**NOTICE OF SOUTH WALSHAM PARISH COUNCIL MEETING**

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

**Monday 3rd April 2023** at 7.30pm at the Village Hall, School Road, South Walsham NR13 6DZ

Aileen Beck

Aileen Beck - Parish Clerk

29th March 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 6th March 2023.

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:

* 1. Elections.
  2. Update on The Ship.
  3. Verge around Pilson Green pond.
  4. Verge on the corner of Wymers Lane.
  5. Community Woodland/benches.
  6. Tree work (Village Green).
  7. Banking arrangements.

1. **CORRESPONDENCE**

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| --- | --- | --- | --- |
| Email | Broadland District Council | Big Broadland Litter Pick 13th March to 30th June 2023 | For information |
| Email | Cllr Eleanor Laming | Request for help regarding reinstatement of Postwick Park and Ride | For consideration |
| Email | Broadland District Council | Bi-monthly Rough Sleeper Count 29th March 2023 | For information |

1. **FINANCIAL & ADMINISTRATION MATTERS**
   1. To agree and authorise payments as per circulated schedule.
   2. To receive bank reconciliation statement as at 28th March 2023.
   3. To agree balancing end of year internal transfers.
   4. To appoint the internal auditor at a cost of £120.
   5. To receive draft end of year accounts and draft Annual Governance and Accountability Return documents.
   6. To note Annual Parish Meeting arranged for 15th May 2023 followed by the Annual Meeting of the Parish Council
   7. To agree the following policies and procedures:
      1. Code of Conduct
      2. Annual Review of Internal Control
      3. Revision of the Grant Policy agreed February 2023
2. **SALE OF WOOD FROM KINGFISHER LANE CARPARK**

To open any sealed bids received in relation to the purchase of wood from the carpark to be sold to the person with the highest offer.

1. **PLANNING**
   1. To consider planning application 20230623: replacement of existing thatched roof with pantiles and installation of photovoltaic panels to rear elevation at Hill Farm House, Chameryhall Lane, South Walsham NR13 6DU.
   2. To consider planning application 20230743: demolition of four existing pig sheds, and the erection of four new dwellings with associated external works at Field Farm, Field Road, South Walsham NR13 6BZ.
2. **CEMETERY AND CHURCHYARD**
   1. To note consecration of the rear of the cemetery to take place at 2pm on 25th April 2023.
   2. To receive the Cemetery Improvements Report 2021/22 (Cllr Crook).
   3. To receive a report on the recent grave levelling (Cllr Steward).
   4. To receive an update on the issues surrounding closure of the School Road entrance.
   5. To receive a report on a proposed new church footpath (Cllr Crook).
3. **ITEMS FOR INCLUSION IN THE NEXT AGENDA**

Next scheduled Council meeting: 15th May 2023 – Deadline for the next agenda: 5th May 2023

Policies: Data Protection; Standing Orders; Financial Regulations