.

- 7.5 To agree Clerk's training costs: £15 + VAT for SLCC 'Managing Local Council Elections' and £39 for SLCC Norfolk all day conference in Norwich.
- 7.6 To re-adopt Council's Health and Safety policy.

## **7. PLANNING**

To consider planning application 20220032: relocation of oil tank to front of property at 27 Upton Road, South Walsham, NR13 6EL.

## **8. CEMETERY & CHURCHYARD**

- 8.1 To discuss the Friends of South Walsham Cemetery schedule of work planned for 2022 and to agree costs arising, including:
  - 8.1.1 Cleaning of gates and steel rails prior to undercoat and painting;
  - 8.1.2 Purchase two signs regarding parking at cost of £66;
  - 8.1.3 Hedge maintenance, associated costs £51;
  - 8.1.4 Maintenance work to bridge;
  - 8.1.5 Top up of sunken graves;
  - 8.1.6 Tidy area alongside new hedging plants;
  - 8.1.7 Provision for a new compost area.
- 8.2 To receive update on consecration process.
- 8.3 To note awaiting written agreement from the Parochial Church Council to the required tree work within the churchyard before being able to submit faculty application.

## **9. VILLAGE GREEN**

- 9.1 To discuss Bus Shelter refurbishment proposal and agree £50 cost of wood treatment.
- 9.2 To discuss planters and agree cost of £395.
- 9.3 To receive update on tree work required to oak at rear of the green.
- 9.4 To note volunteer work carried out within the village green area.

## **10. VILLAGE HALL & PLAYGROUND**

To receive update on lease and licence to Fairhaven CofE VA Primary School.

## **11. MAINTENANCE ISSUES**

Hedge maintenance within the village.

## **12. POTHoles**

To note procedure for reporting potholes and problems to Norfolk County Council  
<https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>

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 12 due to its confidential nature.

## **13. LAND**

To discuss matters relating to land owned and managed within the village.

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

Next scheduled meeting: 7<sup>th</sup> March 2022