**SOUTH WALSHAM PARISH COUNCIL MEETING**

Held on **Monday 5th February 2024** 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, Paul Newstead (District Councillor) and Fran Whymark (County Councillor)

Clerk: Aileen Beck 6 members of the public

## DECLARATIONS OF INTEREST AND DISPENSATIONS

None

## MINUTES OF PREVIOUS MEETINGS

* 1. The minutes of the Parish Council Meeting held on 8th January 2024 confirmed as a true record by Council and signed by the Chair.
	2. It was noted that the meeting called for 15th January 2024 was inquorate.

## PUBLIC FORUM

a. County Councillor Fran Whymark sent a short report: Following changes made by Norfolk County Council (NCC) small amounts of DIY waste can be disposed of at Norfolk’s Recycling Centres free of charge.  This applies to small-scale projects carried out by householders on their own home.  You can now bring a maximum 100 litres (must fit into 2 x 50l bags) for free or one single item (maximum size of 200cm x 70cm x 75cm), with four free visits every four weeks. For more information visit [www.norfolk.gov.uk/DIYwaste](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.norfolk.gov.uk%2FDIYwaste&data=05%7C02%7C%7C64f844cdca1440fb07b008dc265bce22%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638427422958123108%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=4vNHQPlHOSw3CyXDH43mlArNRPE%2BNdzjQBmmrXjghPA%3D&reserved=0).

b. Public Forum: Mr J Debbage reported that the reeds in the ditch at Broad Lane have been cut, and water will flow until it reaches a certain level. Landowners need to clear their ditch.

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

* 1. Parish councillor – Cllr Crook - ongoing.
	2. Churchyard path quotes – Clerk advised she had not been given sight of the quotes, understood that they had not been circulated prior to the meeting and neither had an appropriate motion been submitted however it was RESOLVED to discuss quotes during the meeting and it was AGREED to accept the quote from Simons Landscaping at a cost of £5,800 plus VAT. There was one other quote received for the revised specification. Other companies have looked at the job but failed to submit quotes. Cllr C Grant to check availability/timescales with the company and liaise with the churchwarden.
	3. Churchyard gates – Cllr Crook – small amount of decorating to be done.
	4. Tarmac outside St Lawrence’s – Cllr Crook – resolved.
	5. Verge at Pilson Green pond – Clerk submitted request to Highways Boundaries with a plan of the common land registered as the pond for clarification of the boundary.
	6. Replacement oaks to be planted by Oakfield Drive – Cllr Randell – due to see Mr R Jones this week.
	7. Overgrown ivy at the staithe – Cllr Randell – a replacement fence is being made to replace the existing damaged fence. A suggestion was made that the ivy be removed from both sides before installation of the new fence.
	8. Youth Club – Cllr Crook – a plea has been on Facebook for a new lead for the project.
	9. Seat at the Village Green – Cllr Steward to meet with Mr A Dewing. The timber is available in the length required and is being cured.
	10. Trees – Cllr Steward to make further attempts to contact the owner of the village green to discuss maintenance of the trees. Cllr Steward also to speak to the neighbour who raised concerns over the overhanging branches affecting his property to discuss the extent of the work required and costs as all trees on the Village Green are subject to Tree Protection Orders. The Village Green is registered with Norfolk County Council as a Village Green.
	11. Gritting of Village Hall carpark – Cllr Crook – Carpark will not be gritted due to liability issues.
	12. Biodiversity policy – Cllr Crook provided council with a draft which will be finalised for the next meeting.
	13. Purchase of 2 additional brackets for the SAM2 sign – bought, delivered and in use.
	14. Clean up and Bloom grant – Cllr Crook reported the application has been successful. £300 to be paid into the council’s account. RESOLVED: £100 of the said grant to be paid to the Parochial Church Council for use in the churchyard.
	15. Additional grit bin – Clerk awaiting response from Highways.

## CORRESPONDENCE

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

## PLANNING

1. 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. RESOLVED: no comment.
2. 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. RESOLVED: no comment.

The appeal for planning application 2023/0743 was noted although it did not appear on the agenda as notification arrived less than 2 hours before the meeting.

## FINANCIAL & ADMINISTRATIVE MATTERS

* 1. The following payments and transfers were authorised:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Net £ | VAT £ | Gross £ |
| Aileen Beck expenses - HP Instant Ink | 8.32 | 1.67 | 9.99 |
| Salaries (January, February, March) | 1,580.81 |  | 1,580.81 |

* 1. Council accepted the bank reconciliation statement and budget statement as at 30th January 2024.

|  |  |
| --- | --- |
|  | £ |
| Bank a/c no 00621042 Current | 2,018.48 |
| Bank a/c no 01647010 Deposit | 28,424.29 |
| Bank ac/no 01460751 cemetery & c/yard | 32,974.89 |
| Bank a/c no 07455911 Deposit Hewitt | 2,041.62 |
| Cheques/cash in hand | 0.00 |
|  | 65,459.28 |

1. RESOLVED: Clerk instructed to complete internal transfers of £5,000 from savings account to Treasurer’s account and £431.85 from Treasurer’s account to Cemetery account. As expenditure has exceeded the budget in a few areas the clerk suggested virements to update the true reserves figure. This will be done by the new clerk at year end.
2. Two signatories are missing cards or card readers to access the online banking facilities. Each councillor to contact Lloyds themselves to request the missing information/equipment.
3. RESOLVED: The third member of the Staffing Committee agreed to be Suzanne Grant.
4. RESOLVED: To adopt the Publication Scheme, Reserves Policy and Web Accessibility Statement.
5. Clerk to contact internal auditor in readiness for audit requirements for the end of the financial year.

## THE SHIP

Cllr Steward confirmed that the Community Benefit Society has now been able to open a bank account and the cheque for £9,429, the full amount of the grant funding received by the council from Locality, has now been cashed and is in that new account.

## VILLAGE ISSUES

1. RESOLVED: To accept Garden Guardian’s quote for £4,887 plus VAT with additional hedge cuts at £120 plus VAT. George Taylor to be asked to undertake additional weed killing.
2. Thanks to Cllr Randell for clearing up the recent flytipping at the cemetery. Cllr Crook has reported it to the EDP and will include it in the Mardler too. The recent grave maintenance/improvements to be reviewed due to the use of plastic edging.
3. The hedge has been cut along the road side of School Road. The hedge between the field and the pond has yet to be cut by the farmer.
4. Highways has reported that it is looking onto the flooding by 1 The Street.

## 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 and Risk Management Scheme.

Slipway key ballot for non-residents

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:

## EMPLOYMENT MATTERS

* 1. The handover of files, laptop, printer, phone and books held by the Clerk to be arranged before the end of her employment with council.
	2. Recruitment of a new Parish Clerk and Responsible Financial Officer – ongoing.

Meeting closed 8.20pm