

SOUTH WALSHAM PARISH COUNCIL MEETING

Held on **Monday 9th May 2022** at South Walsham Village Hall at 8.10pm as it followed the Annual Parish Meeting which began at 7.30pm

1. ELECTION OF CHAIRMAN

Cllr Jones elected as Chairman - Declaration of Acceptance of Office form duly signed and witnessed by the Clerk.

2. ELECTION OF VICE CHAIRMAN

Cllr Steward elected as Vice Chairman - Declaration of Acceptance of Office duly signed and witnessed by the Clerk.

3. ATTENDANCE

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

Clerk: Aileen Beck

5 members of the public

County Councillor: Fran Whymark District Councillor: Justine Thomas

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr D Debbage and Cllr J Debbage – items 11.2 and 12 – Village Hall Trustees

Cllr Jones – item 10 – pecuniary interest

5. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 4th April 2022 confirmed as a true record by Council and signed by the Chair.

6. PUBLIC PARTICIPATION & REPORTS

For reports from the County Councillor Fran Whymark and District Councillor Justine Thomas see minutes of the Annual Parish Meeting.

No comments from members of the public.

7. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

Clerk's verbal report:

Highways cleared the drains in front of the school.

Lingwood and Burlingham Parish Council responded to Clerk's enquiry about the proposed Burlingham Woodland Park and have had no involvement to date or going forward.

Recycling facilities at The Ship – URM understood the site was closed so stopped collecting the glass from the bottle banks. Clerk confirmed facilities for residents, not commercially, so collection should be restarted until advised otherwise by Council.

Parker bench at the staithe received a temporary repair, with thanks to Mr R Russell. A replacement to be made for the same site, same measurements with stainless steel legs. Costs and further information to follow. Woodbastwick Parish Council have made contact about the fatal accident in January on Panxworth Road asking for support for slowing traffic on that road. Awaiting further details.

Member of the public raised a query over the state of the public noticeboards made by Cllr Steward many years ago. The one at the village hall has been fixed. The one at the Village Green had been painted by Cllr Miller and was deemed to be in an acceptable condition. Cllr Steward to determine whether the soft backing within the noticeboards needs replacing.

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Cllr J Debbage: Dog fouling on the Recreation Ground is a problem with owners not clearing up after their dogs. Situation to be monitored. Clerk reported that Broadland District Council are intending to renew their Public Spaces Protection Order relating to dog fouling which will carry a fine of £100 in these instances. Rough Sleeper Count due 30th May 2022 – any such situation within the parish needs to be referred to Broadland District Council.

8. CORRESPONDENCE

Email	Broadland District Council	Free kerbside collection service for textiles, small electrical items and batteries	If items remain uncollected contact BDC.
Email	Broads Authority	Feasibility report for the Clean Maritime Demonstration Competition Project (CMD) “Electrifying The Broads” now available	Noted
Email	Acle and District Men’s Shed	Charity set up to support residents in the local area and not just Acle. More information from acle.district.mensshed@gmail.com	Noted
Email	Broadland District Council	Invitation for council representative to be present at raising of the jubilee flag. Request for residents remembering Queen’s coronation in 1953.	Noted – no representative to be sent.

9. FINANCIAL & ADMINISTRATION MATTERS

9.1 Council RESOLVED to authorise the following payments:

	Net £	VAT £	Gross £
Salaries	791.39	0.00	791.39
Garden Guardian – grass cutting March & April	923.00	184.60	1,107.60
South Walsham Village Hall – grass cutting March & April	427.88	0.00	427.88
Crown Tree Services – work from tree survey	2,100.00	420.00	2,520.00
Cozens-Hardy LLP – professional fees re licence	525.00	105.00	630.00
ICCM – membership fees	95.00	0.00	95.00
Broadland Tree Warden Network – donation agreed April	30.00	0.00	30.00
RR Jones, Town House Farm	117.00	23.40	140.40
BHIB – insurance premium	653.83	0.00	653.83
Information Commissioner’s Office – Data Protection fee	35.00	0.00	35.00
Ace of Spades – drill bit – to be held back see item 14.2	60.00	12.00	72.00
Clerk’s expenses:			
HP Instant Ink – April	8.32	1.67	9.99
WH Smith – stationery	4.48	0.00	4.48
Post Office Limited – stamps	22.28	0.00	22.28
Broadland Computers – antivirus & remote support	41.67	8.33	50.00
HM Land Registry – search fees	10.00	0.00	10.00

9.2 Council RESOLVED to accept the bank reconciliation and budget monitoring statement as at 29th April 2022.

	£
Bank a/c no 00621042 Current	12,054.04
Bank a/c no 01647010 Deposit	18,424.29
Bank ac/no 01460751 cemetery & c/yard	34,738.65
Bank a/c no 07455911 Deposit Hewitt	<u>2,065.69</u>
	67,282.67

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- 9.3 Council noted budget figures carried forward and that the Clerk is reviewing the budget for 2022/23 agreed in November 2021 in view of rising costs.
- 9.4 Income received from Broadland District Council: Community Infrastructure Levy of £39.39 and first of two precept instalments of £11,015.50.
- 9.5 It was noted the VAT claim for October 2021 to end March 2022 submitted to HMRC.
- 9.6 Meeting dates for council year 2022-2023 approved. Query raised over timing of slipway key ballot to be brought in line with fishing season – to be considered at next meeting for implementation in 2023.
- 9.7 Acquisition cost for items included within asset register agreed at £69,506 for Annual Governance and Accountability Return purposes. Values for replacement costs for insurance purposes to be revisited next meeting. Revised suggested costs to Clerk in advance.
- 9.8 Council RESOLVED to accept insurance renewal from BHIB as from 1st June 2022.
- 9.9 Councillors noted the suggestion to review their disclosable interest forms submitted to Broadland District Council.
- 9.10 Council RESOLVED to re-adopt the Complaints Procedure and Filming at PC meetings policy. Clerk reported that the policies and procedures were reviewed throughout the year rather than on bulk at this annual meeting. Awaiting revisions to the Standing Orders and Financial Regulations as suggested by the National Association of Local Councils before bringing to Council.

10. SCHOOL ROAD HEDGE AND FOOTPATH

Cllr J Debbage has removed the fence between the field and footpath along School Road with permission from County Farms to do so and repurpose, although some lengths are rotten at the bottom. Cllr Crook has cut back the vegetation to make footpath passable and comfortable to use. Cllr Whymark will take this to the County Member for Highways once he receives details of time taken to remove the fence, cutting the hedge, fuel costs and Cllr Jones' invoice for his time using his equipment. Mr Murrell's time and costs to be considered too. AGREED that Cllr Crook would collate the information and forward to the Clerk with any queries being answered by Council members by email prior to next meeting.

11. PLANNING

- 11.1 Planning application 20212084: retention of cabin for home working at Hill House Farm, Chameryhall Lane, South Walsham NR13 6DU – no objection.
- 11.2 Planning application 20220744: installation of 15m high lattice tower supporting 3 antennas and 2 transmission dishes, 3 equipment cabinets and 1 electric metre cabinet, located within a fenced compound and ancillary development at Recreation Ground, School Road, South Walsham NR13 6DD – no objection.

12. SOUTH WALSHAM VILLAGE HALL

- 12.1 It was NOTED that 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 has been completed.
- 12.2 Council RESOLVED to accept the request from the School's Estates and Finance Officer of the Diocese of Norwich to use the proceeds of sale of the existing basket swing to offset the costs of the agreed replacement.
- 12.3 Council RESOLVED that the unregistered deeds to South Walsham Village Hall and Recreation Ground remain with Cozens-Hardy LLP until such times as funds are in hand to cover the costs of first registration with HM Land Registry.
- 12.4 It was NOTED that the Licence with Norfolk County Council regarding use of the carpark and field had completed and payment made direct to the Village Hall.

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13. CEMETERY & CHURCHYARD

- 13.1 The May report from the Friends of the Cemetery was noted and reported at the Annual Parish Meeting:
- 13.1.1 Grass mowing and strimming: being monitored, all well so far although instances reported of grass cuttings sticking to memorials.
 - 13.1.2 Bank removal and soil distribution: grass seed now sown as bank removed.
 - 13.1.3 Gate and railings: cleaned and painted.
 - 13.1.4 Fruit trees: cut back with plans to remove in the autumn and stumps ground out.
 - 13.1.5 Grave levelling: ongoing.
 - 13.1.6 Stump grinding: AGREED to George Taylor grinding out stumps from 8 fir trees and 1 small holly stump. Work to be carried out at end of this week.
- 13.2 The tier 1 Groundwater Risk Assessment dated 12th April prepared by The CDS Group suggests that a tier 2 survey may be required at a cost of £4,470 plus VAT. RESOLVED: Clerk to contact the Environment Agency to investigate how the new requirements affect the cemetery and compliance concerns. Also to find out whether a Lawful Development Certificate is applicable to this situation.
- 13.3 The Clerk has contacted Abbey Memorials to enquire whether their quote to repair the Smith tomb in the churchyard remains valid now the Lawson Cypress tree has been felled, with a view to completing the work as soon as possible.
- 13.4 There are three weddings to take place at St Mary's, one in May and two in August. Garden Guardian are unable to collect the grass cuttings. Various potential solutions discussed, the most workable being offered by Cllr Crook although reliant upon use of a trailer to transport his machine to the church.

14. VILLAGE GREEN

- 14.1 The planters on the Village Green to be refreshed with plants donated by Fairhaven Gardens. Cost of mushroom compost to be reimbursed to Cllr Miller. Two new planters to be installed on the triangle of grass in front of The Kings Arms. Clerk to inform Highways. Recent order of planters to be constructed by Cllr Steward to encase the daffodils and other flowers either side of the village sign. Noted that strimming around the bin and planters was not completed on the last cut – to be relayed to contractor.
- 14.2 Clerk awaiting response from Tree Officer at Broadland District Council before being able to give an update on tree work carried out in October. RESOLVED to withhold payment of the £60 plus VAT requested by Ace of Spades for the drill bit ordered as work yet to be agreed by Council as asking for a second opinion.
- 14.3 Thanks to Martin Thrower for making such good progress on the transformation of the bus shelter at the Village Green. Work ongoing.
- 14.4 Clerk has now heard from the owner's spokesperson so hopefully the transfer of ownership to the Parish Council can recommence.

15. TREE WORK

Council noted all work recommended within the May 2021 tree survey has been completed and is awaiting sign-off by Target Trees before paying Crown Tree Services. Following inspection Target Trees will confirm suitable date/time of year to carry out follow-up survey.

Approximately ½ tonne or so of largely poor quality wood available for sale. Money to Council funds to offset cost of contractors. Contact Cllr Jones to view the wood prior to lodging offer with the Clerk. Offers to be considered at July meeting.

16. COMMUNITY WOODLAND AND KIDMAN'S CORNER POND

The pond has been cleared of debris and the trees around it felled due to damage sustained during the recent winds. Grass cutting is working well and compliments the work carried out and managed by Richard Bond and volunteers.

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Visibility on the corner could be improved by removal of the shrub: it has been suggested as perhaps 1½ hours for a contractor to sort in the autumn. AGREED: to find out whether Kidman's bend is on the grass cutting schedule and to make enquires with County Farms as to whether they will fund the work.

17. PARKING IN ST MARY'S CLOSE

Cllr Jones reported residents concerns as Clarion installing posts to stop parking on the grass. AGREED: Clerk to contact Clarion to say that more car parking is needed rather than less.

Council RESOLVED that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded during consideration of item 18 due to its confidential nature.

18. LAND OWNERSHIP, MAINTENANCE AND RESPONSIBILITIES

Possible encroachment onto Village Green land: Land Registry research shows that the land is likely to still be owned by the developer. Clerk to contact the developer for information purposes and Council to take no further action. Cllr Dennis to speak to concerned parishioner.

Possible purchase of land to extend the cemetery/amenity land to School Road to be discussed in more detail next meeting.

Village Walk for Councillors agreed to take place on Thursday 16th June, 6pm at the Village Hall.

19. ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next scheduled meeting: 6th June 2022

Deadline for items for the next agenda: with the Clerk by 5pm Tuesday 24th May 2022

Items for inclusion: AGAR

Meeting closed 10pm.

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