

WALSINGHAM PARISH COUNCIL

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

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

Members of EP Youth Red Bus in Walsingham asked permission to hold a car wash at the Village Hall on Wednesday 1 June to raise money for their summer activities and their treat in September. The Parish Council and Recreation Trust were pleased to support this event.

MINUTES

Welcome

1) Brian Landale was re-elected **Chairman** for the year.

proposed	JW	seconded	EMB	vote	all
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a) The new Chairman completed a declaration of office.

2) James Woodhouse was re-elected **Vice-Chairman**.

proposed	EMB	seconded	SL	vote	all
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3) **Allocation of responsibilities**

- a) Weekly check of playground apparatus, skate ramp, sports facilities: L Acton
- b) Visual check of street lights (to decide on frequency) and other items owned by PC: all
- c) Internal account checker. T Marston
- d) Internal Auditor: Stafford Snell for the time being.

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** from G Brooks, Mrs E Carter, and from District Councillor T Fitzpatrick, County Councillor Dr M Strong, SNT Wells

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: no crimes (email circulated).

9) **Minutes of the Meeting** of 13 April were approved and signed as a true record.

10)

11) **Matters arising not otherwise on the agenda**

12) **Report from the County Councillor** (email circulated).

13) **Report from the District Councillor**

14) **Highways**

a) **Items to report**

- i) **Potholes:** coach park and Blind Dicks Lane (Walsingham Estate); St Peter's Road (surface dressing); the Green; Edgar Road / Wells Road; Thursford Road (half way up the hill); Sunk Road.
- ii) **Damage sign** Park Lodge Hill / Fakenham Road – post sticking into road/

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- iii) **Leylandii hedge** at 36 Mount Pleasant very tall and also overhanging the paths at the back of the houses. It was agreed to ask Victory Housing to pursue.

15) Two **defibrillators** from AADEFIB (Andrew Deptford) have been ordered to be installed (by Walsingham Estate) at the Farms Shop and at Gt Walsingham Barns. The 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).

16) **Finances**

- a) The **accounts** were approved and signed.
- b) To Approve and sign **audit** form including annual governance statement (see attached)
- i) Annual Governance Statement was approved (see attached explanation of the annual governance statement and how the Parish Council meets its obligations).
 - ii) Annual Account Statement was approved.
 - iii) 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)
It was agreed to take out a LTA agreement with Hiscox for £1,308.03.
- d) Presentation and **confirmation of Statement**
- e) The following **payments were approved:**

Joanna Otte	2 x toilet seats from City Plumbing Supplies	101211	£43.18
Joanna Otte	expenses	101212	£34.45
Steward Safety Supplies Ltd	fire extinguisher service at Village Hall	101213	£136.87
Stafford Snell	internal audit	101214	£15.00
Andrew Deptford	2 x defibrillators and 2 x cabinets	101215	£3,264.00
Came and Company	insurance premium (Hiscox)	101216	£1,308.03

17) **To confirm pension arrangements**

- a) The Council resolved 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) The Employer's Pension Policy was adopted and signed
- c) The following forms were completed for return to Norfolk Pension Fund
 - i) Membership Form (SR95)
 - ii) Notification of New Scheme Member form (SR46)
 - iii) Contact Details Form (MISC91)

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d) To confirm salary increase

The National Joint Council (NJC) for Local Government Services has reached agreement for 2016 – 18 National Salary Award:

- New pay scales for 2016 – 17 to be implemented immediately and backdated to 1 April 2016
- New pay scales for 2017 – 18 to be implemented from 1 April 2017

The National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) jointly recommend increase in salary scales of all full and part-time clerks employed under the terms of the model contract.

The Clerk's salary is **SCP 17** +£500. SCP 17 was £9.029 per hour and has been **increased to £9.12 per hour from 1 April 2016**. (From 1 April 2017 the rate will be £9.392 per hour)

To change standing order instructions at Barclays as follows:

Salary: J Otte	25 July 2016	£424.69
	25 August and thereafter	£412.84
Pension conts: NPF	25 July 2016 and thereafter	£115.77

- e) The **standing order payment** to Norfolk Pension Fund and the amended standing order payment for Clerk's salary for payments from July were **approved and signed**.

18) Planning

a) Applications since last meeting

- Stonegate**, Egmore 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.
- 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.
- Brick Kiln Farm**, Edgar Road ref: PF/16/0594: variation of condition 2 (approval plan) of planning permission PF/15/0921 to allow for revised design of dwelling including a first floor in part. Plans circulated.
- To note that **Oxford Stores** ref: LA/15/1891 has been withdrawn.

- b) **Decisions received from NNDC:** none.

19) Maintenance

20) Traffic Management

21) Street Lighting

- a) Knight Street: street light unit broken: replacement required as well as the new bracket for an additional cost of £350. It was agreed that this would have to be done. It was suggested that Draper Nichols should be approached to see if they could contribute to the cost.

22) Walsingham Development Group

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

23) Correspondence: circulated as usual.

24) Items for report or future agenda

- 25)** 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.

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

Meeting closed at 8.05 pm

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

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Meeting of Walsingham Recreation Trust

Following the Parish Council meeting 25 May 2016

- 1) **Minutes of the Meeting** of 13 April were 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). Ask Colin Matthews to install.
 - 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. Clerk to make necessary arrangements with TJ Amos
 - 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.) It was decided to keep them in case of future use.
 - f) To nominate a Designated Person for the alcohol licence to replace Bernie: James Woodhouse (subject of getting his personal licence. (next meeting).

3) **Recreation Ground**

- a) To report on **regular checks** of apparatus. All in order.
- 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. It was decided to review in the autumn.

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		102238	55.98

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: Yes** (Bernie will arrange with FC)
- 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

- a) Thanks to Brian for all the work, time and effort clearing the overgrowth etc. on the Recreation Ground.

Meeting closed 8.15 pm