**MINUTES OF SOUTH WALSHAM PARISH COUNCIL MEETING**

Held on **Monday 6th November 2023** at the Village Hall, School Road, South Walsham at 7.30pm.

## ATTENDANCE

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

Apologies: County Councillor Fran Whymark.

Clerk: Aileen Beck

16 members of the public.

## DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Crook – item 10 – related to Katie Story by marriage.

## MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 2nd October 2023 confirmed as a true record by Council and signed by the Chair.

## PUBLIC FORUM

Comments from members of the public:

Flooding: Fleet Lane – the drain under the road takes water from the ditch alongside no.2 into the broad. However, the water on the road is a higher level than the broad, so is not draining away. Problem raised with Norfolk County Council in 2011 and 2014. Drainage system needs looking at. Wymers Lane/Kingfisher Lane – water still across the road. 1 The Street – drain needs clearing.

Footpath from Broad Lane to Upton Road needs widening.

**ACTION: Clerk to contact Highways about matters above plus others outstanding and request a meeting.**

Flooding opposite the Old Police Station **ACTION : Cllr Crook to contact farmer to ask for ditches to be cleared**

## MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

* 1. Parish councillor vacancy – ongoing
  2. Churchyard path quotes – 1 quote received and searching for more contractors. Faculty may need amending before quote accepted and work commences. Map of churchyard lights available to minimise problems during the works. **ACTION: Cllr D Grant**
  3. Installation of posts along verge of Pilson Green pond – Highways to be contacted once again and photos of perimeter to be sent for visual reference. **ACTION: Clerk**
  4. Replacement oaks to be planted by Oakfield Drive – Mr R Jones has offered to plant trees in the new year. Ms R Ellis offered 3 oaks which have been grown and nurtured in her garden.
  5. Overgrown ivy at the staithe –**ACTION: Clerk to contact owner to request removal and ask if Mrs Hitchcock can use some for Xmas church decoration pending removal.**
  6. Dog fouling notices – ongoing. **ACTION: Clerk to contact Cllr F Whymark to obtain name of person dealing with this matter at Broadland District Council as no response to emails sent after the last meeting.**
  7. Village Hall update – Cllr C Grant reported that there was a good firework display on 4th November. Events are planned for Christmas. Grasscutting went out to tender; South Walsham Cricket Club are to act as the groundsmen for the pitches. The cutting of the grass for the preschool, gazebo and playground are on a 3 month trial to a local person.
  8. Kings Arms update – Planning Enforcement can take no action as there is no time limit for demolition specified in the Decision Notice. **ACTION: Clerk to contact CNC Building Control for advice and guidance.**

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## CORRESPONDENCE

|  |  |  |
| --- | --- | --- |
| Norfolk Befriending Service | New project matching volunteers with carers to offer regular companionship at home and within the community. [www.caringtogether.org/befriending](http://www.caringtogether.org/befriending) | Noted |
| Corum Voice Norfolk | Become an Independent Visitor, a volunteer who visits a child for a few hours each month to build a valuable and consistent relationship by spending time together doing fun activities.  [www.coramvoice.org.uk](http://www.coramvoice.org.uk) | Noted |

## PLANNING

2023/2934 Notification for prior approval for a proposed change of use and associated building works of agricultural buildings to 3 dwellinghouses at Field Farm, Field Road, South Walsham NR13 6BZ – no objection, save for concerns over infrastructure as per previous application.

## FINANCIAL & ADMINISTRATIVE MATTERS

* 1. The following receipts were noted and payments authorised:

|  |  |  |  |
| --- | --- | --- | --- |
|  | £ | £ | £ |
| Receipts: |  |  |  |
| Broadland District Council – 2nd instalment precept |  |  | 11,618.50 |
| Norfolk County Council – delegated cutting School Road |  |  | 1,230.58 |
|  |  |  | 12,849.08 |
| Payments: |  |  |  |
| Aileen Beck expenses: |  |  |  |
| Playdale Playgrounds - bolt covers | 20.20 | 4.04 | 24.24 |
| HP Instant Ink | 8.32 | 1.67 | 9.99 |
| Microsoft365 personal | 49.99 | 10.00 | 59.99 |
| Peter Crook expenses: Tudor Printing | 51.00 | 10.20 | 61.20 |
| Garden Guardian - October payment | 565.63 | 113.13 | 678.76 |
| South Walsham Village Hall - October payment | 111.89 |  | 111.89 |
| Norfolk Association of Local Councils - conference | 25.00 |  | 25.00 |
| Fairhaven Pre-School - payment of grant | 500.00 |  | 500.00 |
| Salaries | 841.81 |  | 841.81 |
|  | 2,173.84 | 139.04 | 2,312.88 |

* 1. Council RESOLVED to accept the bank reconciliation statement as at 1st November 2023:

|  |  |
| --- | --- |
|  | £ |
| Bank a/c no 00621042 Current | 18,372.11 |
| Bank a/c no 01647010 Deposit | 18,424.29 |
| Bank ac/no 01460751 cemetery & c/yard | 30,549.30 |
| Bank a/c no 07455911 Deposit Hewitt | 2,034.94 |
| Cheques/cash in hand | 0.00 |
|  | 58,658.81 |

* 1. Clerk reported that internet banking is now set up on all accounts however payments can not yet be made as only one councillor has access and at least two need to authorise payments as per the settings of the accounts. RESOLVED: to accept the Internet Banking policy.

**ACTION: Clerk to transfer £10,000 from the current account into the savings account.**

## BUDGET

Clerk circulated the draft budget for 2024/2025 and asked for details of any proposed maintenance schemes not already included within the document.

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**ACTION: all councillors to consider and send suggestions to the Clerk by 28th November 2023 so budget can be reviewed and agreed next month along with the related precept request.**

## YOUTH CLUB

Katie Story and Paul, a Youth Worker with Norfolk County Council spoke to the meeting. There are 5 people interested in forming a committee and 18 families interested in joining the youth club. Looking at potentially starting in April 2024 assuming funding and staffing in place. An initial investment of between £2,000 and £5,000 may be required, although grants are available. Article and questionnaire to be drafted by Katie for The Mardler. RESOLVED: Council agreed in principle to providing some financial support, although not the whole amount.

## SCHOOL ROAD HEDGE CUTTING ARRANGEMENTS

RESOLVED: Council wish to continue the arrangements in 2024, although the figure to be paid to the parish council by Norfolk County Council will not be available until February/March 2024. The surplus funds from 2023 to be used as general funds.

The field side of the footpath needs cutting by the farmer, and the roadside by Norfolk County Council.

**ACTION: Clerk to enquire about the possibility of other delegated arrangements for work within the village.**

## HIGHWAYS MATTERS

To discuss outstanding matters including:

* 1. Speeding along Chameryhall Lane RESOLVED: Council agreed to amend the Memorandum of Agreement with Highways to confirm that the SAM2 sign will be sited within or adjacent to the existing 30mph speed limit. Cllr Randell thanked for his work with the signs. At present the sign acts as a deterrent, although a member of the public may be able to assist downloading the data in the future. **ACTION: Clerk to update Memorandum of Agreement and look into purchasing two additional brackets for use at this new site.**
  2. Speed signs in the village – Highways confirmed that 30 mph Repeater signs are spaced at a minimum 200m apart according to DFT guidance so there is no requirement for more. The Network safety team are not keen on the school signs designed by the children as they are not to legal size or standard and many road users may realise this and choose to ignore them, they possibly have an impact outside of a school or play area but would not be enforceable.
  3. Flooding/drainage – see item 4 Public Forum
  4. Broad Lane verge management – see item 5c
  5. Marsh Road widening **ACTION: Clerk to add to list for Highways.**

## MAINTENANCE AROUND THE VILLAGE

* 1. RESOLVED: Cllr Steward appointed as Tree Warden for the parish council with assistance from Cllr Randell and Mr J Debbage.
  2. RESOLVED: Council agreed the proposal for a new seat around the large tree at the front of the Village Green to be donated by the Dewing family, and the associated costs to the council of up to £300 (cost of installing said seat of up to £200 and £100 for a plaque). The oak planks to be used come from a tree grown in the village. Future maintenance costs to be borne by the Parish Council. **ACTION: Cllr Steward to liaise with Mr Jones/the Dewing family to progress.**
  3. Council offers its thanks to Mr S Thurtle for fixing the brushcutter/strimmer and agreed the cost of replacement parts of £5.15.

The hedge cutter also needed fixing, cost approximately £20.

* 1. Grasscutting arrangements for the play area at the Village Hall – see item 5g.
  2. Maintenance of the WI bench at Pilson Green pond – cost approximately £170 to repair to cover costs of bolts, screw and timber.

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**ACTION: Clerk to contact the WI to ascertain whether they are prepared to pay those maintenance costs.**

* 1. Church gates – gates need pressure washing, left to dry, sanded down and treated with oil. Work to be carried out by Cllrs Crook and Randell. Upright posts may require attention too. Costs to be determined.
  2. Grounds maintenance arrangements with Garden Guardian – Comments received that the work in the churchyard has been of a high standard. Hedge cut at cemetery. **ACTION: Clerk to speak to Garden Guardian to arrange a meeting to discuss next year’s contract.**
  3. Council agreed to use of the bus shelter on the Village Green by the Parochial Church Council as part of their Tree Festival, from the beginning of December until 12th Night. Wooden trees and lights in churchyard as used last year were also agreed.

## BIODIVERSITY

Clerk presented a draft biodiversity policy in accordance with The Environment Act 2021 for consideration by council before 1st January 2024. RESOLVED: A biodiversity policy will be considered in due course.

## ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: Monday 4th December 2023 at 7.30pm

Deadline for requests for inclusion on the next agenda to reach the clerk: Friday 28th November 2023 5pm

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:

## CEMETERY

Continued discussion regarding developments to potentially improve access to the cemetery.

Meeting closed 9.15pm

28/2023