**SOUTH WALSHAM PARISH COUNCIL MEETING**

Held on **Monday 6th February 2023** at South Walsham Village Hall at 7.30pm

1. **ATTENDANCE**

Present: Peter Crook (Chair), John Debbage, Malcolm Dennis, Suzanne Grant, Amanda Miller, Paul Randell and Malcolm Steward

Apologies: District Councillors Justine Thomas

Clerk: Aileen Beck

13 members of the public plus County Councillor Fran Whymark & District Councillor Nigel Brennan

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr Debbage – Village Hall Trusteeship – 5 (9 on the agenda)

1. **MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council Meeting held on 19th December 2022 confirmed as a true record by Council and signed by the Chair.

1. **PUBLIC PARTICIPATION & REPORTS**
	1. County Councillor - Fran Whymark: Norfolk Libraries holding a Digifest between 2nd and 24th February for those aged 4yrs plus <https://www.norfolk.gov.uk/digifest>. Norfolk County Council consultation on the County Deal to devolve certain powers and funding started today, see <https://norfolk.citizenspace.com/consultation/norfolkcountydeal/>. The precept amount for Norfolk County Council is likely to rise by 4.99% due to the budget deficits. Photo ID will be needed for elections in May. Passport or Driving Licence are acceptable documents. If residents have neither, apply for a Voter Authority Certificate https://www.gov.uk/apply-for-photo-id-voter-authority-certificate

District Councillor - Nigel Brennan: A postal vote option is available for those unable to attend a polling station, see <https://www.southnorfolkandbroadland.gov.uk/elections/vote>.

* 1. Comments from members of the public: The Ship – number of people in the village want to support The Ship being registered as an Asset of Community Value. Although it has been closed for the last couple of years it has been a popular venue for residents. Selling agents understood to have stated that viewings have been taken by those considering running the venue as a pub and other looking at change of use.

Potholes – cause for concern in the village. Clerk reports to Highways as and when made aware and will raise again in readiness for their visit next week.

1. **THE SHIP**

RESOLVED: Clerk to complete application to have The Ship nominated as an Asset of Community Value with Broadland District Council.

1. **MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES ONLY**

Verge around Pilson Green pond – Parish Council to rectify. Concern raised about the bin lorries driving over the corner at Wymers Lane – Clerk to contact Viola via Broadland District Council.

1. **CORRESPONDENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Email | Highways | Streetscene Inspectors visit 13th February 2023 onwards | Noted |
| 01/2023 |
|  |  |  |  |
| 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 | Noted |
| Email | Broadland District Council | Rough Sleeper Count 27/01/2023 | Noted |
| Email | Broads Authority | Public consultation for draft Coastal Adaptation Supplementary Planning Document | Noted |
| Email | Greater Norwich Local Plan | Consultation on sites for Gypsies and Travellers commenced 30/01/23 and ends 5pm 13/03/2023 | Noted  |

1. **FINANCIAL & ADMINISTRATION MATTERS**
	1. Council RESOLVED to authorise the following payments:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Net £ | VAT £ | Gross £ |
| Salaries | 845.12 | 0.00 | 845.12 |
| HP Instant Ink  | 16.64 | 3.34 | 19.98 |
| Land Registry search fees | 12.00 | 0.00 | 12.00 |
| Mr P Crook – reimbursement for loppers for use within village | 33.99 | 0.00 | 33.99 |

* 1. Council RESOLVED to accept bank reconciliation and budget monitoring statement as at 31st January 2023.

|  |  |
| --- | --- |
|  | £ |
| Bank a/c no 00621042 Current | 8,219.38 |
| Bank a/c no 01647010 Deposit | 18,424.29 |
| Bank ac/no 01460751 cemetery & c/yard | 30,834.86 |
| Bank a/c no 07455911 Deposit Hewitt | 2,067.57 |
| Cheques/cash in hand | 0.00 |
|  | 59,546.10 |

* 1. A glass recycling bottle bank is available at The Ship – proceeds used for the benefit of the village.
	2. Norfolk Association of Local Councils have upgraded the website which is fully WICAG 2.1AA compliant. Further updates will be made during 2023.
	3. RESOLVED: The following policies/procedures were agreed:
		1. Duties of the Responsible Financial Officer
		2. Grant Awarding Policy
		3. Reserves Policy
	4. RESOLVED: Clerk to prepare new Code of Conduct document in readiness for May 2023 as per request from Broadland District Council.
	5. RESOLVED: The £10 cost of the Clerk attending the AGM of the Norfolk Society of Local Council Clerks was agreed.
1. **MAINTENANCE CONTRACTS**
	1. RESOLVED: Clerk to send revised specification to add in the Village Green to Garden Guardian and request a report of work carried out each visit.

Thanks to Mr Murrell for cutting the hedge around the cemetery.

* 1. The grass cutting at the Community Woodland should continue this year. Fairhaven Gardens have offered to cut the grass around the ponds to keep the area tidy. All benches have now been removed from the site for renovation before being re-sited.
	2. As per current arrangements, the council will pay 40% of the grass cutting costs for the playing field and play area at the Village Hall.
	3. George Taylor will carry out the usual pond maintenance from June 2023 onwards. The reed growth in the small pond at Kidmans Corner needs controlling – Cllr Steward to contact County Farms.

02/2023

* 1. The Corson bench at Pilson Green pond has been removed by Cllr Randell for maintenance. RESOLVED: costs of £100 agreed to cover purchase of necessary materials.
1. **PLAYGROUND**

The new fence has been installed as well as a new second gate. Playground equipment remains in good condition. Cllr Steward checking whether the groundworks will be rectified/grass seed sown.

1. **CEMETERY AND CHURCHYARD**
	1. Groundwater survey: Cllr Crook awaiting guidance from Dr James, a water resource technical specialised within the Environment Agency. Update next meeting.
	2. RESOLVED: Clerk to proceed with consecration of the cemetery extension. Initial costs £250 plus VAT. Petition to be signed by three councillors: Cllrs Crook, Steward and Miller.
	3. Cemetery access: Clerk awaiting response from the Highways Development Officer at Norfolk County Council. Update next meeting.
	4. Paths in the churchyard: Cllr Crook suggested that drains/soakaway along the path from the road to the church door was the most viable option. Cllr Crook to liaise with the Parochial Church Council to obtain quotes and check whether a faculty is required.
2. **TREES**

Clerk and Cllr Crook met with Mark Symonds, the Tree Officer for Broadland District Council and discussed the oak tree on the Village Green. Recommended that the bracing be carried out. Fairhaven Gardens unable to carry out work. Clerk to contact other contractors.

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 RESOLVED 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**

Cllrs Miller and Steward to arrange a further meeting with the Clerk to discuss the outcome of this item.

Meeting closed 9pm

03/2023