**SOUTH WALSHAM PARISH COUNCIL MEETING**

Held on **Monday 15th May 2023** at South Walsham Village Hall at 7.40pm following the Annual Parish Meeting which started at 7.30pm

1. **TO WELCOME COUNCILLORS FOLLOWING UNCONTESTED ELECTION 4th MAY 2023**
	1. Acceptance of Office forms signed by all councillors.
	2. Councillors noted Declaration of Interests Forms must be completed and submitted to Broadland District Council by 1st June 2023.
2. **ELECTION OF CHAIR**

Peter Crook elected as Chair - Acceptance of Office signed.

1. **ELECTION OF VICE-CHAIR**

Malcolm Steward elected as Vice-chair – Acceptance of Office signed.

1. **ATTENDANCE**

Present: Peter Crook (Chair), Clive Grant, Suzanne Grant, Amanda Miller, Paul Randell & Malcolm Steward.

Apologies: District Councillor Nigel Brennan.

Clerk: Aileen Beck

8 members of the public plus County Councillor Fran Whymark and District Councillor Paul Newstead.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

None

1. **MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council Meeting held on 3rd April 2023 confirmed as a true record by Council and signed by the Chair.

1. **PUBLIC FORUM**
	1. District Councillor Paul Newstead: Elected to this ward on 4th May. Contact details to be shared in due course.

County Councillor Fran Whymark: re-elected for Wroxham ward and is the Conservative group leader for Broadland District Council. The Annual meeting for Broadland District Council is on 25th May 2023. Norfolk County Council has a new leader, Kay Mason Billig, as from 9th May 2023.

* 1. Email from a resident noted regarding speeding vehicles in the village.

Points raised regarding agenda items 9, 12.7, 13.2, 14.7

Norfolk Wildlife Trust to undertake a follow-up survey in the churchyard.

1. **MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**
	1. Flowers were bought and placed onto the grave of Mr and Mrs Hewitt
	2. Council is disappointed that Broadland District Council did not agree with the application to register The Ship as an Asset of Community Value. The ‘Save The Ship’ group are investigating the possibility of grants.
	3. Bottle bank located at The Ship has been removed at the request of the owner. It was decided that in view of current recycling arrangements there was no need for such facilities at the moment.
	4. Potholes within the village, in particular Green Lane to be reported to Highways (Clerk)
	5. Congratulations and thanks were expressed to the community for organising and attending the coronation events in the village.
2. **CORRESPONDENCE**

Council considered 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 – taking into account comments from members of the public it was decided that the verge should be cut for safety reasons.

1. **PLANNING**
	1. 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: no objection.

10.2 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 noted.

1. **ADMINISTRATIVE MATTERS**
	1. Meeting dates for the next 12 months agreed – Clerk to add to website and noticeboards.
	2. General Power of Competence:
		1. RESOLVED: Council meets the criteria for eligibility;
		2. RESOLVED: To adopt the General Power of Competence.
	3. Councillors areas of responsibilities agreed – Clerk to update schedule.
	4. Annual Parish Walk for Council to take place Monday 26th June. Time to be confirmed.
	5. NOTED that Council’s insurance will be renewed with BHIB Ltd for a further year (3rd year of the 3 year agreement).
	6. RESOLVED: the following 4 policies/procedures adopted:
		1. Standing Orders
		2. Financial Regulations
		3. Training and Development Policy (with the proviso that agreement obtained from Council before purchasing any copy of the Arnold Baker book referred to due to its cost)
		4. Casual vacancy and co-option Procedure

11.6.5 RESOLVED: council voted 3:2 (1 abstention) in favour of not adopting the Civility and Respect Officer and Councillor Protocol

11.7 There is 1 councillor vacancy – the skills audit to be carried out before advertising the vacancy will be discussed at the next meeting.

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

|  |  |  |  |
| --- | --- | --- | --- |
|   | Net £ | VAT £ | Gross £ |
| Information Commissioner's Office | 35.00 |  | 35.00 |
| The Garden Guardian (March) | 461.50 | 92.30 | 553.80 |
| The Garden Guardian (April) | 461.50 | 92.30 | 553.80 |
| Institute of Cemetery & Crematorium Management | 95.00 |  | 95.00 |
| Norfolk Association of Local Councils | 237.22 |  | 287.22 |
| BHIB Ltd | 657.45 |  | 657.45 |
| Mrs S Lake - internal audit | 120.00 |  | 120.00 |
| Salaries (2 months) | 1,879.21 |  | 1,879.21 |
| Clerk’s expenses: |  |  |  |
| B&M - stationery | 5.00 |  | 5.00 |
| Enchanted Florist - flowers for Hewitt grave | 25.00 |  | 25.00 |
| Broadland Computers  | 20.83 | 4.17 | 25.00 |
| HP Instant Ink (April) | 3.74 | 0.75 | 4.49 |

* 1. Council RESOLVED to accept bank reconciliation and budget monitoring statement as at 10th May 2023:

|  |  |
| --- | --- |
|  | £ |
| Bank a/c no 00621042 Current | 15,906.20 |
| Bank a/c no 01647010 Deposit | 18,424.29 |
| Bank ac/no 01460751 cemetery & c/yard | 32,700.17 |
| Bank a/c no 07455911 Deposit Hewitt | 2,024.57 |
| Cheques/cash in hand | 0.00 |
|  | 69,101.33 |

* 1. The following receipts were noted:

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

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

* 1. RESOLVED: Clerk to contact Norfolk Association of Local Councils to enquire about the cost and possible dates for a full Council training – cost to be borne by the allocated budget allowance.

12.5 RESOLVED: Current bank signatories are Cllrs Steward and Miller. Cllrs S Grant and Crook to be added. Internet banking access to be requested (Clerk).

12.6 Annual Governance and Accountability Return 2022/23:

 12.6.1 Internal Auditor report dated 8th May 2023 noted;

12.6.2 Recommendations made in the report noted – Clerk has requested a meeting with the website provider;

12.6.3 Council declared that as the neither the annual gross income nor the annual gross expenditure exceeded £25,000 it will certify itself as exempt from a limited assurance review under s9 of the Local Audit (Smaller Authorities) Regulations 2015: Certificate of Exemption signed by the Responsible Financial Officer and Chairman.

12.6.4 Annual Governance Statement approved by Council: signed by the Chairman and the Clerk.

12.6.5 Accounting Statements approved by Council: signed by the Chair as already signed by the Responsible Financial Officer.

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

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

12.7 Children from Fairhaven Pre-school and Fairhaven Primary School have designed plaques to commemorate the coronation to be displayed at the Village Green, the Church and Fairhaven Woodland and Water Garden. RESOLVED cost of one plaque at £185 plus VAT agreed. Chair to request copies of the designs to circulate to Council.

1. **MAINTENANCE ISSUES**
	1. Pilson Green pond:
		1. George Taylor to carry out required work to the willow tree at a cost of £100. Overgrown boundary to be costed when tree work being undertaken.
		2. Cllr Steward to remove the growth covering the seat donated by the WI.
		3. The white railings to be receive anti mould treatment.
		4. The downpipe and gutter on the bus stop to be re-routed.
		5. Pond weed management programme for 2023 – George Taylor to carry out work as usual.
		6. Clerk to contact Highways to inform them of the need to erect flexible verge posts to protect the verge alongside the pond (approximate cost of £18.33 plus VAT each agreed)
	2. Marsh Road pond: bench fenced off whilst treatment being carried out – sign to be out up next time to explain why it is out of use.
	3. The Green: tree repair on the Oak at the rear – Clerk to obtaining quote.
	4. Kingfisher Lane carpark: Clerk spoken to Broadland District Council. Meeting to be arranged to resolve ambiguities. AGREED: Chair to open sealed bid received in readiness for last month’s meeting re sale of wood.
	5. School Road hedge maintenance: George Taylor to cut the hedge at the end of May, Cllr Crook to use his lawnmower to improve access. Footpath to be closed off while work carried out and school notified.
	6. Clerk to confirm dates Garden Guardian have carried out the work once invoices received. Clerk to contact Robert to remind of strimming requirements in the specification and to request a meeting mid July for a review.
2. **CEMETERY AND CHURCHYARD**
	1. Consecration of the cemetery extension took place on 25th April 2023;
	2. Clerk confirmed a response had been received from the planning department of Broadland District Council confirming that planning permission would be required for any new entrance way, however no advice was given as to how to proceed with closure of the Acle Road entrance.
	3. No update from the Village Hall regarding possible new entrance way through their land;
	4. Excess soil within the cemetery is to be considered on a case-by-case basis as required, as per the rules and regulations.
	5. RESOLVED: Fees applicable for the cemetery to remain unchanged.
	6. Churchyard working party day on 8th May 2023 went well. Sycamore seedlings remain a problem, Churchwarden reported that the churchyard is looking good.
	7. The faculty has been granted for the new churchyard path. Wheelchair access to the church is via the carpark by St Lawrence. Planning permission to be submitted by Cllr Crook.
3. **HEALTH AND SAFETY**

George Taylor is an approved contractor for the council and will provide the necessary paperwork. Councillors are asked to gauge the level of risk and to act accordingly to protect themselves and others from harm before volunteering on council’s behalf. Clerk to be informed of work so records can be kept.

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

Next Meeting: 3rd July 2023

Refurbishment of noticeboard on the Village Green

Electrical items not being collected for recycling, despite being put out on appropriate days

Council RESOLVED 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**

Clerk to meet with Cllrs Miller and Steward to discuss outstanding issues prior to her annual leave.