

WALSINGHAM PARISH COUNCIL

Present: Cllrs. B Landale (Chairman), Mrs E Carter, Mrs S Landale, N Morter, Mrs K Richardson, D Simmons, J Woodhouse (Vice-Chairman)

and: County Councillor Dr M Strong and her husband) and three members of the public

Meeting of the Parish Council on

Wednesday 18 April 2018 at 7.15 for 7.30 pm in the Village Hall

Matters of concern raised by members of the public

- Some oil companies refusing to deliver oil to properties on Wells Road due to H&S concerns in icy conditions. It was decided that the Clerk would collect information from residents to see if the matter could be resolved and deliveries in the future could be guaranteed.
- Problems with gas delivery at Cleaves.
- Request for something to be done about the oak tree on the Recreation Ground which is blocking the light to one of the properties at Cleaves.
- Flooding on Houghton Road – long-term problem. It was agreed that the resident with the information would meet with the Chairman to discuss and see if the problem could be resolved.

MINUTES

Welcome

- 1) **Apologies** from L Acton, B Beckham, G Brooks, Mrs E Meath Baker and PC J Pegden were accepted.
- 2) **Declarations of interest** by the Councillors in any of the agenda items listed below. None.
- 3) **Items of urgent business**
 - a) Problems with items from shop on Guild Street encroaching on to the road making it unsafe for pedestrians. A request would be made to keep items within the yellow lines.
- 4) **Police matters**
 - a) Crime report: 1 x burglary
- 5) **Minutes of the Meeting** of 17 January (meeting in Feb cancelled due to bad weather) were approved and signed as a true record.
- 6) **Matters arising not otherwise on the agenda.** None
- 7) **Report from the County Councillor**
 - The County Council had had a thorough survey carried out (including Walsingham) of mobile phone coverage which has identified black spots. The survey will be given to the mobile phone companies to encourage them to improve their provision. Two hundred public sector buildings will be made available for hosting masts (no problems with planning). There will be a website and a map with more information.
 - Do keep reporting potholes
 - Recycling centres have started charging for recycling waste
 - Proposals and suggestions for dealing with Shrine traffic have been circulated to the Parish Council and Development Group. To note that a survey by Highways would cost £1,500.
- 8) **Report from the District Councillor** not present.
 - a) The public toilets would be needed for the bank holiday weekend.
- 9) **Highways**
 - a) **Items to report**
 - i) **Potholes**
 - (1) at the Pink Cottages, Egmore
 - (2) Blind Dick's Lane
 - b) **Other matters**
 - i) To note that BT will be removing the empty telephone kiosk on Wells Road by September.

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- ii) Protruding steps on High Street- letters delivered explaining the problems and offering to spray luminous paint on the steps. (The Vice-Chairman has been asked to do the steps for the Marian Sisters)
- iii) Trees on the embankment at Wells Road (Victory Housing). As there appeared to be no action from the Highways tree surgeon or from the District Councillor, the Clerk was asked to contact Victory Housing about the concerns raised by the residents and to request that necessary actions would be taken to resolve the issues.
- iv) Overgrown hedge / trees on Wells Road (property on St Peter's Road). The Clerk was asked to write to the owner to ask for the overgrown trees to be cut back.

10) Finances

a) Grass cutting: verges, grounds maintenance, War Memorial.

- i) Continuation of both contracts with **Norse** would be £3,593.30 (+VAT). Norse notified the Parish Council that the contract for the verges, play area and war memorial was up for renewal while the contract for the playing field and hedge cutting had another four years to run (breaking the contract incurs a charge of 25% of the annual fee - £290.42). It was noted that the playing field had not yet been cut.

- ii) New contract with **CGM Group** for verges, play area and war memorial is £2,220.00

Playing field and hedge cutting Norse	Verges, play area, war memorial (incl. herbicide) CGM	Total + VAT (per annum)
£1,161.69	£2,220.00	£3,381.69

- b) The **Statement of accounts** was presented and confirmed.

c) The following payments were approved:

Walsingham Estate	new lock and repairs to door	101276	£198.18
Joanna Otte	expenses	101277	£69.44
NGF Play Ltd	toddler slide and repairs	101278	£3,289.15
Indigo Waste Services Ltd	glass bank collection	101279	£15.60
Dempsey Heating	call out to attend boiler fault	101280	£48.00
Neil Brodie	PAT testing at Village Hall	101281	£77.00
Steward Safety Supplies	fire extinguisher check		
			£3,697.37

11) Planning

a) Applications since last meeting

- i) **10 Bridewell Street** removal of fireplace surround and re-instatement of original doorway (part retrospective) ref LA/17/2121. Link circulated. No objection submitted 31 January 2018: Walsingham Parish Council has no objection to this application. However it was noted that there were no pictures, simply a written description.
- ii) **26-28 High Street:** Conversion of single dwelling to three one bed flats, replacement dormer windows & insertion of French doors in rear elevation to replace ground floor windows ref: PF/18/0207 and LA/18/0208. Link circulated. E Meath Baker declared an interest.

b) Decisions made by NNDC

- i) **7 Guild Street** replacement windows in rear elevation ref: LA/17/1857. APPROVED.
- ii) **35 Wells Road** single storey rear extension ref: PF/17/2084. APPROVED.
- iii) **10 Bridewell Street** removal of fireplace surround and re-instatement of original doorway (part retrospective) ref LA/17/2121. APPROVED.

c) Withdrawn applications

- i) **Robin Hood Cottage** 1 Egmore Road erection of single storey rear extension ref: PF/17/1946 and LA/17/1947. Withdrawn.

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- ii) **26-28 High Street:** Conversion of single dwelling to three one bed flats, replacement dormer windows & insertion of French doors in rear elevation to replace ground floor windows ref: PF/18/0207 and LA/18/0208. Withdrawn.

d) Other planning matters

- i) To note that the **War Memorial in Great Walsingham** has been given Grade II listed building status (entry no 1452691)

12) New General Data Protection Regulations (and implications for the Parish Council).

- a) Draft policy previously circulated.
- b) It was noted that the Clerk had set up a **template spreadsheet** for recording and tracking the personal data held by the Parish Council e.g. for employees, councillors, volunteers, self-employed contractors, people who hire village hall.
- c) **Outstanding items:**
 - i) Privacy Statements (including for website)
 - ii) To amend Parish Council Standing Orders to include reference to GDPR
 - iii) To add an additional clause to the Clerk's contract (re Data Protection Officer role).

13) Maintenance

- a) 'Fakenham Road' sign has been welded and repainted prior to re-erecting.
- b) To replace car park sign on finger signpost Common Place.
- c) Work to entrance of the bus shelter so that electric wheelchairs etc can enter the bus shelter – at the moment there is a 2/3 inch ridge.

14) Street Lighting

- a) It was noted that the **temporary light on the scaffolding** has been removed. The District Council had decided that it would not be replaced on the new scaffolding as the evenings are drawing out. However following a request from residents, Parish Councillors agreed that a temporary light was needed and have requested that one is erected on the new scaffolding as soon as possible.
- b) Electrical Testing to be carried out by K&M Lighting (electrical test) 58 units £579.50 plus VAT.
- c) **Review of street-lighting provision**
 - i) It was noted the cost of installation of a **new street light**: Quote from K&M Lighting to supply, fit wall bracket and wire and fit Victorian style lantern with 100 watts on lamp to match existing (permission required from property owner): **£1,617.67 + VAT** (plus approx £1,398 to UK Power Network and any costs for Traffic Management).
 - ii) It was noted the cost to supply and fit 30 watt LED lamp in existing lanterns on High Street **£70 + VAT** (quote from March 2016). This would be a brighter light and would also reduce the energy charge and the maintenance charge.
- d) **Light in the bus shelter:** quotes from
 - i) K&M Lighting see above for installation of new street light
 - ii) Westcotec

15) Airfield Memorial Project

- a) Update from Nigel Morter:
 - i) Good publicity (e.g. radio programme). 'Drink to remember' and 1940s day at Wells Carnival
 - ii) Official launch at the Carpenters Arms on 5 June
 - iii) Talk etc at the Black Lion on 11 November
 - iv) Already raised £1,157.11 (a further £11,700 is pledged).
 - v) The plans are nearly complete and close to submission. It was agreed that the plans should be submitted by the Parish Council to take advantage of the 50% discount.

16) Walsingham Development Group

- a) **'Walsingham – Open Spaces for All'** to encourage walkers.
 - i) Interim progress report sent to Big Society Panel.



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- ii) Working with Primary School for pictures for Keep Walsingham Litter Free signage
- iii) **Litter bins:** Locations at the ford and Walnut Corner have been confirmed with NCC.
- b) **Open Gardens** – is there someone who wants to take the lead in organising the event?
 - i) Two gardens will be open this year
 - ii) Try again next year for larger event – need someone to take the lead and a group of helpers.
- c) **Armistice 100 year Commemoration** e.g. Perspex models (here but not here - £45 each); close the High Street for a street party / commemoration event; co-ordinate with Nigel Morter regarding event at Black Lion.

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

18) **Items for report or future agenda**

- a) What can be done to make the High Street look less depressing?

19) The next meeting (Annual Meeting of the Parish Council) **Wed 23 May 2018 at 7.30 pm** in the Village Hall.

Close Parish Council Meeting

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 10/04/18

Meeting closed at 8.45 pm

BT handal
23rd May 2018 AD

WALSINGHAM PARISH COUNCIL

Annual Meeting of Walsingham Recreation Trust

Following the Parish Council meeting Wednesday 18 April 2018

1) Trustees and officers

- a) It was confirmed that the
 - i) Parish Council is the **Management Committee** for the time being (as well as the Custodian Trustee) until local organisations are able to nominate representatives as described in the WRT Scheme.
 - ii) Chairman of the Parish Council is the **Chairman** of the Walsingham Recreation Trust.
 - iii) The Parish Clerk is the **Treasurer and Secretary**.

b) Confirmation of appointments:

- i) **Playground:** regular checks: Lee Acton;
- ii) **Key Holders:** Pam Miller (for bookings), Dot Yarham (cleaning), Brian Landale, Joanna Otte

2) Annual Accounts for the year ending 31 Dec 2017 were approved.

3) Annual Report

4) Minutes of the Meeting of 17 January (meeting in February cancelled due to bad weather) were approved and signed as a true record.

5) Village Hall

a) Maintenance

- i) The release mechanism on the fire door (snooker room) has been fixed and a new lock put on the door from the bar area to the playing field (key hanging on the cabinet in the kitchen). Thanks to Andrew Maclaren for organising this. Invoice for £127.50 paid by Parish Council.
- ii) To decide how to fix the **loose door bar** between the kitchen and the hall.
- iii) It was noted that a gutter was down at the back of the Hall (B Landale and L Acton would investigate).
- iv) It was noted that there had been problems with the boiler cutting out but Dempsey's had been unable to find the problem.
- v) It was noted that there was a dripping pipe in the disabled loo.

6) Recreation Ground

- a) **Regular checks** of apparatus.
- b) It was noted that the **new slide** has been erected and **repairs** to the existing apparatus (gyro spiral seat, replacement caps and collars for loose fittings) carried out.
- c) Comments from a happy parent: *am writing to thank you for the installation of the new slide. It has been used every school day since it's unfencing, and over the weekends. It is a very good choice of structure; the steps and rail are just right for young children, the slide is fast and the plastic matting prevents grass stains and mud getting on clothes. It is a very welcome addition.*
- d) **Moles:** Acorn Pest Control
- e) It was agreed to look at the oak tree by Cleaves to see what could be done e.g. crown-lifting, reducing.

7) Finances

a) Cheques approved

Payee	Details	chq no	£	p
D Yarham	Cleaning Dec and Jan and toilet rolls	102266	38.49	
D Yarham	Cleaning February	102267	30.00	
D Yarham	Cleaning March	102268	30.00	

8) Forthcoming Bookings

a) Regular bookings

- i) *Wednesday evenings: Carpet Bowls (one more this season)*
- ii) *Thursday evenings (first in the month) History Society 3 May*
- iii) Thursday evenings Lindy Hop dance class
- iv) Tuesday evenings April to June: Alpha course

b) Wed 18 April: Parish Council

c) Fri 11 – Sat 12 May Swedish youth group (camping)

d) Wed 23 May: Parish Council

e) Sat 26 May 2018: Wedding Reception

f) Fri 22 June: 10 am Parish Council Traveller's meeting

g) Wed 11 July: Parish Council

9) Any other business: none.

[Signature]

[Signature]
23rd May 2018