**SOUTH WALSHAM PARISH COUNCIL MEETING**

Held on **Monday 8th January 2024** at South Walsham Village Hall at 7.30pm

1. **ATTENDANCE**

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

Apologies: Suzanne Grant, Fran Whymark (County Councillor)

Clerk: Aileen Beck 12 members of the public

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr Steward – 5n

1. **MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council Meeting held on 4th December 2023 confirmed as a true record by Council and signed by the Chair. The agreed minutes differ from the draft minutes published.

## PUBLIC FORUM

* 1. County Councillor - Fran Whymark: An update on Burlingham Country Park – some of the land planned for the Country Park is being utilised by the A47 improvements.  Obviously this will delay any opening but I will keep you updated as I get more information.  Very pleased to share that from 1st February all disabled concessionary travel pass holders will get 24/7 free travel.  This is 14,500 people who can now travel at any time of day for free.
	2. Request made by a Director of Save The Ship Inn (South Walsham) Community Benefit Society Limited to have the cheque for £9,429 reissued in favour of a Director so that funds can be used to pay for the advice needed to proceeding with additional funding. Clerk advised she had been told by both Norfolk Association of Local Clerks and the Society of Local Council Clerks that was not an appropriate way for council to act. Clerk instructed to call an extra ordinary meeting for 7pm on Monday 15th January 2023 to discuss further. Clerk is unavailable on that evening. Someone else to be appointed to take the minutes.

Speeding signs – Clerk instructed to send email with comments about signs designed by school children to the requester.

Flooding in Broad Land – Mr J Debbage has tried to unblock the pipe under the road. Mr Jones to cut back the reeds to enable Mr Debbage to clear it out properly.

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

* 1. Parish councillor vacancy – Cllr Crook – to be considered at another meeting
	2. Churchyard path quotes – Cllr C Grant – nothing further to report
	3. Churchyard gates – Cllr Crook – posts to be treated in the spring. Before and after photographs to be submitted to The Mardler. Bar needs looking at to aid closure of the gates.
	4. Verge at Pilson Green pond – Cllr Crook/Clerk – cones appear to have worked. Additional cones to be placed in the space up to the post box.
	5. Replacement oaks to be planted by Oakfield Drive – Cllr Randell to speak to Mr Jones later this month
	6. Overgrown ivy at the staithe – fence has now fallen down and is propped up. Broads Authority seen trimming back the ivy. Cllr Randell to speak to the owner.
	7. Dog fouling notices – Cllr Crook – self adhesive stickers mounted on aluminium plates either end of School Road path.
	8. Youth Club – Cllr Crook – meeting due to have be held earlier in the day. Report next month.

01/2024

* 1. Seat at the Village Green – Cllr Steward – Mr A Dewing supplying the oak. Mr D Dewing to be present when the seat is being put together. Cllrs Steward and Crook to check prototype.
	2. Trees – Cllr Steward: In retrospect, the decision not to remove dead branches should be reconsidered and will be after all trees in the village have been checked. To be followed up: damaged oak and foliage over the roadway to the telephone exchange affecting the neighbouring property. AGREED: Clerk to pass details of the land owner over to Cllr Steward so he can liaise direct regarding the work needing to be done.
	3. Gritting of Village Hall carpark – Cllr Crook to discuss with school. Chair of the Village Hall confirmed it would grit the entrance slope to the hall. The school caretaker grits land from its gates.
	4. Flowers for Hewitt grave – Clerk purchased and laid in December on the anniversary.
	5. Biodiversity policy – Cllr Crook – to discuss at February’s meeting.
	6. Purchase of The Ship – Cllr Crook – Community Benefit Society looking at submitting the grant application in the next few weeks. Currently working on a business plan and share offer document.
	7. Purchase of 2 additional brackets for the SAM2 sign – due to be delivered to the Clerk in the next few days to then be passed onto Cllr Randell.

## CORRESPONDENCE

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| --- | --- | --- |
| Acle Neighbourhood Team (Norfolk Constabulary) | Next Priority Setting Meeting will be Wednesday 27th March 2024 on Microsoft Teams (contact SNTAcle@norfolk.police.uk or telephone 01603 276727) | Noted |
| Norfolk County Council | Temporary Traffic Regulation Order NTR07458 affecting Green Lane at junction of B1140 Newport Road for 60m north-eastwards on 15th January 2024. | Noted |

## PLANNING

1. Planning application BA/2023/0453/FUL regularisation of use of land for equestrian purposes and erection of field shelter and hay store at land north of Marsh Road, South Walsham, Norfolk – approved.
2. Planning application 2023/3820 for two storey and single storey extension with associated works at Harefen Farm, 7 Hare Fen Lane, South Walsham NR13 6DG – approved.

## FINANCIAL & ADMINISTRATIVE MATTERS

* 1. The following payments and transfers were authorised:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Net £ | VAT £ | Gross £ |
| Aileen Beck expenses - HP Instant Ink | 13.32 | 2.66 | 15.98 |
| Aileen Beck expenses - The Enchanted Florist (Hewitt Flowers) | 25.00 |  | 25.00 |
| Salaries | 999.72 |  | 999.72 |
| Westcotec ltd | 111.50 | 22.30 | 133.80 |
| Fairhaven First Steps Pre-School (reissue chq 2371) | 500.00 |  | 500.00 |
| Internal transfer from Hewitt account to Treasurer’s account | 25.00 |  | 25.00 |

* 1. Council accepted the bank reconciliation statement and budget statement as at 2nd January 2024.
	2. Councillors experiencing problems with online banking application. Clerk to telephone bank to check progress.
	3. Replacement cheque for £500 issued to Fairhaven First Steps Pre-School due to insufficient payee details on cheque numbered 2371. Cllr Crook to give original cheque to the Clerk for cancellation.
	4. Clerk advised that Standing Orders state a minimum of 3 members to form any committee. The draft Terms of Reference for the Staffing Committee prepared by Cllr Crook to therefore be amended to appoint 3 accordingly. Members appointed: Cllrs Miller and Steward plus either Cllrs C or S Grant.

02/2024

## VILLAGE ISSUES

1. Meeting with Garden Guardian – Clerk – Robert Rice has offered to meet with Council at 9.30am any morning. Cllr Crook to liaise with him direct to arrange date in February. Additional quote received for work to hand brush cuttings off the headstones plus additional hedge cutting and weed killing at the cemetery.
2. Cut back of foliage around the WI bench at Pilson Green pond – Cllr Crook reported work as completed.
3. Clean Up and Bloom grant offered by Broadland District Council – Cllr Crook to submit application.
4. Memorandum of Agreement for SAM2 sign amended to include Chameryhall Lane and Acle Road.
5. Village Hall update – Cllr C Grant: good feedback from Christmas show on 23rd December, maintenance ongoing and funding ok. Next committee meeting 18th January 2024.
6. Clerk provided verbal updates on Highways matters: Fleet Lane flooding, Marsh Road/Broad Lane flooding and drain outside 1 The Street all confirmed as scheduled for repair in approximately 6 weeks. Work to clear footpath School Road/Upton Road completed. Inspectors could not find problems at Wymers Lane/Kingfisher Road flooding nor on the bend by Acorn Cottage. Explanation for flooding given as following torrential rain the drainage system has struggled to cope. Gullies to be checked. Cllr Randell has carried out a temporary repair with type 1 gravel around the water main by the staithe carpark. Thanks to Mr Stocks for resetting the sign outside his property.
7. Exposed tarmac at St Lawrence’s – Cllr Crook to knock edges out to make safe.
8. Additional grit bin – Clerk has submitted request to Norfolk County Council and awaiting a response.
9. Playground – Cllr Steward provided a report: grass seed to be planted under the swings in the spring; rubbish bin post to be repaired/replaced by Cllr Randell. Once completed, all work suggested in the inspection report carried out.

## ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: Monday 5th February 2024 at 7.30pm

Deadline for requests for inclusion on the next agenda to reach the clerk: Friday 26th January 2024 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 items due to their confidential nature:

## CEMETERY

Cllr Crook provided an update on potential alternative access arrangements to the cemetery.

## EMPLOYMENT MATTERS

Council noted the resignation of the current Clerk and have placed advertisements on the Norfolk Association of Local Councils website and Facebook for recruitment of a new Parish Clerk and Responsible Financial Officer.

03/2024