

WALSINGHAM PARISH COUNCIL

Present: Cllrs. B Landale (Chairman), B Beckham, Mrs S Landale, Mrs E Meath Baker, N Morter, D Simmons,
and: District Councillor T Fitzpatrick,

Annual Meeting of the Parish Council on
Wednesday 23 May 2018 at 7.15 for 7.30 pm in the Village Hall

MINUTES

Welcome

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

Brian Landale was re-elected as Chairman.

Proposed	EMB	Seconded	DS	vote	All
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a) The new Chairman 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	EMB	vote	all
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3) **Allocation of responsibilities**

- Planning Committee: all councillors
- Weekly check of playground apparatus, skate ramp, sports facilities: L Acton
- Visual check of street lights (to decide on frequency) and other items owned by PC
- Internal Auditor: Stafford Snell

4) **Policies to note / review**

a) **The following policies were adopted**

- Standing Orders (new model standing orders)
- General Data Protection Regulation Policy
- Complaints Policy
- Grievance Policy
- Disciplinary policy

b) **The following policies were noted / reviewed**

- Code of Conduct (adopted 2012)
- Planning Protocol
- Financial Regulations (last reviewed May 2017)
- Annual Risk Management Assessment (updated May 2018)
- Transparency Code for Smaller Authorities (came into effect April 2015).

5) **Apologies** from L Acton, G Brooks, Mrs E Carter, Mrs K Richardson, J Woodhouse, County Councillor Dr M Strong, PC J Pegden (SNT Wells) were accepted.

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

a) EMB and BL declared an interest in planning applications 16) a) ii and iii.

7) **Items of urgent business.** None

8) **Police matters.** Nothing to report

9) **Minutes of the Meeting** of 18 April 2018 were approved and signed as a true record.

10) **Matters arising not otherwise on the agenda.** Nothing

11) **Report from the County Councillor:** reported circulated via email.

12) **Report from the District Councillor**

- The District Council has launched two new funds one for Community Transport, the other for Arts and Culture with workshop on 7 and 10 June respectively. Big Society Fund still open.
- Annual Environmental Award (last year won by St Seraphim's): nominated by District Councillors.
- Two successful prosecutions for noise pollution at Wells and Sheringham

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- Supporting Paston Footprints Project with Orchestra of the Age of Enlightenment at various locations including a concert in North Walsham on 1 July.
- Working with the Diocese and NCC on the Green Pilgrimage and Walking Pilgrimage
- Looking for funding (getting support from MPs) to upgrade Water Moor Lane and build a roundabout to improve traffic flow on this stretch of the A148 (Cherry Trees junction).

13) Highways

- a) **Items to report**
 - i) **Potholes:** corner of Dry Road / Egmore Road; other potholes around the village have already been reported.
- b) It was noted with appreciation that 'no entry' had been added to the **road markings** at the junction of Knight Street / Holt Road.
- c) Proposals and suggestions for dealing with Shrine traffic had been circulated to the Parish Council and Development Group. It was noted that a **survey by Highways** would cost £1,500. This would be put on the Agenda for the next WDG.
- d) **Other matters**
 - i) **Trees** on the embankment at Wells Road. Letter sent to Victory Housing Trust. It was noted that the District Councillor would raise this at his meeting with the CEO of VHT in June.
 - ii) **Overgrown hedge** / trees on Wells Road (property on St Peter's Road). A letter has not been sent to the property on St Peter's Road as many of the trees appear to be on the verge. To consider what other action to take. It was agreed to leave this for the time being.
 - iii) **Grass-cutting:** many verges missed (Clerk to contact new contractors CGM to clarify areas); playing field also not cut well (Clerk to follow up with Norse)

14) Finances

- a) The **Statement of accounts** was presented and confirmed.
- b) The following **payments were approved:**

Steward Safety Supplies	fire extinguisher check	101282	£125.16
Joanna Otte	expenses	101283	£94.19
Norse Eastern Ltd	grounds maintenance (playing field)	101284	£697.02
Came and Company	insurance premium	101285	£1,440.34
Norfolk Assoc of Loc. Councils	annual subs	101286	£204.31
Stafford Snell	internal audit	101287	£20.00
NNDC	planning application for Memorial Project	101288	£231.00

15) Accounts and Annual Return

- a) The **annual account** were approved and signed.
- b) The **report from the Internal Auditor** Stafford Snell was noted: *'I have carried out the Internal Audit for Walsingham Parish Council as requested. The accounts and other relevant documents are very well kept with a very easy to follow audit trail. They are a pleasure to audit. Consequently there are no points I wish to bring to the notice of the Parish Council.'*
 - i) Thanks to Mr Snell
- c) To approve and sign the Annual Governance and Accountability Return (AGAR):
 - i) The **Annual Governance Statement** was approved and signed.
 - ii) The **Accounting Statements** for 2017-18 were approved and signed.
 - (1) It was noted that the following documents will be published on the website as required: Annual Internal Audit Report, Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements), analysis of variances, bank reconciliation, notice of the period for the exercise of public rights. The latter will also be placed on the notice board.

16) Planning

- a) **Applications since last meeting**
 - i) **9 Cleaves Drive** erection of replacement porch to front elevation ref PF/18/0757. Link circulated. No objection submitted on 17 May 2018.
 - ii) **Model Farm Barn, Westgate** internal and external works associated with conversion of barn to two dwellings (amendments to LA/16/1279) ref: LA/18/0785. Link circulated. EMB and BL declared an interest. No objection submitted on 17 May 2018.

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iii) **St Peter's Barn, St Peter's Road:** conversion and restoration of barn to form dwelling and change of use from agricultural land to residential cartilage ref PF/18/0781 and LA/18/0782. Link circulated. EMB and BL declared an interest. Query regarding the height of the roof was raised. It was explained that the roof is to replicate the pitch of the collapsed roof while the height of the walls remains the same, as per the photographs included, and as per the listing entry. When you replicate the pitch (angle) the laws of geometry ensure that you inevitably replicate the height! No objection submitted on 17 May 2018.

iv) **Half Moon House, 12 Hindringham Road** internal and external works to facilitate conversion of buildings to four self-contained holiday lets ref LA/18/0661. Link circulated. No objection.

b) Decisions made by NNDC

i) **10 Bridewell Street** removal of fireplace surround and re-instatement of original doorway (part retrospective) ref LA/17/2121. APPROVED.

17) General Data Protection Regulation (GDPR)

a) GDPR policy adopted and relevant changes included in the new Standing Orders

b) Additional clause to contract / job description (see item 22)

c) The Clerk was appointed as Data Protection Officer

d) The Privacy Statement and associated letters (see below) were approved.

i) Privacy notice for email and other correspondence

ii) Privacy letter for councillors (to be completed)

iii) Privacy letter for WDG members

iv) And for WRT:

(1) Privacy letter for volunteers;

(2) Additional clause in letting agreement for Village Hall bookings

v) To consider if any other privacy letters are required.

18) 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) Thanks to Lee Acton for the 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. (A resident has sent an email of appreciation).

19) Street Lighting

a) Electrical Testing to be carried out by K&M Lighting (electrical test) 58 units £579.50 plus VAT.

b) **It was agreed to continue with the contract with K&M Lighting**

20) Airfield Memorial Project 'Time to Remember'

a) **Fundraising:** Another good month with steady beer sales (raised over £700 since its launch) and organised fundraisers: Warham Three Horseshoes pie week and talk raised £250; Lifeboat Inn (Wells) fundraiser raised over £300; Individual donations continue; History Talks (Royal British Legion – Wells Branch) £50 fee donation; Promotion at RAF 100 Group Association leading to further planned talks and donations

b) **Planning:** Plans were approved (with amendments) by Walsingham Estate office and subsequently submitted to North Norfolk District Council on 20/5/18. Once planning has been achieved we will ask for the conversion of pledges into donations and open-up a 'just giving' or other such internet-based donation page.

c) Planned Events

i) **Fundraising event at the Carpenters Arms on 5th June 2018** (73th Anniversary of the first operation from North Creake) Jazz band (Up the Creake), short talk on RAF North Creake involvement in D-Day, canapés, 2 course meal, and a glass of 'Drink to Remember'. Memorial plans will be on display and there will be a raffle. Tickets limited at £30 each – please encourage attendance.



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- ii) **Black Lion Hotel 11th November 2018.** Remembrance Sunday fundraising meal and Auction with talk(s). Whilst still at the planning stages an auctioneer has been arranged and auction items are being gathered.
- d) There was some discussion at the last Parish Council meeting about combining this event with the village commemorations of the 100th Anniversary of the Armistice. We'd very much encourage this and if we could coincide the timing of events at the pub with the lighting of the beacon and other(?) events in the village this would be ideal. We thought perhaps an additional talk about the impact of the Great War on Walsingham village (particularly considering those lost) may be suitable to dovetail with the talk on RAF North Creak. If there was a budget or a fund, perhaps displaying pictures of those members of Walsingham Parish that perished? We would be very happy to discuss this further and consider any further ideas.

21) Walsingham Development Group

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

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

- a) Walsingham Estate properties have been repainted so that side of the street was looking better.
- b) It was noted that it was difficult to get businesses to take on retail outlets on the High Street.

23) Armistice 100 year Commemoration

- a) 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 (see above). The Parish Council was supportive but no decisions were made. It would be considered at next WDG meeting.

24) Changes to Clerk's contract in light of the General Data Protection Regulation requirements and to review the Clerk's the salary. Members of the public and the Clerk will be asked to leave because of the confidential nature of the business concerning the employment. The resolution to exclude the public is in accordance with the Public Bodies (Admission to Meetings) Act 1960.

- a) An increase to the clerk's salary was agreed.
- b) New **standing order instructions** in respect of increase were approved and signed.

25) Correspondence: circulated as usual.

26) Items for report or future agenda

27) The next meeting of would be on **Wed 11 July 2018 at 7.30 pm** in the Village Hall.

Parish Council Meeting closed at 8.20 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 15/05/18

Shawdel
12th September 2018

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Meeting of Walsingham Recreation Trust

Following the Parish Council meeting Wednesday 23 May 2018

- 1) **Minutes of the Meeting** of 18 April were approved and signed as a true record.
- 2) **Village Hall**
 - a) Maintenance
 - i) It was reported that the new lock on the door from the bar to the playing field was faulty. The Clerk would make arrangements to have it repaired in time for the booking on Saturday.
- 3) **Recreation Ground**
 - a) To report on **regular checks** of apparatus.
 - b) It was decided to get quotes for crown lifting and thinning the oak on the Rec by Cleaves

4) **Finances**

a) **Cheques to approve**

Payee	Details	chq no	£	p
D Yarham	Cleaning (April) and materials	102270	36.88	
NNDC	Waste collection and hire of Eurobin	102271	263.25	
J Otte	Cash to refund Swedish Youth Group for cancelled booking	102269	180.00	

5) **Forthcoming Bookings**

- a) **Regular bookings**
 - i) *Thursday evenings (first in the month) History Society (starting again in September)*
 - ii) Thursday evenings Lindy Hop dance class
 - iii) Tuesday evenings April to June: Alpha course
- b) Wed 23 May: Parish Council
- c) Sat 26 May 2018: Wedding Reception
- d) Sat 9 June 2018 12 -4 pm: child's party
- e) Thurs 14 June 9.30 am: WDG
- f) Sat 16 June: charity concert
- g) Fri 22 June: 10 am Parish Council Traveller's meeting
- h) Wed 11 July: Parish Council
- i) 30 - 3 Aug: Swedish Youth Group (camping)
- j) Wed 12 Sept: Parish Council

6) **Any other business**

Meeting closed at 8.30 pm

Shardaly
12th September 2018