**SOUTH WALSHAM PARISH COUNCIL MEETING**

Held on **Monday 4th September 2023** at South Walsham Village Hall at 7.30pm

1. **ATTENDANCE**

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

Apologies: Fran Whymark (County Councillor) Clerk: Aileen Beck 13 members of the public

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr Steward – 10b – Director of Save The Ship Inn (South Walsham) Community Benefit Society Ltd

Cllr Crook – 10b – Member of the Save The Ship committee

1. **MINUTES OF PREVIOUS MEETING**

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

1. **PUBLIC FORUM**
   1. County Councillor Fran Whymark sent a report: improvement works to the A47 have started, despite the challenge raised. The Postwick Park and Ride has re-opened with fees for all sites now set at £3 for adults and additional passengers in the same group just £1.  Other fares; concessions and 17-19 year olds £2 and 5-16 year olds £1.50.
   2. Comments from members of the public: grass in layby along School Road – confirmed as being cut on 13th September; piece missing from the rainwater pipe on the bus shelter – confirmed that it had been broken off twice, so left as it is although Cllr Randell to look again; Post for dinghies at the staithe has broken and now disappeared; timber heading on the quay needs looking at; the overgrown ivy on the fence abutting the staithe has been reported to the Broads Authority; speeding along Chamery Hall Lane – confirmed that Clerk would report to Highways and enquire whether the existing SAM2 sign could be used in suitable places along Chamery Hall Lane to monitor speeds.
2. **MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**

None

1. **CORRESPONDENCE**

|  |  |  |
| --- | --- | --- |
| Bruno Peek | Pagentmaster D-Day 80th anniversary guide | Noted |
| Broadland District Council | Mindful Town and Villages project – free mental health training [Mindful Towns and Villages – Broadland and South Norfolk (southnorfolkandbroadland.gov.uk)](https://www.southnorfolkandbroadland.gov.uk/communities/mindful-towns-villages/3) 01603 430611 | Noted |
| Norfolk Association of Local Councils | Autumn conference and AGM 4th October 2023 for Clerks and Councillors. £25 per person | RESOLVED: Council agreed to cost for Clerk to attend |
| Harrold’s Charity | Deadline of 25th September to apply for grants for young people under 25 years of age for financial assistance with apprenticeships or further education. | Noted - for information see website and/or noticeboards |
| Broadland District Council | Public Spaces Protection Order – Vehicle related anti-social behaviour | Clerk to re-circulate email |
| Broadland District Council | Town and Parish Summit at The Horizon Centre, NR7 0WF on November 4th from 9:30am – 12:30pm for Clerks and Chairperson/Councillor | Noted |

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1. **PLANNING**

Council ratified the comment of ‘no objection’ in response to the planning application 2023/1816 for Fairhavens View, 27A the Street, South Walsham NR13 6DQ re installation of 10 solar photovoltaics on east and west slopes of annexe.

1. **ADMINISTRATIVE MATTERS**
   1. Clerk shared a skills audit document with council which needs amending. All members to review and suggest changes with a view to advertising the councillor vacancy and coopting any suitable candidates by January 2024.
   2. Clerk in correspondence with the Training Officer for Norfolk Association of Local Councils regarding suitable dates – ongoing. Dates to be circulated to council when available.
   3. Village Walk for members of council rearranged for Monday 11th September at 6pm.

1. **FINANCIAL MATTERS**
   1. RESOLVED: Council agreed to a £25 donation to sponsor a flower arrangement at St Mary’s Flower Festival to be held over the weekend of 16th and 17th September.
   2. Council RESOLVED to authorise the following payments:

|  |  |  |  |
| --- | --- | --- | --- |
|  | £ | £ | £ |
| Garden Guardian – August grasscutting payment | 565.63 | 113.13 | 678.76 |
| Society of Local Council Clerks – membership fee | 139 |  | 139 |
| Norfolk Association of Local Councils – employment guide | 9.35 |  | 9.35 |
| South Walsham Village Hall – grasscutting payments | 671.34 |  | 671.34 |
| Miss A Beck - expenses |  |  |  |
| HP Instant Ink (July) | 8.32 | 1.67 | 9.99 |
| HP Instant Ink (August) | 8.32 | 1.67 | 9.99 |
| Norwich Camping and Leisure | 2.08 | 0.42 | 2.49 |
| Mr P Crook – reimbursement SPP Digital Ltd invoice | 138.00 | 27.60 | 165.60 |
| ASAP Electrical Services – churchyard lights | 60.68 |  | 60.68 |
| South Walsham & Upton & Fishley PCC – flower festival | 25.00 |  | 25.00 |
| Salaries | 649.53 |  | 649.53 |
| Payments cancelled from July: |  |  |  |
| South Walsham Village Hall - 5 months payment | 714.00 |  | 714.00 |
| SPP Digital Ltd - 4 coronation plaques | 138.00 | 27.60 | 165.60 |

* 1. Council RESOLVED to accept bank reconciliation and budget monitoring statement as at 30th August 2023:

|  |  |
| --- | --- |
|  | £ |
| Bank a/c no 00621042 Current | 9.989.58 |
| Bank a/c no 01647010 Deposit | 18,424.29 |
| Bank ac/no 01460751 cemetery & c/yard | 31,352.72 |
| Bank a/c no 07455911 Deposit Hewitt | 2,031.17 |
| Cheques/cash in hand | 0.00 |
|  | 61,797.76 |

* 1. Clerk provided an update on online banking application which cannot be completed online so will require a telephone call and/or branch visit to proceed. Aim to complete before next meeting.

1. **THE SHIP**
   1. Council noted that The Ship has been registered as an Asset of Community Value for 5 years until 13th August 2028.

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* 1. Michael Linsdell, as a Director of Save The Ship Inn (South Walsham) Community Benefit Society Ltd, provided Council with an update on the proposed purchase of The Ship. The society, approved by the Financial Conduct Authority is also registered with Companies House. A potential grant of £10,000 is available, however the society does not yet have a bank account and requires the parish council to hold any funds it may be awarded until such times as an appropriate account is opened. Clerk advised that she had not been provided with any paperwork in advance, but could state that if such funds were received it would be subject to an external audit, so fees of some £300 or so would be payable. A decision would need to be made about accrued interest and the funds would be subject to usual council practices, ie payments approved and authorised at the next available meeting. RESOLVED: Council’s treasurer’s account to be noted as being authorised to receive funds. Interest to remain with the parish council. Council to pay the additional audit fees incurred. Clerk to be provided with all appropriate paperwork to complete the audit trail.

1. **VILLAGE HALL**
   1. Cllr C Grant reported that there is no progress to report on the mast application, it is an ongoing matter being discussed and actioned by the Village Hall Committee, not the Parish Council.
   2. Cllr Steward reported that the grass cutting in play area is the best he has ever seen. Now the land transferred to the school has been tidied up the area is looking good. Playground inspection due to take place later this week.
2. **CEMETERY AND CHURCHYARD**
   1. Cllr Crook reported that the working party on 12th August 2023 cleared the epicormic growth from the lime trees and tidied up the area around said trees. More work to be undertaken in October. There is a leaflet and map in the church porch showing the wildflowers growing in the churchyard.
   2. Cllr Grant has put together a specification for the proposed new churchyard path based upon information given by the Diocesan surveyor and is awaiting quotes.
   3. The lime trees in the churchyard were last inspected in June 2022 and no issues reported. Council decided upon a three year review in December 2022, however, due to queries raised by the Parochial Church Council and residents Council will look at perhaps thinning out the bigger branches, along with any other minor works that may required, in winter 2024. Agreed in principle, details to be resolved at a later date, along with confirmation of costs which could be split three ways.
   4. Council noted the letter sent by the South Walsham and District Bowls Club and the chair confirmed that no scheme had been put forward as yet and that the South Walsham Village Hall committee would be involved in the discussions.
   5. The Clerk reported that an email response had been received that morning from Broadland District Council who confirmed that planning permission was required to make the proposed changes to the entrance of the cemetery.
   6. It was noted that there was no groundwater in the recent grave. However, the excess soil appears to have been placed on the playing field boundary when it should have been stored at the rear of the cemetery. Council agreed to leave the soil where it is.
   7. The Clerk was asked to add the new hedging at the cemetery to Garden Guardian’s specification for next year.
3. **VILLAGE ISSUES**
   1. During the visit by Jerome Mayhew MP on 30th August 2023 residents raised queries about the speed limit in Broad Lane, and the numerous near misses that occur due to it being such a narrow road. The other issue was the cutting of the verges: why is Marsh Road mowed both sides of the road when it is a dead end, and the rewilding along Broad Lane was destroyed by the mowing this year.

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RESOLVED: Clerk to write to Mr Mayhew to raise the issue of the speed limits in place for Broad Lane, Chamery Hall Lane and Acle Road (in particular by the cemetery entrance).

* 1. Speeding along Chamery Hall Lane – see item 4.
  2. Cllr Crook has reported the overgrown verge on School Road to Highways for action. A large branch has fallen off an oak along School Road which was moved by Fairhaven Gardens onto their land and the manager has spoken to Norse who has carried out a visual inspection, although they have yet to provide any feedback. The next cut along the footpath is due to take place 13th September 2023. No payment has yet to be received from Norfolk County Council for the work, Clerk is chasing the Highways Engineer for the necessary paperwork.
  3. Coronation plaques installed around the village, following a short service at St Mary’s on 14th August 2023.
  4. RESOLVED: Clerk to contact Highways to request a response to her email of 3rd June before proceeding with installing posts on the verge of Pilson Green pond.

Cllr Randell confirmed that the bus shelter needs a little bit of work to see it through the winter.

* 1. Kingfisher Lane carpark:
     1. Clerk has received confirmation that Broadland District Council will review the arrangements for the carpark. Query as to whether the trees are in the car park remains unanswered.
     2. Clerk reported the damaged bin, fixed upright to the post by a member of the public.
     3. Council agreed to Cllr Crook replacing the existing sign with a new one. Costs to be confirmed.
  2. Cllr Crook provided a report on work carried out at Kidman’s Corner pond and the Community Woodland. Cllr Steward and Ms Rout from Fairhaven Gardens plan to meet with a representative from Norse when they are next in the area to discuss current arrangements and future planning.
  3. New plans are to be provided to the Clerk regarding the replacement seat at the Village Green. Ongoing: obtaining a quote for the oak at the rear of the Green.
  4. Mr Jones has agreed to plant two oaks on his land to replace the ones felled nearby in Oakfield Drive. Cllr Randell is to speak to the new owners to discuss. Costs to be confirmed.
  5. Clerk to report various potholes around the village, including the ones in the passing places/laybys along Green Lane and the ones by Tile Cottage.
  6. Cllr Crook has spoken to the owners of the property carrying out building work to their property on Wymers Lane in response to issues raised to him. Cllr Crook will report back to those people who have contacted him and matter to be considered as resolved from the council’s perspective.

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

Next Meeting: 2nd October 2023

Progress of work/demolition of the Kings Arms

The 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 APPRAISAL**

Feedback from meeting held 21st August 2023 circulated to council prior to this meeting.

Meeting closed 21.10

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