**NOTICE OF SOUTH WALSHAM PARISH COUNCIL MEETING**

You are hereby invited to attend the South Walsham Parish Council Meeting at South Walsham

Village Hall, School Road, South Walsham on **Monday 15th May 2023 at 7.30pm**

Aileen Beck

Aileen Beck Parish Clerk

10th May 2023

# AGENDA

1. **TO WELCOME COUNCILLORS FOLLOWING UNCONTESTED ELECTION 4th MAY 2023**
   1. Councillors to sign Acceptance of Office forms, if not already completed.
   2. Councillors to note Declaration of Interests Forms must be completed and submitted to Broadland District Council by 1st June 2023.
2. **ELECTION OF CHAIR**

Chair to sign Acceptance of Office.

1. **ELECTION OF VICE-CHAIR**
2. **ATTENDANCE**

To note those present and 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 room 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.
* 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 3rd April 2023.

1. **PUBLIC FORUM**
   1. To receive reports from County Councillor - Fran Whymark, District Councillors Nigel Brennan and Paul Newstead, 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**
   1. To confirm flowers were bought and placed onto the grave of Mr and Mrs Hewitt
   2. The Ship – update from Cllr Crook
   3. Bottle bank formerly located at The Ship
   4. Potholes within the village, including Green Lane
   5. Coronation events in the village
3. **CORRESPONDENCE**

To consider the request to leave the verge from 9 to 11 Broad Lane untouched during the summer to allow wild flowers, insects, birds and hedgehogs to flourish.

1. **PLANNING**
   1. To consider planning application 2023/1035 to reduce size of garage and positioning and add small hips either side of roof. Change cladding to house from black to sail cloth (fibre cement cladding) at Pheasant Cottage, 1 Harrold Close, South Walsham NR13 3EP

10.2 To note the revocation of the Tree Preservation Order BA/2008/0004/TPO and receipt of the formal notice of BA/2023/0005/TPO for land to the rear of Tithe Barn, 27 The Street, South Walsham

1. **ADMINISTRATIVE MATTERS**
   1. To agree meeting dates for the next 12 months.
   2. To consider adopting the General Power of Competence:
      1. To agree that the Council meets the criteria for eligibility;
      2. To agree to adopt the General Power of Competence.
   3. To agree and clarify Councillors areas of responsibilities.
   4. To agree a date in June for the annual Parish walk.
   5. To note Council’s insurance to be renewed with BHIB Ltd for a further year.
   6. To adopt the following policies/procedures:
      1. Standing Orders
      2. Financial Regulations
      3. Training and Development Policy
      4. Casual vacancy and co-option Procedure
      5. Civility and Respect Officer and Councillor Protocol

11.7 To carry out a skills audit before advertising the vacancy for a Councillor.

1. **FINANCIAL MATTERS**
   1. To agree and authorise payments as per circulated schedule.
   2. To receive bank reconciliation statement as at 10th May 2023.
   3. To note the following receipts:

14th April 2023: VAT repayment claim of £1,605.79 (HMRC)

28th April 2023: Precept payment of £11,618.50 (Broadland District Council)

* 1. To consider the Clerk’s recommendation for a full Council training and agree the cost from the allocated budget allowance.

12.5 To review the current banking arrangements with Lloyds and agree signatories to the accounts and on-line banking arrangements.

12.6 To complete the Annual Governance and Accountability Return 2022/23:

12.6.1 To note the report from the Internal Auditor dated 8th May 2023;

12.6.2 To note the recommendations made in the report;

12.6.3 To declare that as the neither the annual gross income nor the annual gross expenditure exceeded £25,000 Council will certify itself as exempt from a limited assurance review under s9 of the Local Audit (Smaller Authorities) Regulations 2015 to enable the Responsible Financial Officer and Chairman to sign the Certificate of Exemption;

12.6.4 To approve the Annual Governance Statement before being signed by the Chairman and the Clerk;

12.6.5 To approve the Accounting Statements already signed by the Responsible Financial Officer before being signed by the Chair;

12.6.6 To note the period for the exercise of public rights will begin on Monday 5th June and run to Friday 14th July 2023;

12.6.7 To note that the necessary documents will be available to view on Council’s website before the publication deadline of 1st July 2023.

12.7 To consider the request from Fairhaven Pre-school and Fairhaven Primary School to donate £555 plus VAT to enable them to purchase three plaques to commemorate the coronation to be displayed at the Village Green, the Church and Fairhaven Woodland and Water Garden.

1. **MAINTENANCE ISSUES**
   1. Pilson Green pond:
      1. To note overgrown boundaries and willow tree require attention and to discuss specification to be sent when obtaining quotes;
      2. To discuss renovation of the seat donated by the WI;
      3. To discuss cost and practicalities of refurbishing the white railings;
      4. To authorise the cost and repair of downpipe and gutter on the bus stop;
      5. To discuss the pond weed management programme for 2023;
      6. To consider erecting flexible verge posts to protect the verge alongside the pond at approximately £18.33 plus VAT each.
   2. Marsh Road pond: to discuss the refurbishment of the bench.
   3. The Green: tree repair on the Oak at the rear.
   4. Kingfisher Lane carpark: update of discussions with Broadland District Council.
   5. School Road hedge maintenance: to consider the proposal to employ G Taylor to cut the hedge at £150 per cut and discuss the specification to be written.
   6. Garden Guardian: to consider the work carried out to date this year against their specification.
2. **CEMETERY AND CHURCHYARD**
   1. To note that the consecration of the cemetery extension took place on 25th April 2023;
   2. To receive an update on any advice received from Broadland District Council regarding closure of the Acle Road entrance;
   3. To receive any updates from the Village Hall regarding possible new entrance way;
   4. To clarify the location and storage facilities for any excess soil within the cemetery;
   5. To note current burial fees in force for the cemetery and decide whether any increase is required;
   6. To receive feedback from the churchyard working party day on 8th May 2023;
   7. To receive an update on the new churchyard path including a review of the specification and quotes received.
3. **HEALTH AND SAFETY**

To discuss Council’s health and safety responsibilities with reference to the existing Health and Safety policy and insurance requirement.

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

Next Meeting: 3rd July 2023

The 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 the following item due to its confidential nature.

1. **CLERK’S WORKING CONDITIONS, RESPONSIBILITIES AND APPRAISAL**