

WALSINGHAM PARISH COUNCIL

Present: Cllrs. B Landale (Chairman), Mrs S Landale, Mrs E Meath Baker, N Morter, J Woodhouse (Vice-Chairman)

**Annual Meeting of the Parish Council on
Wednesday 15 May 2019 at 7.15 for 7.30 pm in the Village Hall**

Parish Councillors completed a declaration of acceptance of office before the meeting
Parish Councillors to complete a register of interests form and send to the District Council (with 28 days)

MINUTES

Welcome

1. The Chairman asked for nominations for the **Election of Chairman** for the year. Brian Landale was re-elected:

Proposed	SL	Seconded	EMB	vote	all
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a. The Chairman completed a declaration of office.

2. The Chairman asked for nominations for the **Election of Vice-Chairman**. James Woodhouse was re-elected:

Proposed	SL	Seconded	EMB	vote	all
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3. Allocation of responsibilities

- a. Planning Committee: all councillors
- b. Data Protection Working Group: E Meath Baker and E Carter
- c. Weekly check of playground apparatus, skate ramp, sports facilities: L Acton
- d. Visual check of street lights and other items owned by PC: all councillors
- e. Internal Auditor: Stafford Snell

4. The following policies were noted / reviewed

- a. Code of Conduct (adopted 2012)
- b. Standing Orders (new model standing orders adopted May 2018)
- c. Financial Regulations (last reviewed May 2018)
- d. Annual Risk Management Assessment (updated May 2019)
- e. Transparency Code for Smaller Authorities (came into effect April 2015).

5. GDPR and Data Protection Policy

- a. It was noted that the Parish Council is registered with the ICO (Information Commissioner's Office) and that the Policy and associated documents are available to view on the website as required.
- b. It was noted that there had been no requests or breaches during the period since May 2018.
- c. It was noted that the 'Things to Remember' had been circulated to all councillors
- d. It was recommended that the Data Protection Policy should be updated including reference to the Data Protection Act 2018 (DPA) as the previous GDPR Policy referred to actions which had been required to put the General Data Protection Regulation requirements in place. It was also recommended that the Committee should change to a Working Group. This would allow the Group to meet at short notice and in private if it was required to deal with breaches of personal data. Whereas the Committee was required to meet in public and giving the same notice period as a full parish council meeting.
- e. It was agreed to adopt the new Data Protection Policy and the revised Terms of Reference for a Data Protection Working Group.

6. **Apologies** from L Acton, Mrs E Carter, Mrs K Richardson, District Councillor T Fitzpatrick, County Councillor Dr M Strong and PC J Pegden (SNT Wells) were accepted.

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

8. Items of **urgent business** none

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9. Police matters

- a. It was reported that a quad bike had been stolen from a locked shed and that there had been other thefts in the area.

10. **Minutes of the Meeting** on 10 April were approved and signed as a true record.

11. Matters arising not otherwise on the agenda

12. **Report from the County Councillor:** not present

13. **Report from the District Councillor:** not present

14. Highways

a. Items to report

- i. Drain grating at Market Lane has been removed leaving an open drain hole
- ii. Potholes: Wighton Road, Edgar Road (four potholes between farm premises and Wind Farm Place.
- iii. Problem with drivers (cars, people carriers, coaches) getting confused at junction of Egmore Road / Old Station Road – unable to believe the signs which say no access no turning. Would it be possible to have a sign at this point directing drivers to the car and coach parks which are further down Egmore Road?

15. Finances

- a. The **Statement of accounts** was presented and confirmed.

- b. The following **payments were approved:**

J Otte	NES electrical: 10 x light bulbs for bar	101320	£75.00
J Otte	Steward Safety Supplies: 3 x signs	101321	£52.70
J Otte	expenses	101322	£91.32
Steward Safety Supplies	fire extinguisher check	101323	£157.08
Norfolk ALC	Annual Subs	101324	£177.62
Stafford Snell	internal audit	101325	£20.00
Came and Company	insurance premium	101326	£1,473.95

- c. It was decided to add N Morter as a **signatory on the bank accounts** (Parish Council accounts including the Project Account, and the WDG and WRT) along with B Landale & J Woodhouse.

16. Accounts and Annual Return

- a. The **annual accounts** 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 all other documentation are very well kept and the audit trail easy to follow. As usual these accounts are a pleasure to audit, there are no points I wish to bring to the notice of the Parish Council.'*
- c. To approve and sign the Annual Governance and Accountability Return (AGAR):
 - i. The **Annual Governance Statement** was approved and signed.
 - ii. **Accounting Statements** for 2018-19 were approved and signed.
 1. It was noted that the following documents would 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 would also be placed on the notice board.

17. Planning

a. Applications since last meeting

- i. PF/19/0474: Removal of condition 4 (holiday accommodation purposes only) of planning permission PF/07/0970 to permit permanent residential occupation at **10 The Old Vicarage**, Scarborough Road. Link circulated. No objection submitted 30 April.

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- ii. PF/19/0551: Rear extension to dwelling and garden pod to front garden at **Hilltop Barn, Hindringham Road**. Link circulated. No objection submitted 30 April.

b. Decisions made by NNDC

- i. LA/19/0384: Replacement of ground floor window at **4 High Street**. Link circulated. APPROVED
- ii. LA/19/0240: Removal of garden wall and creation of new steps between **No.5 and No. 6 Common Place**. APPROVED
- iii. LA/19/0346: Erection of statue in wooden casing on front elevation at **St Damians - The Ark, 15A Friday Market Place**. REFUSED
- iv. PF/19/0551: Rear extension to dwelling and garden pod to front garden at **Hilltop Barn, Hindringham Road**. APPROVED.
- v. PF/19/0462 and LA/19/0463: Conversion of barn to dwelling at **Model Farm Barn, Westgate**. APPROVED.

18. Asset of Community Value

- a. The suggestion to nominate The Bull is listed as an Asset of Community Value was discussed. This would give community organisations the opportunity to bid for the asset if it is put on the open market. More information can be found on the District Council website <https://www.north-norfolk.gov.uk/tasks/your-community/find-out-about-localism-in-north-norfolk/> and the Government website <https://www.gov.uk/government/publications/community-right-to-bid-non-statutory-advice-note-for-local-authorities>. The Clerk was asked to write to Punch Taverns to ascertain their plans for The Bull, if the PC could be of any assistance and if they could keep the PC informed.

19. Street Lighting nothing to report

20. Airfield Memorial Project: Update from Nigel Morter

Fundraising: Beer sales continue to be a little slow this month but they still continue to add to the fund. We are planning a promotion of the beer for the 75th anniversary of D-Day. Individual donations are continuing to come in particularly as a result of the Holkham event. We have had a trickle of donations on our www.justgiving.com/crowdfunding/timetoremember page, though this is mainly due to a lack of promotion as we are encouraging people to donate directly as that way we pay no fees. The 'Talk to Remember' event at Holkham Hall was a great success with tickets sold out. We had 144 in attendance including two veterans from North Creake and one from Bletchley Park. The evening raised over £3000 with donations still coming in. We also received a donation of £5000 from the Bomber Command Association. Account Total: £23,460.53

Sculpture Progress: We hope to start the groundworks this year and plan to put out some notices on the site to inform people of our plans. This will hopefully avoid confusion regarding the re-erection near our gate of the of the Kings Lynn cadets model aircraft in the next few weeks. The sculptor (Andy Knighton) has made great progress on the Stirling sculpture having finished it this week (the stand and mounting are still to be constructed). The Roll of Honour has been delayed by incomplete information on the ages of aircrew (for 10 of them). If we can't discover any further detail by the end of June we will have to move forward with the ages 'unknown' for these airmen.

Website: The development of a website, which was part of the Big Society funding, is now underway at www.rafnorthcreake.co.uk with a holding screen and a contact form. The two people contracted to undertake this work are making very good progress. We are hoping to have some of the website available from June 2019 but the full memorial website will be launched in August 2020 to coincide with the unveiling of the memorial. An element of this work are joint initiatives with local schools – we wondered if anyone on the Parish Council had any contacts.

Planned Events: Airfield Tour – February 2020. Plans are being made for a day long airfield tour including lunch. More details to follow. Veterans Day – Date 2020 TBC. Should overfunding allow, we are planning a day bringing together as many veterans as possible from North Creake to see the memorial and record their memories. Thank You Party – June 6th 2020. Claire and I are planning to host a Thank You party (funded by us!) at the Control Tower for all those that helped make the memorial a possibility. Unveiling of Memorial – 1st August 2020. We are beginning to put plans in place for the unveiling and the need to close the top of Edgar Road near the B1105 is becoming apparent and we would now like to put arrangements in place for this.

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21. Walsingham Development Group

- a. Meeting on 24 May with stakeholders to discuss the traffic survey proposals
- b. It was noted that there had been some problems with the traffic management during the Tamil pilgrimage over the bank holiday weekend e.g. signage in Tamil were obscured by verge growth, people manning the road closures unable to help with re-directing traffic. The Chairman advised that these issues should be emailed to Mgr John.
- c. It was noted that the Anglican Shrine was making arrangements to put bunting up along the High Street (as mentioned at a previous WDG meeting).
- d. A request from News and Views for a donation was considered. As the WDG does not have sufficient available funds and the Parish Council has already made a generous donation, it was decided not to make a donation from this account.

22. Correspondence: circulated as usual.

- a. NNDC Formal Notice of Public Consultation of First Draft of Local Plan (part 1) and Design and Landscape supplementary planning documents: 7 May to 19 June

23. Items for report or future agenda

- a. Concern was raised about the banner advertising the Pilgrim Shop. The Clerk was asked to contact the District Council to see if it was appropriate for the High Street.
- b. Co-option of three people to fill the vacancies

24. Meeting of the Parish Council is on **Wednesday 10 July 2019** at 7.15 for 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 09/05/19

Theresa Dale
10th July 2019

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Meeting of Walsingham Recreation Trust

Following the Parish Council meeting Wednesday 15 May 2019

- 1) **Minutes of the Meeting** of 10 April were approved and signed as a true record.
- 2) **Village Hall**
 - a) **Internal maintenance:**
 - i) It was noted that the application to Victory Housing Trust Fund for a grant to cover the cost of internal redecoration (and a few repairs e.g. dry rot on window sills) had not been successful. The fund was oversubscribed – they had applications for over £36,000 but only £20,000 to distribute. It was agreed to go ahead with the re-decoration especially of the Hall.
 - ii) Light bulbs and starters need to be fitted in the Hall (bulbs have been replaced in the bar).
 - iii) Toilet seats in ladies and kitchen loos need to be re-fitted. Ask L Acton if he can do this.
 - iv) Water leak in disabled loo: appeared to have been fixed.
 - v) Guttering needs to be repaired and re-set as at present most of the water from the roof misses the gutter. (Gutter on bus shelter also needs to be repaired). To get quotes for repairs.
- 3) **Recreation Ground**
 - a) To report on **regular checks** of apparatus.
 - i) New seat for Hip Hop has been received
 - ii) Train and gate (WE would like to have design and measurements of proposed gate)
- 4) **Finances**
 - a) **Cheques to approve**

Payee	Details	chq no	£	p
D Yarham	Cleaning	102280	40.00	
NNDC	Annual hire of waste bin and collection	102281	267.80	
 - b) It was agreed to have the same signatories on the bank accounts as for the Parish Council
 - c) Invoice **for damages and associated costs** (in respect of the booking on 24 October) adjusted to £250.50 and sent to the person who booked the Hall. A final reminder had been sent and it had been signed for, but no payment had been made or any attempt to discuss. It was agreed to pursue the debt through the small claims court.
- 5) **Forthcoming Bookings**
 - a) **Regular bookings**
 - i) Thursday evenings (first in the month) History Society (Sept, Oct, Nov, Dec)
 - ii) Tuesday evenings from 19 March to 11 June (excluding 16 April): Alpha course
 - iii) *EP Youth Van using the car park on Monday evenings 6.30 – 8.30 pm 29 April – 15 July*
 - b) **Bookings**
 - i) Wednesday 15 May: Parish Council
 - ii) Thursday 23 May: polling station
 - iii) Friday 24 May: 9.30 am Parish Council
 - iv) Sunday 2 June: Mini Fete
 - v) Friday 13 June: 9.30 am Parish Council
 - vi) Sunday 23 June: wedding anniversary
 - vii) Wednesday 10 July evening Parish Council
 - viii) Tuesday 9 July: WI
 - ix) Thursday 18 – Saturday 20 July (including showers) Colchester Catholic Community (Syro Malabar Pilgrimage)
 - x) Thursday 1 August (including bar) Wedding (set up day before, clear up day after)
 - xi) Sunday 25 August: Steve Lane
 - xii) Saturday 7 September (setting up day before): Wedding Reception (TBC)
 - xiii) Wednesday 11 September: Parish Council meeting
- 6) **Any other business**



Shanckel 10-7-19