

# WALSINGHAM PARISH COUNCIL

**Present:** Cllrs. B Landale (Chairman), L Acton, B Beckham, Mrs S Landale, Mrs K Richardson (co-opted)  
D Simmons, J Woodhouse (Vice-Chairman)  
**And** two members of the public

Annual Meeting of the Parish Council on  
**Wednesday 24 May 2017** at 7.15 for 7.30 pm in the Village Hall

Items raised by members of the public before the meeting

- Clair Rees said that she was interested in being co-opted to the Parish Council when a vacancy occurs.

## MINUTES

Welcome

1) The Chairman asked for nominations for the **Election of Chairman** for the year.

There were two nominations:

B Landale

Proposed	JW	Seconded	LA	vote	
J Woodhouse					

Proposed	DS	Seconded	SL	vote	
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It was decided to have a paper ballot. The ballot was divided equally so J Woodhouse said that he was happy to step back from the nomination. Brian Landale was therefore elected as Chairman.

a) Brian Landale completed a declaration of office.

2) The Chairman asked for nominations for the **Election of Vice-Chairman**.

James Woodhouse was re-elected as Vice-Chairman

Proposed	SL	Seconded	BL	vote	all
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3) Kerry Richardson was **co-opted** as new member to fill the vacancy.

Proposed	BL	Seconded	JW	vote	all
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a) Kerry Richardson completed a declaration of office.

4) **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 members.
- c) Planning Advisory Group: all members
- d) Stafford Snell was confirmed as the Internal Auditor
- e) It was confirmed that Walsingham Development Group was a working group of the Parish Council. (The terms of reference are as described in the WDG Constitution.)

5) **The following policies were noted and it was agreed that no changes were required**

- 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) Financial Risk Management updated May 2017. A recommendation to have electrical testing of the street lights was noted and the Clerk would get quotes for consideration.

6) **Apologies** from G Brooks, Mrs E Carter, Mrs E Meath Baker and N Morter and from District Councillor T Fitzpatrick and County Councillor Dr M Strong were accepted.

7) **Declarations of interest** by the Councillors in any of the agenda items listed below. None.

8) Items of **urgent business**: none.

9) **Police matters**

- a) It was noted that the police had visited St Peter's to check the lead on the church roof.





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- 10) **Minutes of the Meeting** of 5 April were approved and signed as a true record.
- 11) **Matters arising not otherwise on the agenda**
- a) It was noted that the Clerk had notified BT that the public phone in Friday Market was not working. It was the first notification they had received. The necessary repairs would be carried out.
  - b) It was noted that the post boxes had been repainted.
- 12) **Report from the County Councillor:** email reported had been circulated.
- 13) **Report from the District Councillor:** not present.
- 14) **Highways**
- a) **Items to report**
    - i) **Potholes:**
      - (1) Bottom of Thursford Road (near pill box)
      - (2) Westgate: road to Wighton
      - (3) Sunk Road
      - (4) Scarborough Road (opposite Methodist Chapel)
    - ii) **Damaged sign**
      - (1) Egmore Road / Station Road
- 15) **Traffic Management**
- a) **SAM2** report: post on Bridewell Street not a good place. New post installed on Hindringham Road. Egmore Road was suggested – would need to find suitable location and inform Highways.
- 16) A request from a resident for a **dog bin** on St Peter's Road was considered.
- a) The resident empties the rubbish bin by the school and reports that it contains about 90% dog waste (the remaining is sweet papers etc).
  - b) Cost of a bin is about £80. Cost of collection via the District Council is £3.50 per collection.
  - c) Another option is to pay the District Council to have the **litter bin** included in the urban collection at a cost of £2.50 per collection.
- It was agreed to ask NNDC to add the bin by the school to the urban collection (and bill the Parish Council. It was also agreed to purchase two more rubbish bins (locations to be decided).
- 17) **Accounts and Audit**
- a) The accounts (which had been circulated) were approved and signed.
  - b) To approve and sign the Annual Return for external audit:
    - i) **Annual Governance statements** (explanation of how the Parish Council meets its obligations had been circulated) were approved and signed.
    - ii) **Accounting Statements** for 2016-17 were approved and signed.
  - c) It was noted that the **Internal Auditor** Stafford Snell stated that 'I have carried out the Internal Audit of Walsingham Parish Council's Accounts as required under the Accounts and Audit (England) Regulations (S1 2001/8.17). The accounts are as usual very well kept, easy to follow and all other relevant documentation is in order, also the audit trail is very easy to follow. 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.'
- 18) The following annual subscriptions were considered.
- a) **Norfolk Association of Local Councils** (support, legal advice, training, national representation): £173.34. Agreed
  - b) **Norfolk PTS** (support, legal advice, training): £206.00. No
  - c) **Community Action Norfolk** (supporting charitable organisations in Norfolk): £20.00. No.
- 19) **Finances**
- a) The **Statement of accounts** was presented and confirmed.



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b) The following payments were approved:

Joanna Otte	expenses	101242	£85.61
Steward Safety Supplies	annual fire extinguisher check	101243	£123.96
Dempsey Heating Ltd	vent oil supply and replace leaking pump valves	101244	£220.80
Came & Company	insurance premium	101245	£1,384.94
Stafford Snell	internal audit	101246	£20.00
Norse	Verges	101247	£1,344.67
Norse	grounds maintenance	101248	£642.41
Norfolk ALC	annual subs	101249	£173.34
			<b>£3,995.73</b>

### 20) Planning

#### a) Applications since last meeting

- i) **50 Mount Pleasant** erection of detached outbuilding (part retrospective) PF/17/0509. Link circulated. No objection
- ii) **Foundry Farmhouse** Hindringham Rd, erection of conservatory and cart shed garage and insertion of first floor window on western side elevation of dwelling PF/17/0637. Link circulated. EMB declared an interest as it is a Walsingham Estate property. No objection.

#### b) Decisions received from NNDC

- i) **2E Knight Street**, proposed replacement joinery LA/17/0347. APPROVED.
- ii) **Field south of St Edmunds Church**, Egmore prior notification of agricultural development – erection of pump house building association with reservoir ref: NP/17/0402. APPROVED.
- iii) **The Abbey, Sunk Road** proposed erection of pedestrian footbridge ref: PF/17/0482. APPROVED.

### 21) Maintenance

- a) Thanks to B Beckham for re-staining the notice boards
- b) It was noted that the 'Fakenham Road' sign had been welded and needed to be repainted.

### 22) Street Lighting

- a) It was noted with appreciation that the Anglican Shrine had made a donation of £300 towards the cost of the replacement street light and bracket on Knight Street.

### 23) WDG

- a) It was noted that the WDG has submitted an application to the NN Big Society Fund for a grant to support a project 'Walsingham – Open Spaces for All' to encourage walkers. The costs are for way markers for five permissive walks, reprinting leaflets (five walks and 'Discover Walsingham'), and signage (including Keep Walsingham litter free).

### 24) Correspondence: circulated as usual.

- a) Email from Diane Cornell regarding parking on the green with the village sign at Great Walsingham and the fallen down flint wall. The issues which Mrs Cornell raised were discussed. The situation had not in essence changed since her previous correspondence although it had been heard that the wall was on a list of items to be repaired in due course. The Parish Council pays for grass-cutting and keeps an eye on the state of the grass / ground, but there is nowhere else for church goers or visitors to the cottages to park.

### 25) Items for report or future agenda

- a) It was reported that people occasionally steal defibrillators from the cabinets after getting the code from the emergency services. The Clerk would ask the police to security mark the public access defibrillators.

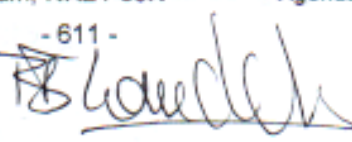
### 26) To note Travellers meeting at 10 am on Thursday 22 June in the Village Hall

### 27) The next Parish Council meeting at 7.15 for 7.30 pm on **Wed 5 July 2017** in the Village Hall.

Parish Council Meeting closed at 8.12 pm

Joanna Otte, Clerk to Walsingham Parish Council, email: [walsinghampc@googlemail.com](mailto:walsinghampc@googlemail.com) Tel. 01328 822366  
Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN

Agenda prepared by JO 15/05/17

*5 July 2017* 



# WALSINGHAM PARISH COUNCIL

## Meeting of Walsingham Recreation Trust

Following the Parish Council meeting Wednesday 24 May 2017

- 1) **Minutes of the Meeting** of 5 April were approved and signed as a true record.
- 2) **Village Hall**
  - a) To note that
    - i) B Landale has had the oil tank filled.
    - ii) Dempsey Heating has replaced leaking pump valves (invoice paid by Parish Council).
    - iii) Steward Safety Supplies has carried out the annual safety check on the fire extinguishers and replaced one extinguisher (invoice paid by Parish Council). It was recommended to get an alternative quote next year from Kings and Barnham.
  - b) Following recommendation from B Beckham and K Richardson it was agreed to discontinue the alcohol licence. Those wishing to serve alcohol would have to arrange their own temporary events licence.
  - c) The Clerk reported that a request had been received at the recent elections for a ramp to facilitate access at the main door. Rubber or metal ramps were available from Mobility Smart between approx £100 and £300. It was suggested to ask David Reeve if he could construct a wooden one in time for the elections on 8 June.
- 3) **Recreation Ground**
  - a) To report on **regular checks** of apparatus.
    - i) David Reeve has repaired the train and will paint it in due course.
  - b) To note that Norse has apologised for the poor **grounds maintenance** at the start of the season (due to one of the team being signed-off long-term sick and difficulties getting a replacement). A new team member has now been appointed and the cutting should resume as agreed in the contract. Norse will refund that cost of one cut. The Clerk was asked to request that the arisings are removed.
  - c) It was noted that the Chairman had warned one person not to walk his dog on the Recreation Ground as this contravened the dog order (signs on the corners of the Village Hall).
  - d) K Richardson had bought a new padlock for chaining the Recreation Ground gates which should be kept locked. Copies of keys to Pam Miller, Norse and the bowling club (as well as to be held by the Clerk and the Chairman).
- 4) **Finances**
  - a) **The following cheques were approved**

Payee	Details	chq no	amount
D Yarham	Cleaning (April)		£40.00
David Reeve	Repairs to wooden train		£65.00
NNDC	Hire of 660 eurobin & waste collection		£262.00
Kerry Richardson	Padlock for the Recreation gates		£4.99
- 5) To note forthcoming **Bookings**
  - a) Thurs 8 June polling station for UK Parliamentary Elections
  - b) Sun 11 June 2017 12 – 6 pm family gathering (tbc)
  - c) Thurs 22 June 10 am: Parish Council and agencies (Travellers visits)
  - d) Sat 24 June 2017 Wedding Reception (all day and evening paid, set up on Friday)
  - e) Sat 1 July 2017 1 – 4.30 pm (tbc)
  - f) Wed 5 July: Parish Council
  - g) Mon 7 – Fri 11 August: Swedish Youth Pilgrimage 'camping' & use of showers (fee due)
  - h) Fri 22 – Sun 24 Sept 2017 Wedding Reception including bar area (tbc)
  - i) Sun 29 Oct 2017 8 am – 2 pm UK Cycling Event (paid)
  - j) Sat 26 May 2018: Wedding Reception
- 6) Any other business: It was noted that Walsingham United FC had folded. The Clerk would ask them to tidy up the changing rooms and return the keys.

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