**SOUTH WALSHAM PARISH COUNCIL MEETING**

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

1. **ATTENDANCE**

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

Apologies: Paul Randell

Clerk: Aileen Beck

10 members of the public

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

None

1. **MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council Meeting held on 15th May 2023 amended to say that council agreed to purchase 4 plaques at a cost of £185 and confirmed as a true record by Council and signed by the Chair.

1. **PUBLIC PARTICIPATION & REPORTS**
   1. No report from County Councillor nor District Councillors.
   2. Comments from members of the public: Council thanked for the work carried out on the School Road footpath, query raised as to whether the layby should also have been cut. Question about a public notice by Pilson Green pond following the refurbishment of The Old Smithy, advised to use the notice boards within the bus shelter. Comments received about The Ship potentially affecting the livelihood of the Village Hall and that one of the plaques to be purchased by the council is to be situated on privately owned land.
2. **MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**
   1. Greater Norwich Local Plan Gypsy and Traveller Sites Focused Consultation results released – the land at Burlingham is no longer being considered as an appropriate site.
   2. Annual Governance and Accountability Certificate of Exemption for 2022/23 submitted to PKF Littlejohn on 28th May 2023. Relevant documents on website and noticeboards.
   3. The Ship – see also item 7
3. **CORRESPONDENCE**

|  |  |  |
| --- | --- | --- |
| Norfolk County Council | New mobile library timetable: visit Hill Farm at 10.25 on 28th July 2023 and usually every four weeks afterwards | Noted |
| Norfolk County Council | Parish Partnership Scheme 2024/25 | Noted |

1. **PLANNING**
   1. RESOLUTION: comments emailed by the Chairman regarding planning application 2023/1343 for single story rear extension to 1 Fairhaven View, Ranworth Road, South Walsham NR13 6EF retrospectively approved by Council.
   2. Cllr Crook reported that an application has been submitted by the Save our Ship committee to register The Ship as an Asset of Community Value. Council agreed to support the application. A preliminary application for funding for the project has been put together. More consultation with the village to follow.

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* 1. Planning application BA/2023/0268/COND for change of balustrade materials, variation of Condition 2 of permission BA/2022/0225/HOUSEH at Bondons, 10 Fleet Lane, South Walsham: no objection

1. **ADMINISTRATIVE MATTERS**
   1. Clerk to circulate skills audit document as per the co-option policy ready for the September meeting for council to consider advertising the vacancy for one parish councillor for the village in the October edition of The Marshland Mardler.
   2. RESOLVED: Clerk to arrange possible dates for a whole council training and date to be agreed via email.
   3. The village walk for councillors and clerk rearranged for 6pm on Monday 21st August 2023. Locations to be visited include the cemetery, churchyard, staithe, School Road footpath and Burlingham Road wood.
   4. Agenda item ‘communication’: RESOLUTION by council that this item should be moved to follow item 14.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Garden Guardian – 3 months plus balancing payment | 1,905.15 | 381.04 | 2,286.19 |
| Broadland District Council - waste at cemetery | 103.22 | 0.00 | 103.22 |
| Ask George - work at ponds/hedge cutting | 260.00 | 0.00 | 260.00 |
| Wicksteed - safety chain and shackles | 116.58 | 23.32 | 139.90 |
| SLCC Norfolk - Annual Conference 7th July 2023 | 55.00 | 0.00 | 55.00 |
| Miss A Beck - expenses |  |  |  |
| HP Instant Ink (May) | 9.99 | 2.00 | 11.99 |
| HP Instant Ink (June) | 8.32 | 1.67 | 9.99 |
| Tesco - paper and stationery | 8.25 |  | 8.25 |
| URM - bottle bank service | 13.50 | 2.70 | 16.20 |
| Mr P Crook - expenses |  |  |  |
| B&Q - backing board for Village Green noticeboard | 23.94 |  | 23.94 |
| SPD UK - cork sheet for Village Green noticeboard | 35.97 |  | 35.97 |
| Wilkerson - bolts for Village Green noticeboard | 11.12 |  | 11.12 |
| SHES Ltd - plants for planters on the Village Green | 14.40 |  | 14.40 |
| SPP Digital Ltd - 4 coronation plaques | 138.00 | 27.60 | 165.60 |
| South Walsham Village Hall - 5 months payment | 714.00 |  | 714.00 |
| Mrs C Linsdell - coronation event expenses | 250.85 |  | 250.85 |
| Salaries – 2 months | 1,480.03 |  | 1,480.03 |

* 1. Bank reconciliation and budgeting statement unavailable at meeting and to be circulated by email.
  2. Clerk to generate new form to register new signatories onto council’s bank accounts and circulate for signature.
  3. It was confirmed that the Coronation plaques are to be placed on the top three sites within the village as chosen by the children. The preschool plaque is to be displayed at Fairhaven Woodland and Water Garden, Key Stage 1 plaques at the church and Key Stage 2 on the Village Green. Council to agree positioning of sign at Village Green when received.

1. **MAINTENANCE ISSUES**
   1. Work carried out at Pilson Green pond:
      1. Willow tree damage cleared

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* + 1. Rear pathway clearance completed
    2. Rear boundary hedge to be reduced. Mr J Debbage offered to assist. Cuttings to be cleared away by councillors.
    3. Growth around the WI seat cut back. Clerk spoke to representative from the WI who will look at the condition of the bench and report back to me.
    4. White railings refurbished. Drainage in that area needs attention.
    5. Clerk to chase highways re proposal to install bollards to protect verge.
  1. Marsh Road pond: refurbishment of the bench in hand.
  2. Village Green: Next year the village sign needs drying out and repainting. Noticeboard refurbished and painted in post box red to add approximately 3 years onto its life span.
  3. Kingfisher Lane carpark:
     1. Clerk to chase Broadland District Council for a response to previous correspondence.
     2. Timber from tree felling sold and collected. Cash to be given to Clerk for banking.
  4. School Road hedge maintenance: work completed to a high standard, regrowth already occurring.
  5. Burlingham Road Community Woodland: grass cutting to be continued by Fairhaven Gardens. They will cut the frontage on the next cut. Council to review site on annual walk.
  6. Hedge around Anglian Water pump at School Road/The Street: cut by Cllr Randell due to visibility problems. Clerk to contact Anglian Water.
  7. Verge cutting around the village: member of the public complained that verges had been cut and was direct to discuss with Norfolk County Council as it is their responsibility, not the parish council.
  8. Garden Guardian: unresolved issues including grass clippings on headstones which cannot be brushed off during each visit. Contract to be reviewed at November meeting once at an end for this end.
  9. Dog mess around the village: complaints from members of the public. Dog mess bins located outside Fairhaven Gardens and Pilson Green pond so bags/mess should not be left along the School Road footpath. Council to look into purchasing cameras and considering working with the school to produce signs.

1. **VILLAGE HALL**
   1. RESOLVED: Council agreed to support the grant application for the football pitch improvement scheme to enable the Village Hall to maintain the current standards of the pitch.
   2. RESOLVED: Clerk authorised under delegated responsibilities to manage any decisions regarding the telecommunications mast.
   3. Cllr C Grant as the parish council liaison gave feedback from the Village Hall AGM: struggling for new trustees, a further meeting to follow.
2. **CEMETERY AND CHURCHYARD**
   1. Churchyard path specification to be reconsidered by the Parochial Church Council in consultation with the Diocesan surveyor. Cllr Crook confirmed no money had been expended to date.

Memorial bench in the churchyard replaced by the family.

* 1. RESOLVED: Cllr Crook to put together a proposal to be submitted to the planning department of Broadland District Council for further advice and guidance.

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

Next Meeting: 4th September 2023

Churchwarden confirmed that a management plan is being put in place for the churchyard and will be presented to council. Signs will be erected to explain why parts of the churchyard are roped off. Leaflets will be available in the church porch. Working party to be held in August, date to be confirmed.

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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 items due to its confidential nature.

1. **CLERK’S APPRAISAL**

Ongoing, further advice to be sought.

Communication within council also discussed.

Meeting closed 9pm

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