**SOUTH WALSHAM PARISH COUNCIL MEETING**

Held on **Monday 3rd April 2023** at South Walsham Village Hall at 7.30pm

1. **ATTENDANCE**

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

Apologies: Amanda Miller and Malcolm Steward

Clerk: Aileen Beck

7 members of the public plus County Councillor Fran Whymark

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

None

1. **MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council Meeting held on 6th March 2023 confirmed as a true record by Council and signed by the Chair.

1. **PUBLIC PARTICIPATION & REPORTS**
	1. County Councillor - Fran Whymark: Broadland District Council has received a £2million grant under the Public Sector Decarbonisation Scheme to reach net zero by 2030. Norfolk County Council has opened 7 new family hubs under the ‘Start for Life’ programme.
	2. Comments from members of the public – none.
2. **MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES ONLY**
	1. Elections – Clerk to be informed on 5th April 2023 of nominations for the parish council elections on 4th May. Information to be published on website and noticeboards when available.
	2. The Ship – public meeting to be held at 7pm on 12th April 2023 at St Lawrence’s. Decision from Broadland District Council regarding the application to have The Ship registered as an Asset of Community Value due 4th April 2023.
	3. Verge around Pilson Green pond – various people have been seen either parking on the verge or using it to gain leverage to turn/cross the road. Cllr Debbage offered to see whether posts could protect the verge and report back to council. Cllr Debbage also reported that one of the willow trees has a broken branch leaning into the pond and the hedge between the pond and the adjoining residential property requires attention. Cllr Crook to view and report back to council.
	4. Verge on the corner of Wymers Lane – Broadland District Council have spoken to their contractor who has informed Norfolk County Council of the damage and asked that it be rectified. Clerk informed that notes have been placed on the system to stop it happening again.
	5. Community Woodland/benches – the renovated benches and information board have been returned.
	6. Tree work (Village Green) – alternative contractors approached and awaiting quotes.
	7. Banking arrangements – It appears that Lloyds cancelled the mandate changes the day they informed the Clerk they were reviewing the documents. New paperwork will need to be submitted. Clerk suggested reviewing at May’s meeting as new signatories may be required following the election.
3. **CORRESPONDENCE**

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

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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 | 3.74 | 0.75 | 4.49 |
| Post Office – postage | 15.09 |  | 15.09 |
| Mr P Crook – reimbursement renovation information board | 35.08 |  | 35.08 |
| Community Heartbeat Trust – support costs | 252.00 | 50.40 | 302.40 |

* 1. Council RESOLVED to accept bank reconciliation and budget monitoring statement as at 28th March 2023.

|  |  |
| --- | --- |
|  | £ |
| Bank a/c no 00621042 Current | 4,702.08 |
| Bank a/c no 01647010 Deposit | 18,424.29 |
| Bank ac/no 01460751 cemetery & c/yard | 32,738.84 |
| Bank a/c no 07455911 Deposit Hewitt | 2,027.00 |
| Cheques/cash in hand | 5.00 |
|  |  |

* 1. RESOLVED: Council agreed the end of year internal transfers carried out by the Clerk and the balances for various budget categories to be carried forward to 2023/24 financial year.
	2. RESOLVED: To appoint the internal auditor at a cost of £120.
	3. Council received draft end of year accounts and draft Annual Governance and Accountability Return documents.
	4. It was noted the Annual Parish Meeting is arranged for 15th May 2023 followed by the Annual Meeting of the Parish Council.
	5. RESOLVED: 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
1. **SALE OF WOOD FROM KINGFISHER LANE CARPARK**

2 trees on the rear boundary of the Kingfisher Lane carpark were felled due to falling onto electricity cables. Thanks to Roger Jones for his assistance and Cllrs Crook and Randell for cutting up the wood and arranging to sell by sealed bids via the community page on Facebook.

Query arose as to whether council was able to sell the wood – Clerk has contacted Broadland District Council for clarification, Cllr Whymark offered to investigate too.

Sale on hold until such times as the situation is clarified. Cllr Crook to retain the 1 sealed bid.

1. **PLANNING**
	1. 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 – no objection.
	2. 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 – objection due to the size of the planned properties.
2. **CEMETERY AND CHURCHYARD**
	1. The consecration of the rear of the cemetery to take place at 2pm on 25th April 2023. Clerk and Cllrs Crook and Randell to attend. All welcome.

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* 1. Cllr Crook presented the Cemetery Improvements Report for 2021/22.
	2. The report on the recent grave levelling was noted and a heated discussion regarding health and safety requirements followed. Clerk to contact the Norfolk Association of Local Councils for advice and then call a meeting to discuss as a council.
	3. Clerk had chased Broadland District Council for a response on the planning enquiry raised regarding closure of the Acle Road entrance. Response apologised for the delay due to a heavy workload. Clerk to forward email to Cllr Whymark to take further action.
	4. Cllr Crook presented a report on the proposed new church footpath leading from the porch to the footpath on The Street. 7 contractors were approached and 3 offered quotes. RESOLVED: Quote from KT Lake Paving and Landscaping accepted for £6,380. All three quotes passed to Clerk after decision made. Cllr Crook to submit planning permission on council’s behalf with an expected cost of £150. The Parochial Church Council are to obtain the faculty.

10.6 Cllr Crook contacted the Environment Agency on council’s behalf – document detailing the responses circulated and discussed, noting that “the Environment Agency does not require retrospective action or risk assessments on existing sites unless there is known pollution, and that since our burial rate was low, and there is no known pollution, then action is not needed”.

10.7 The first registration of the title to the cemetery will be registered as and when the current entrance enquiries have progressed, as reference to the unregistered deeds may be required.

1. **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

Cemetery: review charging structure

Recycling collections not being made – Clerk/Cllr Whymark to liaise

Meeting closed 8.51pm

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