# 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 5th February 2024 at 7.30pm**

Aileen Beck

Aileen Beck Parish Clerk

31st January 2023

# AGENDA

## ATTENDANCE

To note those present and consider apologies for absence.

## 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.

Other Registerable Interests and non-Registerable interests must be disclosed in accordance with the Code of Conduct. In these instances, members may speak on the matter only if members of the public are also allowed to speak but must not take part in any discussion or vote and only remain in the room if a dispensation has been granted.

## MINUTES OF PREVIOUS MEETINGS

* 1. To confirm the accuracy of the minutes of the Parish Council Meeting held on 8th January 2024.
  2. To note the meeting called for 15th January 2024 was inquorate.

## 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.

## MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE VERBAL UPDATES

* 1. Parish councillor vacancy – Cllr Crook.
  2. Churchyard path quotes – Cllr C Grant.
  3. Churchyard gates – Cllr Crook.
  4. Tarmac outside St Lawrence’s – Cllr Crook.
  5. Verge at Pilson Green pond – Cllr Crook/Clerk.
  6. Replacement oaks to be planted by Oakfield Drive – Cllr Randell.
  7. Overgrown ivy at the staithe – Cllr Randell.
  8. Youth Club – update.
  9. Seat at the Village Green – Cllr Steward.
  10. Trees – Cllr Steward.
  11. Gritting of Village Hall carpark – Cllr Crook.
  12. Biodiversity policy – Cllr Crook.
  13. Purchase of 2 additional brackets for the SAM2 sign – Clerk
  14. Clean up and Bloom grant – Cllr Crook.
  15. Additional grit bin – Clerk.

## CORRESPONDENCE

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| --- | --- | --- |
| Norfolk County Council | 5th February 2024 temporary road closure along Burlingham Road/Chameryhall Lane for BT pole testing work | For information |

## PLANNING

1. To consider planning application 2024/0001 notification for prior approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB) at Barn adjacent to Yew House, 11 Newport Road, South Walsham, Norfolk.
2. To consider planning application BA/2023/0467/CLUED for lawful development certificate for the use of a building as a dwellinghouse within class C3 at Broad View, Fleet Lane, South Walsham.

## FINANCIAL & ADMINISTRATIVE MATTERS

* 1. To note the receipts and agree and authorise payments and transfers as per circulated schedule.
  2. To receive bank reconciliation statement and budget statement as at 30th January 2024.
  3. To discuss transfers and virements.
  4. To receive an update on online banking application.
  5. To agree the third member of the Staffing Committee.
  6. To adopt the Publication Scheme, Reserves Policy and Web Accessibility Statement.
  7. To note audit requirements for the end of the financial year.

## THE SHIP

To receive an update on the Save The Ship campaign and the management of the grant funds received from Locality.

## VILLAGE ISSUES

1. To discuss meeting with Garden Guardian and maintenance contract for 2024/25.
2. To discuss cemetery issues including flytipping and grave maintenance.
3. To discuss hedge cutting along School Road.
4. To receive updates on Highways matters reported and discuss any additional concerns – Clerk.

## ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: Monday 4th March 2024 at 7.30pm

Deadline for requests for inclusion on the next agenda to reach the clerk: Friday 23rd February 2024 5pm

Policies: Health and Safety, Risk Management Scheme and Web Accessibility Statement

Slipway key ballot for non-residents

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:

## EMPLOYMENT MATTERS

* 1. To discuss handover of files, laptop, printer, phone and books held by the Clerk.
  2. To discuss recruitment of a new Parish Clerk and Responsible Financial Officer.