

NOTICE OF SOUTH WALSHAM PARISH COUNCIL MEETING

You are hereby invited to attend the meeting of South Walsham Parish Council on **Monday 4th April 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
30th March 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 7th March 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, including update from Highways department of Norfolk County Council.

6. CORRESPONDENCE

Email	Broadland District Council	The Big Broadland Litter Pick 2022 – 14 th March to 31 st June 2022 – offer to loan equipment	For information
Email	Broadland tree Warden Network	Request for donation towards the work of the Broadland Tree Network costs for 2022/23	For consideration
Email	CLlr Fran Whymark	Temporary registration office to open in Wroxham library in May 2022 for appointments to register births, deaths and notice of intention to form marriages or civil partnerships	For information
Email	The Anne Robson Trust	Charity training volunteers who sit with patients during their last days and hours to provide	For information

		company and companionship and support family and friends. Call 0808 801 0688 or visit www.annerobsontrust.org.uk/helpline-service	
Email	Broadland District Council	Rough Sleeper count 7 th April 2022	For information
Email	Norfolk County Council	Road closure at Upton on 12 th April 2022	For information
Email	Broadland District Council	Sanitising stations to be removed from existing locations due to Welcome Back campaign finishing on 31 st March 2022.	For information
Email	Norfolk Association for Local Councils	Limited number of call blockers available for those susceptible to scam and nuisance calls.	For information

7. FINANCIAL & ADMINISTRATION MATTERS

- 7.1 To agree and authorise payments as per circulated schedule.
- 7.2 To receive bank reconciliation as at 29th March 2022.
- 7.3 To note the internal transfer of £936.82 from reserves to the following budget headings: £34.95 to salary, £30 to donations and £871.87 to the Village Green.
- 7.4 To note the transfer of £105 from the churchyard and cemetery account to the treasurer's account as per end of year balance.
- 7.5 To consider the draft end of year accounts for 2021/22.
- 7.6 To review bank statements as at 31st March 2022 for verification by the Chairman.
- 7.7 To agree the appointment of the internal auditor.
- 7.8 To sign new standing order instructions for payment of the clerk's revised salary.
- 7.9 To note that flowers will be purchased for the Hewitt grave this month as previously discussed.
- 7.10 To discuss the requirements for the Annual Parish Meeting due to be held 9th May 2022.

8. POLICIES AND PROCEDURES

- 8.1 To agree Standing Orders – reviewed annually
- 8.2 To agree Financial Regulations – reviewed annually
- 8.3 To carry out Annual review of Internal Control

9. PLANNING

- 9.1 To consider planning application 20212294: application for part respective works for alterations to the rear garden including installation of a hot tub, alterations to the hard surfacing, erection of multiple structures in addition to a replacement fence and gate, installation of an inspection chamber for soakaway, erection of hard surfacing including a pathway and relaying the driveway. Proposal to erect a replacement shed, hard surfacing and gazebo in rear garden at 2 Fairhaven View, Ranworth Road, South Walsham NR13 6EF.
- 9.2 To consider planning application 20220421: change of use of agricultural building to dwellinghouse at County Farm, Green Lane, South Walsham, NR13 6DE.

10. FAIRHAVEN CE VA PRIMARY SCHOOL

- 10.1 To agree and sign the Lease between the Norwich Diocesan Board of Finance Ltd and the Parish Council relating to use of part of the existing play area by Fairhaven CE VA Primary School.
- 10.2 To note that building work under Planning Permission 20210723 due to start later this month.

11. CEMETERY & CHURCHYARD

- 11.1 To consider the March report from the Friends of the Cemetery, to include:
 - 11.1.1 Hedge cutting;
 - 11.1.2 Frontage to cemetery;
 - 11.1.3 Mature hedge between cemetery and the playing field;

- 11.1.4 Fruit trees at front of the cemetery;
 - 11.1.5 Access way handrails from village hall land into the cemetery;
 - 11.1.6 No parking signs;
 - 11.1.7 Groundwater risk assessment – Clerk;
 - 11.1.8 To agree costs to grind out tree stumps;
 - 11.1.9 To agree cost of grass seed to cover the area levelled;
 - 11.1.10 Gravestones.
- 11.2 To note that the Parochial Church Council has been given an English Oak under the Queen’s Green Canopy Scheme planned to be planted at the front of the churchyard.

12. VILLAGE GREEN

- 12.1 To discuss the hedge cutting at the Village Green.
- 12.2 To receive an update on the tree maintenance.

13. COUNCILLORS AREAS OF RESPONSIBILITY AROUND THE VILLAGE

To discuss and agree template to be used to define roles and responsibilities for each area defined during the March meeting.

14. OTHER MATTERS WITHIN THE VILLAGE

- 14.1 Plans around the village for the Queen’s Jubilee
- 14.2 School Road hedge
- 14.3 Update on bus shelter progress – Cllr Steward
- 14.4 Kingfisher lane carpark – Cllr J Debbage
- 14.5 Defibrillator at the Village Hall – Cllr D Debbage
- 14.6 Burlingham Country Park report – Cllr Crook
- 14.7 Parish Council signage around the village – Cllr Crook

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 15 due to its confidential nature.

15. CLERK’S HOLIDAY ENTITLEMENT

16. ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next scheduled meeting: 9th May 2022

Deadline for items for the next agenda: with the Clerk by 5pm Friday 29th April 2022