

SOUTH WALSHAM PARISH COUNCIL MEETING

Held on **Monday 4th April 2022** at South Walsham Village Hall at 7.30pm

1. ATTENDANCE

Present: Darren Debbage, John Debbage, Malcolm Dennis, Roger Jones (Chair), Amanda Miller and Malcolm Steward. Apologies: Peter Crook

Clerk: Aileen Beck 4 members of the public Apologies from County Councillor Fran Whymark

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllrs D Debbage & J Debbage – Village Hall Trustees – item 10

Cllr Dennis confirmed that he is no longer a Trustee for South Walsham Village Hall.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 7th March 2022 confirmed as a true record by Council and signed by the Chair.

4. PUBLIC FORUM

4.1 County Councillor Fran Whymark sent apologies and a brief from Broadland District Council regarding support for Ukrainian families.

4.2 Marshland Mardler – it was queried whether the Parish Council minutes reported within the April edition were for February or March. It was confirmed that the minutes printed relate to the meeting held on 7th March 2022.

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

Pothole outside Kingfisher Lane carpark filled 15/03/2022; Newport Road pothole filled 28/03/2022; potholes along School Road filled; Trees/foliage at junction of Newport Road/B1140 cut back to improve visibility; Upton Parish Council envisage potential problems if they were to lend their equipment to cut the footpaths; short term fence bordering the field and the trod along School Road is in bad condition, made as safe as possible but consent from Norfolk County Council/County Farms to be sought by Clerk before removal by Cllr J Debbage when possible after Friday 22nd March 2022.

6. CORRESPONDENCE

Email	Broadland District Council	The Big Broadland Litter Pick 2022 – 14 th March to 31 st June 2022 – offer to loan equipment	Noted
Email	Broadland tree Warden Network	Request for donation towards the work of the Broadland Tree Network costs for 2022/23	RESOLVED: £30 donation
Email	Cllr Fran Whymark	Temporary registration office to open in Wroxham library in May 2022 for appointments to register births, deaths and notice of intention to form marriages or civil partnerships	Noted
Email	The Anne Robson Trust	Charity training volunteers who sit with patients during their last days and hours to provide company and companionship and support family and friends. Call 0808 801 0688 or visit www.annerobsontrust.org.uk/helpline-service	Clerk to send information to The Marshland Mardler
Email	Broadland District Council	Rough Sleeper count 7 th April 2022	Noted
Email	Norfolk County Council	Road closure at Upton on 12 th April 2022	Noted

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Email	Broadland District Council	Sanitising stations to be removed from existing locations due to Welcome Back campaign finishing on 31 st March 2022.	Noted
Email	Norfolk Association for Local Councils	Limited number of call blockers available for those susceptible to scam and nuisance calls.	Clerk to send to The Marshland Mardler

7. FINANCIAL & ADMINISTRATION MATTERS

7.1 Council RESOLVED to authorise the following payments:

	Net £	VAT £	Gross £
Salaries	914.58	0.00	914.58
Sanding wheels for bus shelter (reimbursed to M Steward)	33.75	0.00	33.75
Grass seed at cemetery (reimbursed to P Crook)	69.00	0.00	69.00
Broadland District Council election recharge costs	399.93	0.00	399.93
Norfolk Association of Local Council – membership fees for 2022/23	181.02	0.00	181.02
Donation to The Marshland Mardler	25.00	0.00	25.00
Clerk's expenses:			
HP Instant Ink – March	8.32	1.67	9.99
Vodafone – mobile phone top up	10.00	0.00	10.00
The Enchanted Florist – flowers for Hewitt grave	25.00	0.00	25.00

7.2 Council RESOLVED to accept bank reconciliation and budget monitoring statement as at 29th March 2022:

	£
Bank a/c no 00621042 Current	2,803.25
Bank a/c no 01647010 Deposit	18,424.29
Bank ac/no 01460751 cemetery & c/yard	34,808.33
Bank a/c no 07455911 Deposit Hewitt	2,065.67
Cash in hand	<u>5.00</u>
	58,106.54

7.3 Council RESOLVED to note the internal transfer of £936.82 from reserves to the following budget headings: £34.95 to salary, £30 to donations and £871.87 to the Village Green.

7.4 Council RESOLVED to note the transfer of £105 from the churchyard and cemetery account to the treasurer's account as per end of year balance.

7.5 The Clerk confirmed that draft end of year accounts for 2021/22 remain as stated at item 7.2 and will form the basis of the Annual Governance and Accountability Return.

7.6 The Chairman verified the bank statements as at 31st March 2022 which agree with the draft year end accounts.

7.7 Council RESOLVED to re-appoint the internal auditor used last year to verify the 2021/22 accounts and accompanying AGAR statement.

7.8 The new standing order instructions for payment of the clerk's revised salary were agreed and signed.

7.9 Council noted that the Clerk will purchase flowers for the Hewitt grave this month.

7.10 Council confirmed the Annual Parish Meeting to be held on 9th May 2022, followed by the Annual Meeting of the Council.

8. POLICIES AND PROCEDURES

8.1 Council agreed to consider the Standing Orders next month.

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- 8.2 Council agreed to consider the Financial Regulations next month.
- 8.3 Council considered the Annual review of Internal Control policy consequently signed by the Chairman.

9. PLANNING

- 9.1 Planning application 20212294: application for part respective works for alterations to the rear garden including installation of a hot tub, alterations to the hard surfacing, erection of multiple structures in addition to a replacement fence and gate, installation of an inspection chamber for soakaway, erection of hard surfacing including a pathway and relaying the driveway. Proposal to erect a replacement shed, hard surfacing and gazebo in rear garden at 2 Fairhaven View, Ranworth Road, South Walsham NR13 6EF. RESOLVED: Clerk to state that the original planning application is so historic that it is difficult to comment. However, there were thoughts from members of council that it was unusual to have to apply for permission for changes within the home owner's own garden.
- 9.2 Planning application 20220421: change of use of agricultural building to dwellinghouse at County Farm, Green Lane, South Walsham, NR13 6DE. RESOLVED: no objection.

10. FAIRHAVEN CE VA PRIMARY SCHOOL

- 10.1 Council RESOLVED to agree the Lease between the Norwich Diocesan Board of Finance Ltd and the Parish Council relating to use of part of the existing play area by Fairhaven CE VA Primary School, signed by the Chair and Vice-Chair, their signatures witnessed by the Clerk.
- 10.2 It was noted that building work under Planning Permission 20210723 was due to start later this month but has been delayed by a few months.

11. CEMETERY & CHURCHYARD

- 11.1 To consider the March report from the Friends of the Cemetery, to include:
- 11.1.1 Hedge cut back, field side to be cut later this year by the farmer responsible;
 - 11.1.2 Frontage to cemetery cleared and visibility improved: railings to be painted;
 - 11.1.3 Mature hedge between cemetery and the playing field tidied and cleared in readiness for the recent funeral;
 - 11.1.4 Fruit trees at front of the cemetery trimmed;
 - 11.1.5 Work on access way handrails from village hall land into the cemetery completed;
 - 11.1.6 Signs stating 'parking for cemetery visitors only' fitted;
 - 11.1.7 Clerk in contact with CDS to enquire about a groundwater risk assessment, more next month;
 - 11.1.8 Council agreed to the stumps being 'ground out' and that quotes be sought from contractors with necessary machinery to minimise risks to volunteers.
 - 11.1.9 Cost of grass seed to cover the area levelled agreed to be reimbursed to Cllr Crook. Care to be taken to remove flints where possible to prevent potential problems with machinery;
 - 11.1.10 Gravestones: comments received that grass cuttings appear to cling to the gravestones. Top-up of graves ongoing. Work undertaken by the Village Hall committee in the churchyard complimented that carried out by Garden Guardian.
- 11.2 Council noted that the Parochial Church Council has been given an English Oak under the Queen's Green Canopy Scheme planned to be planted at the front of the churchyard, near the existing stump in the area with no graves.

12. VILLAGE GREEN

- 12.1 Clerk instructed to contact the residents who organised the hedge cutting to thank them for doing so but to ask that the contractor repair the damage to the village green from the machinery used, which may require filling in with topsoil, if the deep ruts cannot be levelled.
- 12.2 Clerk awaiting response from Tree Officer at Broadland District Council regarding the oak at the rear of the Village Green. Other scheduled work still due to take place 21st and 22nd April 2022.

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13. COUNCILLORS AREAS OF RESPONSIBILITY AROUND THE VILLAGE

Template prepared by Cllr Steward agreed; Councillors to complete for their areas of responsible for future reference and succession planning purposes.

14. OTHER MATTERS WITHIN THE VILLAGE

- 14.1 Plans around the village for the Queen's Jubilee: There will be an afternoon tea event at St Mary's/St Lawrence's on Friday 3rd June 2022 as part of the jubilee weekend celebrations. There is also a fete arranged for 2nd July 2022 arranged by the Parochial Church Council.
- 14.2 School Road hedge – invoice received and payment to be requested from Norfolk County Council.
- 14.3 Progress being made on the Village Green bus shelter – thanks to all involved.
- 14.4 Kingfisher lane carpark – tidied by Cllr J Debbage, hedge to be trimmed in the autumn. Council agreed that Mr Russell could carry out work to the Parker bench at the staithe, as previously discussed, for safety reasons due to its condition.
- 14.5 Defibrillator at the Village Hall – Cllr D Debbage reported that it had been funded by the Premier League and was recorded on the national database. There are now 3 within the village.
- 14.6 Burlingham Country Park report by Cllr Crook – Council RESOLVED to request to be represented and/or involved in this project. Clerk to contact Norfolk County Council and Lingwood and Burlingham Parish Council to find out if they have any further information or intent to be involved too.
- 14.7 Parish Council signage around the village – Thanks to Cllr Crook for checking the signs and enlisting volunteers to clean them when necessary.

Council RESOLVED that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded during consideration of item 15 due to its confidential nature.

15. CLERK'S HOLIDAY ENTITLEMENT

Council RESOLVED to agree the Clerk's holiday to be taken during the 2022/23 council year – appropriate arrangements to be made closer to the time.

16. ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next scheduled meeting: 9th May 2022

Deadline for items for the next agenda: with the Clerk by 5pm Friday 29th April 2022

Meeting closed 8.45pm

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