**NOTICE OF SOUTH WALSHAM PARISH COUNCIL MEETING**

You are hereby invited to attend the meeting of South Walsham Parish Council on

 **Monday 6th February 2023** at 7.30pm at South Walsham Village Hall, School Road NR13 6DZ

Aileen Beck

Aileen Beck - Parish Clerk

1st February 2023

# AGENDA

1. **ATTENDANCE**

To note those participating and to consider apologies for absence.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
	1. To consider the process for dispensations – either via the Clerk or by Full Council.
	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.

1. **MINUTES OF PREVIOUS MEETING**

To confirm the accuracy of the minutes of the Parish Council Meeting held on 19th December 2022.

1. **PUBLIC PARTICIPATION & REPORTS**
	1. To receive reports from County Councillor - Fran Whymark, District Councillors - Nigel Brennan and Justine Thomas, if present.
	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.
2. **MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES ONLY**

To receive brief verbal reports from the Clerk and Councillors for matters not otherwise appearing within this agenda, to include: street cleaning; ruts on the Village Green; pot holes; delegated cutting of School Road footpath; Village Hall AGM

1. **CORRESPONDENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Email | Highways | Streetscene Inspectors visit 13th February 2023 onwards | For information |
| Email | Norfolk Constabulary | Engagement Officer surgeries at Norwich Camping and Leisure 12noon to 2pm 22/02/23, 22/03/23, 26/04/23 & 24/05/23 | For information |
| Email | Broadland District Council | Rough Sleeper Count 27/01/2023 | For information |
| Email | Broads Authority | Public consultation for draft Coastal Adaptation Supplementary Planning Document | For information |
| Email | Greater Norwich Local Plan | Consultation on sites for Gypsies and Travellers commenced 30/01/23 and ends 5pm 13/03/2023 | For information  |

1. **FINANCIAL & ADMINISTRATION MATTERS**
	1. To agree and authorise payments as per circulated schedule.
	2. To receive bank reconciliation and budget monitoring statement as at 31st January 2023.
	3. To note the recycling arrangements in place at The Ship.
	4. To note the information received from Norfolk Association of Local Councils regarding the website upgrade.
	5. To agree the following policies/procedures:
		1. Duties of the Responsible Financial Officer
		2. Grant Awarding Policy
		3. Reserves Policy
	6. To note the request from Broadland District Council that council adopts its Code of Conduct from May 2023.
	7. To agree the cost of the Clerk attending the AGM of the Norfolk Society of Local Council Clerks at a cost of £10.
2. **MAINTENANCE CONTRACTS**
	1. To agree the specification for work to be carried out by Garden Guardian in 2023.
	2. To discuss the work carried out at the Community Woodland.
	3. To note the arrangements for the grass cutting contract at the Village Hall.
	4. To discuss pond maintenance arrangements.
3. **THE SHIP**

To consider the request to have The Ship nominated as an Asset of Community Value with Broadland District Council.

1. **PLAYGROUND**

To receive an update on recent work, including the new fence.

1. **CEMETERY AND CHURCHYARD**
	1. To receive a report on requirement of a groundwater survey for the cemetery (Clerk/Cllr Crook).
	2. To agree to the consecration of the cemetery extension.
	3. To receive an update on the issues surrounding the proposed new entrance to the cemetery.
	4. To discuss the paths in the churchyard following on from December’s meeting (Cllr Crook).
2. **TREES**

To receive an update following consultation with the Tree Officer at Broadland District Council.

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

Next scheduled Council meeting: 6th March 2023 –Deadline for the next agenda: 25th February 2023

Non-resident slipway key ballot

Policies: Health & Safety, Data Protection, Publication Scheme, Risk Management

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 14 due to its confidential nature.

1. **CLERK’S APPRAISAL**

To receive feedback and approve recommendation.