

WALSINGHAM PARISH COUNCIL

Present

Cllrs. B Landale (Chairman), L Acton, B Beckham, Mrs E Carter, S Landale, T Marston, Mrs E Meath Baker, N Morter, D Simmons, J Woodhouse (Vice-Chairman)
and: District Councillor T Fitzpatrick, County Councillor Dr M Strong and Mike Strong.

Meeting of the Parish Council on
Wednesday 8 July 2015 at 7.15 for 7.30 pm, in the Village Hall

MINUTES

Welcome especially to new councillors.

- 1) **Apologies** from G Brooks and PCSO S Kirby (SNT Wells)
- 2) **Declarations of interest** by the Councillors in any of the agenda items listed below.
 - a) E Meath Baker declared a personal interest in item 15 a i planning application at the Old Mill.
- 3) Items of **urgent business**
- 4) **Police matters:**
 - a) Crime Report: 1 x theft from a shop; 1 x burglary.
 - b) Any other police business
- 5) **Minutes of the Meeting** of 20 May were approved and signed as a true record.
- 6) **Matters arising not otherwise on the agenda.**
 - a) To note that while dealing with a flooding issue at Westgate, the Chairman cut the underground telephone wires. These have been mended but the connection rods are still exposed. The Clerk was asked to contact BT to request that the repairs are completed satisfactorily.
- 7) **Report from the County Councillor**

Household hazardous waste amnesty at Hempton (and other sites) 5 & 6 Sept 9am -6pm.
Apprenticeship information for circulation
Parish Partnership Scheme available again e.g. for SAM2. Costs shared 50:50 between County and Parish Councils. Contact Iain Temperton for a site visit.
Update on broadband: Wals cabinet 1 has gone live: 158 properties have access to 24mbps+. Wals Cabinet 2 is in the next implementation: new cables for 258 properties to go live in the summer. That will leave 73 off exchange. The Clerk was asked to forward parish councillor contact information to County Councillor for her to check individual cases.
- 8) **Report from the District Councillor**

Confirmation that the District Council had set aside £1 million to plug the gaps in broadband provision.
Review of corporate plan including: Health and Well-being agenda has been added; North Norfolk is a Sporting Centre of Excellence (review of indoor sports facilities).
No increase in council tax and NNDC is a debt-free District. The grant from the government is decreasing so the Council is looking carefully at its assets
The Big Society Fund will continue
Continue to upgrade IT and improve customer service.

The Chairman thanked the District Councillor for the work that he had done while a Parish Councillor.
- 9) **Allocation of responsibilities**
 - a) Weekly check of playground apparatus, skate ramp, sports facilities. BBeckham
 - b) Visual check of street lights (to decide on frequency) (allocation with map to be considered at next meeting).

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- c) Traffic Management working group. It was agreed that at present matters would be dealt with by the full council.
- d) To confirm / nominate four signatories for bank accounts (complete the necessary forms):
T Marston, G Brooks, B Landale, J Woodhouse.
- e) Internal account checker: T Marston
- f) To confirm Internal Auditor as Stafford Snell

10) To consider Financial Risk Management updated May 2015. The Clerk was asked to email a copy to all councillors.

11) Policies to note / review

- a) Code of Conduct (adopted 2012). The Clerk was asked to email a copy to all councillors.
- b) Standing Orders (last reviewed 2010) due for review via email
- c) Financial Regulations due for review via email
- d) Transparency Code for Smaller Authorities (came into effect April 2015)

12) Highways.

- a) **Highway Rangers** carried out work in Walsingham on 5 May including filling potholes, sweeping some junctions and cleaning signs. Rangers due again w/c 3 August.
- b) **Items to report**
 - i) To note that raised paving slab outside Fara Office on the High Street has been reported and programmed for repair. To note that the repairs had been completed.
 - c) To note that new signs have been erected on the finger post at the Westgate crossroads.

13) **Replacement bench dedicated to Tom Moore** (opposite the bus shelter on Wells Road), had been delivered. Arrangements were being made to remove the broken bench and install this one.

14) Finances:

- a) Presentation and **confirmation of Statement**
- b) The following **payments were approved:**

chqs made between meetings			
PA Whiddett	payment towards door for Village Hall	101173	400.00
Fenland Leisure products	repairs to skate ramp	101174	1,704.86
Fenland Leisure products	hip hop	101175	6,066.00
Norse	grounds maintenance (playing field)	101176	611.83
Norse	grounds maintenance (verges)	101177	1,155.82
chqs to be signed			
Joanna Otte	expenses	101178	56.62
PA Whiddett	replacement window and door outstanding balance	101179	439.00
Streetmaster (South Wales) Ltd	memorial bench and fittings	101180	945.60

15) Planning:

- a) **Applications since last meeting.**
 - i) **The Old Mill, Cokers Hill** ref: LA/15/0611: internal and external alterations to facilitate re-organisation of ground floor Mill room to be used as entrance. No objection.
 - ii) **27 Wells Road** ref: PF/15/616: Demolition of existing rear and side extensions and erection of single-storey side extension with roof terrace above and two-storey rear extension. No objection.

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iii) **Old Lime Kilns**, Scarborough Rd ref: PF/15/0900: extension and alterations to cart shed to form residential annex. No objection.

b) Decisions from NNDC

i) **Methodist Chapel, High St** ref: PF/15/0495, LA/15/0496: external alterations to facilitate installation of disabled wheelchair access. WITHDRAWN.

ii) **The Old Mill, Cokers Hill** ref: LA/15/0499: internal and external alterations to facilitate installation and replacement of doors and windows to mill building and insertion of toilet facilities in garage. **Approved.**

iii) **The Old Mill, Cokers Hill** ref: LA/15/0611: internal and external alterations to facilitate re-organisation of ground floor Mill room to be used as entrance. **Approved**

16) Maintenance

a) To note that essential repairs have been arranged for the bus shelter (roof repairs including gutter and plywood soffit: £2,366.71 incl VAT) and to the Village Hall (replacement of rotted eaves felt, guttering and downpipes, minor repairs to drain covers and gulleys, electrical repairs to external lights, refurbishment of sanitary and waste fittings: £5911.65 inc VAT). The cost will be covered by a donation which was noted with thanks.

17) Traffic Management.

a) To note that the Parish Partnership Scheme is open again this year for applications for highway improvements (deadline December) with costs shared 50:50 between the parish and the County Council. To consider putting in an application for SAM2 (speed awareness message – flashing up speed). It was agreed to investigate the possibility of have SAM2 for the village. The Clerk would arrange a site meeting with Iain Temperton (and email date to councillors).

18) Street Lighting.

a) To note that the Parish Council, as a lighting authority, is responsible for electrical testing of street lights (every 6 years) and for regular risk assessments (visual and if necessary full structural assessments). Further quotes needed.

b) To note control box on Church Street has been damaged and was hanging loose.

19) Communication with the public

a) To consider a request from Fr Andrew for financial support towards for the initial costs for a Community Magazine before advertising revenue pays.

b) **Bulletin:** It was agreed to send out a second Bulletin in August.

20) Correspondence: circulated as usual.

a) A letter from NCC about a consultation of primary schools (under 105 pupils) in the autumn.

b) A request from a former resident to keep cars from parking on the Green at Great Walsingham was considered. It was noted that the Green is manorial land. It was also noted that the cottages on the Green had no other place to park except on the track.

c) Thanks to Anglian Water for clearing pumping station.

21) Items for report or future agenda

a) Tidy up area by the Ford

22) The next Parish Council meeting is at 7.15 for 7.30pm on Wednesday 9 September 2015 in the Village Hall

The Parish Council Meeting closed at 8.45 pm

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Meeting of Walsingham Recreation Trust

Following the Parish Council meeting on 8 July 2015

- 1) **Minutes of the Meeting** of 20 May were approved and signed as a true record.
 - 2) **Exterior decoration, repairs and new door**
 - a) Pete Whiddett has installed the new door (£750) and fitted new glass in the kitchen window (£89). He also cleared out the gutter and rear roof valley (14 x 10ltr buckets) free of charge by way of a small apology for the delays. Invoice total £839 less £400 already paid amount due £439. (Parish Council to pay)
 - 3) To note T Amos carried out the **PAT testing** on 22 appliances: £45.
 - 4) To note that **regular collection of waste** from the Eurobin by the Village Hall kitchen has been reinstated: every four weeks from August.
 - 5) **Recreation Ground**
 - a) **Signs** for play area and skate ramps: in progress.
 - b) Report on **regular checks** of apparatus: in order.
 - 6) **Finances**
 - a) To note bank balance as at **15 June 2015: £1,132.58**
 - b) To note **receipts**:
 - i) Bookings:
 - (1) carpet bowls £23,
 - (2) football club (hire of hall for dinner, for charity event, hire of changing rooms) £230;
 - (3) a wake: £32.50.
 - ii) NNDC recycling credits £57.38.
 - c) To note **payments** by direct debit
 - i) NNDC business rates: £76;
 - ii) Anglian Water: £318.96
 - d) **Cheques to approve**
- | Payee | details | chq no | amount |
|----------|--|--------|--------|
| J Otte | one off rubbish collection £8.00 and 4 x new keys £19.96 | 102223 | £27.96 |
| D Yarham | cleaning Village Hall £60 and waste sacks £2.39 | 102224 | £62.39 |
| | written out incorrectly | 102225 | |
| T J Amos | PAT testing | 102226 | £45.00 |
| NNDC | Regular Waste Collection | 102227 | £72.00 |
- 7) To note forthcoming **Bookings**
 - a) Wake: Friday 17 July
 - b) Golden Wedding Anniversary: Sat 22 August
 - c) Card making and craft class: Tuesday 1 Sept (9am – 1 pm)
 - d) RC Seminarians Football Tournament (football pitch): Fri 4 September
 - e) UK Cycling: Sunday 22 November 2015
 - f) Police and Crime Commissioner election: Thursday 5 May 2016
 - g) Wedding anniversary Saturday 21 and Sunday 22 Sept 2018
 - 8) To consider what can be done to promote use of the Village Hall
 - a) Advertise in Bulletin (and in parish magazine)
 - b) ? notice boards by village hall?
 - 9) Any other business
 - a) Water heater in bar needs to be replaced as soon as possible.