**SOUTH WALSHAM PARISH COUNCIL MEETING**

Held on **Monday 2nd October 2023** at South Walsham Village Hall at 7.30pm

1. **ATTENDANCE**

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

Apologies: Amanda Miller

County Councillor: Fran Whymark 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 4th September 2023 confirmed as a true record by Council and signed by the Chair.

1. **PUBLIC FORUM**
   1. County Councillor Fran Whymark – Broadland District Council are purchasing 7 houses for use as temporary accommodation making use of the Local Authority Housing Fund which provided 40% and the council the remaining 60%. UK Strategic Flood Alliance asks that owners clear the ditches on their properties. Work on the A47 is being started; Dr Boswell’s court case has been dismissed, however he is now appealing the decision. Postwick Park and Ride now open until Christmas.
   2. Comments from members of the public –

Park and Ride: would it be possible to have a stop at the Train Station as it did before? Cllr Whymark advised resident to contact the bus company as it sets its own route.

Free amenities for the youth in the village: resident to speak to the Village Hall to see whether there was any possibility of setting up a youth club to meet there. Once costs, venue, staffing considered resident will report back to the parish council to discuss funding/support.

New entrance to cemetery: Bowls Club representative reported that no response had been received to their letter. Clerk referred to minute from last month. Chair confirmed any decision about access over Village Hall land would be made by those trustees.

Village Hall: limited availability for use other than as a pre-school. Firework evening planned for 4th November 2023.

School Road hedge: thanks to council for making the footpath accessible once again.

Marsh Road: Clerk to contact Highways to ask to clear the road along no. 10 to increase the width of the road now the hedge has been cut.

1. **MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**
   1. Skills audit for parish councillor vacancy – ongoing – to be completed by councillors in readiness for advertising vacancy ready for co-option in January 2024.
   2. Churchyard path quotes – ongoing – Cllr Crook to forward email with suggested contractor to Cllr C Grant. Other contractors being sought.
   3. Installation of posts along verge of Pilson Green pond – ongoing – Clerk to contact Highways again.
   4. Replacement oaks to be planted by Oakfield Drive – ongoing – Cllr Randell to report back with progress.
   5. Work on tree at the Village Green – ongoing – Clerk has received report of overhanging trees to be investigated. Also seeking quotes for other tree work.
   6. Chameryhall Lane – ongoing – Clerk awaiting confirmation as to whether SAM sign can be located along that road to gauge speed of users.

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1. **CORRESPONDENCE**

|  |  |  |
| --- | --- | --- |
| Broadland District Council | Rough Sleeper Count for evening of 27th September 2023 | Nil return to be submitted |
| Fairhaven Pre-School | Proposed idea for use of £500 grant previously agreed | Council agreed that the £500 could be used towards a changing table; Upton PC contributed £100 with preschool to fund the balance. |

1. **PLANNING**
   1. Planning application 2023/2499 for County Farm, Green Lane, South Walsham NR13 6DE for a two-storey dwelling and double garage: RESOLVED to ratify emailed comment of ‘no objection’ sent 7th September 2023.
   2. Planning application 2023/1682 for 41 Panxworth Road, South Walsham NR13 6DY for a balcony redesigned and enlarged (amendment to 20181369): no objection.

1. **FINANCIAL & ADMINISTRATIVE MATTERS**
   1. The following payments were agreed:

|  |  |  |  |
| --- | --- | --- | --- |
|  | £ | £ | £ |
| Broadland District Council – waste bin at cemetery | 103.22 |  | 103.22 |
| Garden Guardian - September payment | 565.63 | 113.13 | 678.76 |
| South Walsham Village Hall - September payment | 111.89 |  | 111.89 |
| Wicksteed - playground inspection | 132.00 | 26.40 | 158.40 |
| George Taylor – hedge cutting along School Road | 100.00 |  | 100.00 |
| Miss A Beck expenses: |  |  |  |
| HP Instant Ink (September) | 8.32 | 1.67 | 9.99 |
| Roys – envelopes | 2.98 |  | 2.98 |
| Post Office Ltd – stamps | 3.20 |  | 3.20 |
| Post Office Ltd – paper | 7.50 |  | 7.50 |
| Salaries | 831.85 |  | 831.85 |
| Mr P Crook – expenses - mooring rings | 11.65 | 2.34 | 13.99 |

* 1. Council RESOLVED to accept the bank reconciliation statement as at 26th September 2023:

|  |  |
| --- | --- |
|  | £ |
| Bank a/c no 00621042 Current | 7,710.79 |
| Bank a/c no 01647010 Deposit | 18,424.29 |
| Bank ac/no 01460751 cemetery & c/yard | 30,490.66 |
| Bank a/c no 07455911 Deposit Hewitt | 2,033.07 |
| Cheques/cash in hand | 0.00 |
|  | 58,658.81 |

* 1. Cllr Randell was appointed to undertake mid-year internal accounts review.
  2. Online banking application and additional signatories submitted to the bank – additional form needs completing to allow Clerk access to set up payments.
  3. Whole council training to be postponed until after February 2024 to allow councillor vacancy to be filled so all members receive the same training.
  4. RESOLVED: to re-adopt Privacy Notice for the next four years.
  5. RESOLVED: to re-adopt the Records Management and Retention policy for the next four years.

1. **PLAYGROUND**
   1. Council noted the Annual Inspection report from Wicksteed following the site visit on 7th September.

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* 1. The findings from the report were discussed on site during the annual walk. Cllr Steward is addressing the low priority issues raised and will circulate a report to Council.
  2. RESOLVED: to purchase 10 replacement bolt covers at the cost of £24.24.

1. **SCHOOL ROAD HEDGE CUTTING ARRANGEMENTS**

The footpath and hedge alongside it were cut on 13th September 2023, with thanks to Cllrs Crook, Randell and Steward. Dog mess was found on the footpath by the next morning. RESOLVED: Cllr Whymark suggested contacting Broadland District Council to request signs they produce free of charge and costs of £50 agreed to cover costs of posts as required to display the signs.

Norfolk County Council has now been invoiced for the work, as a purchase order has now been raised. The roadside part of the hedge is due to be cut by the NCC contractor by the end of the year (no specific date available).

Cllr Steward has arranged for the next cut of the hedge to be carried out towards the end of May 2024.

1. **VILLAGE WALK**
   1. Council received notes from the Village Walk held 11th September 2023.
   2. RESOLVED: to agree costs of replacement mooring rings at £13.99.
   3. RESOLVED: to agree costs of replacement sign indicating the way to the village at £51 plus VAT.
   4. RESOLVED: Cllr Steward to discuss current and future grasscutting arrangements for the Community Woodland with Norse, along with a representative from Fairhaven Woodland and Water Gardens. No date arranged as yet.
   5. Overgrown ivy at the staithe – Clerk to speak to the owner.
2. **VILLAGE ISSUES NOT OTHERWISE INCLUDED WITHIN THE AGENDA**
   1. Kingfisher Lane carpark – Council have seen the plan attached to the 1993 lease and confusion still arises as to whether the trees are included within the carpark land. Discussions with Broadland District Council continue.
   2. Pilson Green pond – Cllr Randell to finish painting railings. Cllrs Crook, Randell and Steward to look at the work required on the WI bench.
   3. Village Green – Cllrs Crook and Steward devising a scheme based on drawings provided by Mr D Dewing. More information to be available for the next meeting.
   4. Kings Arms – Clerk reported the consultant on the project confirmed his client is awaiting comments on the nutrient neutrality survey. Concerns were raised that the building was partially demolished. AGREED: Cllr Whymark would contact Planning at Broadland District Council and report to the Clerk.
3. **ITEMS FOR INCLUSION IN THE NEXT AGENDA**

Next Meeting: 6th November 2023

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. **CEMETERY**

Cllr Crook provided Council with information about recent developments.

Meeting closed 8.55pm

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