

# **WALSINGHAM PARISH COUNCIL**

**To:** Cllrs. B Landale (Chairman), L Acton, B Beckham, G Brooks, Mrs E Carter, S Landale, T Marston, Mrs E Meath Baker, N Morter, D Simmons, J Woodhouse (Vice-Chairman)

**Cc:** District Councillor T Fitzpatrick, County Councillor Dr M Strong, SNT Wells

You are summoned to the Annual Meeting of the Parish Council on  
**Wednesday 25 May 2016** 7.15 for 7.30 pm in the Village Hall  
Members of the public may raise matters of concern before the meeting

**Joanna Otte**  
**Clerk to the Council**

**Date**

## **AGENDA**

Welcome

- 1) The Chairman will ask for nominations for the **Election of Chairman** for the year.
  - a) The new Chairman will complete a declaration of office.
- 2) The new Chairman will ask for nominations for the **Election of Vice-Chairman**.
- 3) **Allocation of responsibilities**
  - a) Weekly check of playground apparatus, skate ramp, sports facilities
  - b) Visual check of street lights (to decide on frequency) and other items owned by PC
  - c) Internal account checker.
  - d) To confirm Internal Auditor as Stafford Snell
- 4) **Policies to note / review**
  - a) Code of Conduct (adopted 2012)
  - b) Standing Orders (last reviewed Sept 2015)
  - c) Financial Regulations (last reviewed Sept 2015)
  - d) Transparency Code for Smaller Authorities (came into effect April 2015)
  - e) To note Financial Risk Management updated May 2016 (attached)
- 5) To consider **apologies** and reasons for absence
- 6) **Declarations of interest** by the Councillors in any of the agenda items listed below
- 7) Items of **urgent business**
- 8) **Police matters**
  - a) Crime Report
  - b) Any other police business
- 9) **Minutes of the Meeting** of 13 April to be approved and signed as a true record
- 10) **Matters arising not otherwise on the agenda**
- 11) **Report from the County Councillor**
- 12) **Report from the District Councillor**
- 13) **Highways**
  - a) **Items to report**
- 14) Two **defibrillators** from AADEFIB (Andrew Deptford) ordered to be installed (so that they are available to the public 24 hours a day) at Farms Shop and Gt Walsingham Barns. Cost will be covered by a grant. The code to access the defibrillator cabinet is C159X. However there is no need to remember this. In an emergency dial 999, once it is established that the patient is suffering from a heart attack (and that there is a third person available) the code will be issued. When the cabinet is open the defibrillator can be taken to the patient. The defibrillator provides clear spoken instructions (and diagrams) which are easy to follow (no training is required). Once the defibrillators are installed they need to be registered with the East of England Ambulance Service. The cabinets and defibrillators should be checked on a regular basis (checklist provided).

# **WALSINGHAM PARISH COUNCIL**

## **15) Finances**

- a) Approve and sign **accounts**
- b) Approve and sign **audit** form including annual governance statement (see attached)
  - i) To note that the Internal Auditor Stafford Snell states that 'I have carried out the Internal Audit of Walsingham Parish Council's Accounts as required under The Accounts and Audit (England) Regulations (S1 2011/8.17). The accounts are as usual very well kept, easy to follow and all other relevant documentation is in order, consequently there are no points I wish to raise with the Parish Council. The Charity Trust Funds which have been disclosed do not form part of this internal audit.'
- c) To consider **quotes for annual insurance**  
Through Came and Company
  - i) Aviva: £1,899.30
  - ii) Ecclesiastical: £1,751.15
  - iii) Hiscox: £1,376.87 (less 5% for 3-year binding agreement LTA: £1,308.03)  
Hiscox quotation includes a concierge service and support in the event of a claim for no additional premium (the same as the Lorega Recovery Service for the Village Hall)  
From Zurich
  - iv) Zurich: £1,005.69 (for 3-year binding agreement LTA: £921.81)
- d) **Presentation of Statement**
- e) **Accounts for payment**

## **16) To confirm pension arrangements**

- a) The Council resolves under Regulation 3(1) of the Local Government Pension Scheme Regulations 2013 that Joanna Otte (Clerk and Responsible Financial Officer to the Parish Council) should be designated as being eligible for membership of the LGPS with effect from 1 July 2016.
- b) Adopt Employer's Pension Policy
- c) Forms to complete and return to Norfolk Pension Fund
  - i) Membership Form (SR95)
  - ii) Notification of New Scheme Member form (SR46)
  - iii) Contact Details Form (MISC91)
- d) Approve and sign standing order payment to Norfolk Pension Fund and amend standing order payment for Clerk's salary.

## **17) Planning**

- a) **Applications since last meeting**
  - i) **Stonegate**, Egmere Road ref: LA/16/0473. Replacement of failed hard cement render with haired lime render and limewash finish to façade of Stonegate farm house, together with stabilisation and repair of stucco window surrounds. Plans circulated. EMB declared an interest. No objection submitted 16 May 2016.
  - ii) **Abbey Farm**, Church Street ref: PF/16/0521. Erection of steel portal frame building over silage clamp to provide storage area for biomass woodchip for the biomass boiler located in Walsingham Abbey Grounds. Plans circulated. EMB declared an interest. No objection submitted 16 May 2016.
- b) **Decisions received from NNDC**

## **18) Maintenance**

## **19) Traffic Management**

## **20) Street Lighting**

- a) Knight Street: street light unit broken: replacement required as well as the new bracket

## **WALSINGHAM PARISH COUNCIL**

### **21) Walsingham Development Group**

- a) To celebrate the Queen's 90 Birthday: **Big Picnic on Sunday 12 June** (12 – 3pm free entry to Abbey Grounds)

**22) Correspondence:** circulated as usual.

### **23) Items for report or future agenda**

**24)** To note that a meeting to confirm arrangements for the Travellers' visit for the Feast of the Assumption is at 10.15 for 10.30 am on Friday 17 June in the Village Hall.

25) The next Parish Council meeting is at 7.15 for 7.30pm on **Wed 6 July 2016** in the Village Hall.

### Close Parish Council Meeting

Joanna Otte, Clerk to Walsingham Parish Council, e-mail: [walsinghampc@googlemail.com](mailto:walsinghampc@googlemail.com) Tel. 01328 822366  
Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN *Agenda prepared by JO 18/05/16*

# WALSINGHAM PARISH COUNCIL

## Meeting of Walsingham Recreation Trust

Following the Parish Council meeting 25 May 2016

- 1) **Minutes of the Meeting** of 13 April to be approved and signed as a true record.
- 2) **Village Hall**
  - a) Water Regulations Improvement Notice from Anglian Water requires a **backflow prevention device** for urinal cistern. Colin Matthews (plumber) will install this along with a **pressure reduction valve**.
  - b) To note that three **toilet seats** are broken (2 in ladies, 1 in kitchen toilet). Replacements are ready for fitting (two purchased from City Plumbing Supplies with a two year guarantee and one donated).
  - c) Steward Safety Supplies: Annual Service for fire extinguishers etc. on 14 April 2016 – one new replacement 2kg CO2 Extinguisher purchased. Payment made by Parish Council.
  - d) PAT testing due
  - e) To note that the following items are on loan from **Carlsburg UK**. (They are offering to remove them if no longer required): Cooler Shelf 3c W/r x 2, Valve Co2 Primary x 1, Valve Mixed Gas Primary x1, 1 x Carlsberg Dispense.
  - f) To nominate a **Designated Person** for the alcohol licence to replace Bernie.

### 3) **Recreation Ground**

- a) To report on **regular checks** of apparatus.
- b) Hedge cutting at front: Advice from Norse is that the best option would be for an additional cut in February. For next year, the charge will be £150.00 + VAT. At the moment the hedge is cut in June (unless birds are nesting) and September.

### 4) **Finances**

- a) To note bank balance as at **13 May 2016: £1,403.31**
- b) To note **receipts**: £412.50 (booking fees)
- c) To note **payments** by direct debit: NNDC rates: £55.60

#### **d) Cheques to approve**

Payee	details	date	chq no	amount
Mrs D Yarham	cleaning April	21/04/16	102235	£30.00
J Otte	cleaning materials	27/04/16	102236	22.47
NNDC	hire of 660 eurobin (2016-17) and waste collection x 13	25/05/16	102237	258.05
Mrs D Yarham	cleaning May and cleaning materials			

### 5) To note forthcoming **Bookings**

- a) Slimming World: Tuesday evenings (two sessions so Hall in use from 4.30pm)
- b) Referendum: Thurs 23 June 2106 (all day)
- c) ? Swedish Youth Group 'camping' (day and night) first week in August TBC
  - i) **Would like to use the showers**
- d) Swedish Youth Group: 5 - 10 Aug (excluding Tuesday evening) (will pay in August)
- e) Birthday Party 17 Sept (all day) including bar area
- f) Student Cross (tbc): Easter weekend 14 -16 April 2017 (all day and night)
- g) Wedding anniversary (tbc) Saturday 21 and Sunday 22 Sept 2018

### 6) Any other business