

## SOUTH WALSHAM PARISH COUNCIL MEETING

Held on **Monday 7<sup>th</sup> March 2022** at South Walsham Village Hall at 7.30pm

### 1. ATTENDANCE

Present: Peter Crook, Darren Debbage, John Debbage, Malcolm Dennis, Roger Jones (Chair) and Malcolm Steward. Apologies: Amanda Miller

Clerk: Aileen Beck County Councillor Fran Whymark 3 members of the public

### 2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Darren Debbage, John Debbage & Malcolm Dennis – Village Hall Trustees – items 9.1 9.3 and 11  
Roger Jones – items 9.3 and 10

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 7<sup>th</sup> February 2022 confirmed as a true record by Council and signed by the Chair.

### 4. PUBLIC FORUM

4.1 County Councillor - Fran Whymark: request to donate funds via the Disasters Emergency Committee <https://www.dec.org.uk/appeal/ukraine-humanitarian-appeal> rather than send resources. Norfolk County Council are getting ready to receive refugees when appropriate.

Norfolk County Council has launched Go Digital, a free service to support small to medium sized business with grants of up to £500. See <https://www.norfolk.gov.uk/business/grants-and-funding/go-digital>.

Community at Heart Lottery (Broadland and South Norfolk Council) raised £46,000 for local good causes in its first year.

Get Started grant of £300 for community groups to form not-for-profit organisations – see <https://www.southnorfolkandbroadland.gov.uk/council/get-started>.

£150 council tax rebate will be paid direct to the bank account used for direct debit payments. If paying by other methods a claim will need to be made. Information released in due course.

4.2 Comments from members of the public: Appreciation of the ongoing work to improve the cemetery; email confirming that current editor of The Marshland Mardler will hand over to the new editor after production of the April issue; noted that the trees around Kidman's Corner Pond have been felled; concerns of gravel from driveways spilling onto pavements – to be referred to Highways department; Able Community Care are offering free door stickers (email [info@ablecommunitycare](mailto:info@ablecommunitycare) or call 01603 761655);

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

Verbal report from the Clerk, including: PC Chambers out with speedwatch team following concerns made to them about Panxworth Road; Village Green hedge cut this morning (to be discussed next month); Highways report that potholes along Field Road, Marsh Road, Broad Lane and Harrold's Close have been either filled or reported for repair. Potholes in The Street marked out on road for repair. Drains outside school programmed for cleaning. Pothole on Newport Road reported along with visibility problems at Newport Road junction. Tree work under survey rescheduled to 21<sup>st</sup> and 22<sup>nd</sup> April due to emergencies elsewhere following February's storms.

### 6. CORRESPONDENCE

Email	Norfolk Citizens Advice	£50 cheque acknowledged with appreciation	noted
Email	Norfolk Local Access Forum	Forum comprising up to 22 people giving independent advice to various organisations on improving access to the countryside in Norfolk – 14 volunteer vacancies	noted
Email	Norfolk Citizens Advice	Recruitment drive for volunteers and 2 Trustee positions available	noted

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Email	Norfolk Association of Local Councils	Member Council meeting for members within Broadland at Acle Recreation Centre on Tuesday 22 <sup>nd</sup> March at 10am.	noted
Email	Norfolk Association of Local Councils	Household Support Fund	Noted & passed to village charity

## 7. FINANCIAL & ADMINISTRATION MATTERS

7.1 Council RESOLVED to authorise the following payments:

	Net £	VAT £	Gross £
Salaries	760.46	0.00	760.46
HP Instant Ink – November	8.32	1.67	9.99
ASAP Electrical Services	25.00	0.00	25.00
Filcris – planters for village green	297.51	59.50	357.01
Birketts – village green transfer fees to date	558.36	111.68	670.04
Community Heartbeat Trust – support costs	252.00	50.40	302.40
SLCC Norfolk branch – training costs	39.00	0.00	39.00
HM Land Registry search fees	6.00	0.00	6.00
Post Office – printer paper	4.99	1.00	5.99
Peter Crook – reimbursement cemetery signs	55.00	11.00	66.00

7.2 Council RESOLVED to accept bank reconciliation and budget monitoring statement as at 1<sup>st</sup> March 2022:

	£
Bank a/c no 00621042 Current	4965.00
Bank a/c no 01647010 Deposit	18,424.29
Bank ac/no 01460751 cemetery & c/yard	34,888.06
Bank a/c no 07455911 Deposit Hewitt	<u>2,065.65</u>
	60,343.00

7.2 It was agreed to rename the 'Emergency Planning' group to the 'Emergency Response group'. Cllr Steward offered to update the Emergency Plan dated 7<sup>th</sup> January 2013.

7.3 Councillors areas of responsibility reviewed: Burlingham Country park – Cllr Crook; Burlingham Community Wood – Cllr J Debbage; Charities representatives – Cllrs J Debbage & Steward; Cemetery – Cllrs Crook, Miller and Steward; Churchyard – Cllrs J Debbage, Crook and Miller; Emergency Response group – Cllrs Jones, D Debbage and Steward; Fairhaven Primary/pre-school – Cllr D Debbage; Highways Rangers – Cllr J Debbage; Kidmans Corner Pond – Cllr Steward; Maintenance programme – Cllr Steward; Marsh Road Pond – Cllr Jones; Norfolk Association of Local Councils representative – Cllr Jones; Pilson Green Pond – Cllr Steward; Play Area – Cllrs Steward and D Debbage; St Lawrence's – Cllr Dennis; The Staithe and Kingfisher Lane car park – Cllrs Jones and Crook; Tree Warden – Cllr J Debbage; Village Green – Cllrs Dennis and Miller; Village Hall and Recreation Field – Cllr Dennis.

ACTION: Cllrs to write their own job description for each role for ease of transfer to another councillor.

7.4 It was RESOLVED that Council would donate £25 to The Marshland Mardler as requested by its treasurer.

## 8. POLICIES AND PROCEDURES

8.1 It was RESOLVED to agree the Publication Scheme reviewed annually.

8.2 It was RESOLVED to agree the Risk Management Scheme reviewed annually.

8.3 It was RESOLVED to re-adopt Information and Data Protection Policy reviewed annually.

8.4 It was noted that the Standing Orders and Financial Regulations are to be reviewed next meeting due to minor amendments required.

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## **9. PLANNING**

- 9.1 Proposed base station installation at South Walsham Village Hall and Sports Ground, School Road, South Walsham NR13 6DD – no comment to letter from the developers, change of location noted. The Village Hall has yet to enter into any agreement with the developers.
- 9.2 Planning appeal APP/K2610/W/21/3288087: raising of roof ridge height to create upstairs accommodation including dormer windows in both number 8 and 10 Panxworth Road, South Walsham NR13 6DY – noted, no further comment necessary.
- 9.3 Planning application 20220138: demolition of existing building and residential development comprising a single detached and two semi-detached two-storey houses together with access and parking at The Kings Arms, 1 Panxworth Road, South Walsham, NR13 6DY – no objection. Clerk to investigate whether parking restrictions could be applied to that corner due to this proposed development.

## **10. HEDGE AND FOOTPATH ALONGSIDE SCHOOL ROAD**

Cllr Jones thanked everyone involved for their contribution and joint efforts in cutting the School Road hedge. Work still required on the 'inside' to be undertaken by Cllr Crook. Cllr J Debbage offered to remove the picket fence as deemed to be no longer required due to height/size of hedging plants on field boundary. Council AGREED that Cllr Jones should be paid a commercial rate for the work carried out, costs to be borne by Norfolk County Council. If funds are not forthcoming then residents have offered to contribute. Cllr Whymark and the Clerk to contact Highways and County Farms to enquire whether the Council can take over responsibility for the hedge with a financial contribution from Norfolk County Council.

## **11. LICENCE TO NORFOLK COUNTY COUNCIL FOR USE OF FACILITIES AT THE VILLAGE HALL**

It was RESOLVED to agree and sign the Licence relating to use of the playing field and car park by Fairhaven CE VA Primary School. Solicitor's costs of £525 plus VAT agreed.

## **12. CEMETERY & CHURCHYARD**

To consider the February report from the Friends of the Cemetery:

- 12.1 Hedge now cut back to between 300mm and 400mm behind the headstones. A lengthy discussion followed regarding bonfires and incinerators in the churchyard and cemetery- it was agreed that the hedge cutting waste (and other tree branches/cuttings) to be burnt by a small fire in a sensible location at a suitable time, weather permitting, subject to risk assessments being in place.
- 12.2 Frontage to cemetery cut back and tidied to improve visibility.
- 12.3 Mature hedge between cemetery and the playing field cut back. Small tree damaged by the storms removed.
- 12.4 Fruit trees at front of the cemetery thought to be in bad condition and agreed to be felled to improve aesthetic appearance. To be replaced perhaps by shrubs – yet to be decided.
- 12.5 Access way handrails from village hall land into the cemetery treated.
- 12.6 No parking signs fixed onto cemetery railings – effectiveness to be monitored.
- 12.7 Groundwater risk assessment – Clerk to obtain quotes.
- 12.8 Agreed that Cllr Crook should be reimbursed fuel costs (estimate of approximately £60) to level area alongside new hedging plants using own equipment. Excess soil to be used to level surface of the extension.
- 12.9 Future of the cemetery – Clerk to clarify government proposals regarding new cemetery spaces and pass onto Cllr Steward for measuring up extension to produce a new plan for reference and consecration purposes. Future plans could include establishing a memorial garden. The next funeral due to take place on 30<sup>th</sup> March 2022.

## **13. OTHER MATTERS WITHIN THE VILLAGE**

- 13.1 The missing footpath sign at the Kingfisher Lane carpark has been replaced.
- 13.2 Refurbishment of the Village Green bus shelter proceeding well. Council agreed to cost of sanding equipment, approximately £50, as woodwork cleaning up well, improving the look and end result.
- 13.3 Risk Assessments – ongoing by Cllr Steward and Clerk.

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13.4 Recycling facilities – no income to be received this year from facilities at The Ship. Clerk to investigate.

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

Requested by Cllrs: Village Green; School Road hedge; Cllr Crook to check village signs and adjust where necessary plus return posts currently alongside bierway entrance to Cllr Jones.

Next scheduled meeting: 4<sup>th</sup> April 2022. Deadline for items with the Clerk by 5pm Friday 25<sup>th</sup> March 2022

Meeting closed 9pm

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