**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 2nd October 2023 at 7.30pm**

Aileen Beck

Aileen Beck Parish Clerk

27th September 2023

# AGENDA

1. **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 4th September 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. Skills audit for parish councillor vacancy – to be completed before advertising ready for co-option in January 2024.
   2. Churchyard path quotes.
   3. Installation of posts along verge of Pilson Green pond.
   4. Replacement oaks to be planted by Oakfield Drive.
   5. Work on tree at the Village Green.
3. **CORRESPONDENCE**

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| --- | --- | --- |
| Broadland District Council | Rough Sleeper Count for evening of 27th September 2023 | For information |
| Fairhaven Pre-School | Proposed idea for use of £500 grant previously agreed | For discussion |

1. **PLANNING**
   1. To ratify emailed comment regarding planning application 2023/2499 for County Farm, Green Lane, South Walsham NR13 6DE for a two-storey dwelling and double garage.
   2. To consider planning application 2023/1682 for 41 Panxworth Road, South Walsham NR13 6DY for a balcony redesigned and enlarged (amendment to 20181369).

1. **FINANCIAL & ADMINISTRATIVE MATTERS**
   1. To agree and authorise payments as per circulated schedule.
   2. To receive bank reconciliation statement as at 26th September 2023.
   3. To appoint a councillor to undertake mid-year internal accounts review.
   4. To receive an update on online banking application.
   5. To receive an update on arrangement of whole council training.
   6. To re-adopt Privacy Notice for the next four years.
   7. To re-adopt the Records Management and Retention policy for the next four years.

1. **PLAYGROUND**
   1. To receive the Annual Inspection report from Wicksteed following the site visit on 7th September.
   2. To note the inspection findings and agree actions.
   3. To agree the cost of £24.24 for 10 replacement bolt covers.
2. **SCHOOL ROAD HEDGE CUTTING ARRANGEMENTS**

To receive a report from the recent work carried out on 13th September 2023.

1. **VILLAGE WALK**
   1. To receive notes from the Village Walk held 11th September 2023.
   2. To agree costs of replacement mooring rings at £13.99.
   3. To agree costs of replacement sign indicating the way to the village at £51 plus VAT.
   4. To agree Councillor Steward to discuss current and future grasscutting arrangements with Norse, along with a representative from Fairhaven woodland and Water Gardens.
   5. To discuss the overgrown ivy at the staithe.
2. **VILLAGE ISSUES NOT OTHERWISE INCLUDED WITHIN THE AGENDA**
   1. Kingfisher Lane carpark – to consider plan attached to lease from 1993.
   2. Pilson Green pond – to consider work required to railings and bench.
   3. Village Green – to consider additional information regarding new bench proposal.
   4. Kings Arms – update on demolition and building work.
3. **ITEMS FOR INCLUSION IN THE NEXT AGENDA**

Next Meeting: 6th November 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. **CEMETERY**

To discuss access to the cemetery.