

# WALSINGHAM PARISH COUNCIL

## Present:

Cllrs. B Landale (Chairman), L Acton, Mrs S Landale, Mrs C Williams, J Woodhouse (Vice-Chairman) and one member of the public

## Meeting of the Parish Council on

**Wednesday 11 September 2019** at 7.15 for 7.30 pm in the Village Hall

Members of the public may raise matters of concern before the meeting

## MINUTES

Welcome to all and especially to Clare (new parish councillor) and the member of the public

1. **Apologies from** Mrs E Carter, Mrs E Meath Baker, N Morter, Mrs K Richardson, Ms V Waller and County Councillor Dr M Strong were accepted.
2. **Declarations of interest** by the Councillors in any of the agenda items listed below. None
3. **Items of urgent business:** none
4. **Police matters**
  - a. It was noted that the Chairman attended a meeting in Fakenham at which the police made assurances that cover would be continued to be made available for the Feast of the Assumption and the travellers visits to Walsingham.
5. **Minutes of the Meeting** on 10 July were approved and signed as a true record.
6. **Matters arising not otherwise on the agenda**
7. **Report from the County Councillor** via email
8. **Report from the District Councillor** no report
9. **Highways**
  - a. **Items to report:** none
  - b. **Other matters**
    - i. **Signage for coach and car park.** It was agreed to ask Highways to erect an extra 'parking' sign on Egmore Road (just ~~below~~ the junction with Station Road) to help drivers find the car and coach parks. The sign would cost £154.28.
    - ii. **Speed limit signs** Blind Dicks Lane, Old Railway Road and Station Road. Highways have confirmed that there is currently one speed limit terminal missing from Station Road at the junction with Old Railway Road and Egmore Link road. It is a national speed limit sign allowing vehicles to drive at a maximum of 60 mph heading east on Station Road. It was agreed that it was better to leave the situation as it is. Highways also confirmed that Blind Dick's Lane (west) and Old Railway Road are privately owned and there is no restriction to speed limit on these roads.
    - iii. A suggestion for 'white gateways' at the entrance to the village was considered. It was noted that they had to meet Highways specifications and were quite costly.
  - c. **Cleaves Drive** grassed areas and trees (outside number 6):
    - i. Following notification from a resident, tall grass and overgrown trees were reported to Highways for cutting and trimming. Highways had noted that the maintenance work would be carried out within the six weeks of 6 August.
    - ii. The Clerk obtained quotes from CGM for cutting the grass £12.50 (plus VAT) per cut and for trimming the two trees £372 (plus VAT). It was agreed to leave this for the time being as Highways had done the work.
10. **SAM2.**
  - a. It had been planned to monitor the traffic in Houghton to provide data for the Traffic Access Working Group, but this was not possible as the two posts which had been identified were obscured by hedge. It was suggested that if this monitoring was required in the future then Barsham and Houghton Parish Council should purchase and install a post (cost approx £80).
  - b. SAM2 had been in place during August by the Friary monitoring traffic on Fakenham Road coming into the Village. The figures showed that there was not really a problem with speeding at this site. However the vehicle counts were interesting peaking on 14 August with 2086 compared with 7 August with 1270 and 28 August with 681. The totals for the weeks in August were as follows:



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Week	Total vehicle count	Week	Total vehicle count
5 – 11 August	8267	19-25 August	7488
12 -18 August	8708	26 August – 1 Sept	5856

### 11. Finances

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

NGF Play Ltd	deposit for wooden train	101334	£1,773.60
J Otte	ao.com (Rangemaster stove for VH)	101335	£1,737.00
Anglian Chemicals	paper towels and loo paper	101336	£44.59
Anglian Chemicals	paper towels and loo paper	101337	£5.22
J Otte	expenses	101338	£67.79
Westcotec	additional bracket sets x 4	101339	£249.00
PKF Littlejohn LLP	external audit	101340	£240.00
NNDC	emptying litter bins	101341	£295.32
Ivan Ashby	alterations and redecoration of kitchen	101342	£1,272.00

### c. To consider the following requests (from parishioners via T FitzPatrick)

- i. Dog bins. It was noted that this had been considered last year and a couple of new rubbish bins had been purchased for Walnut Tree Corner and by the Ford. These and other rubbish bins can be used for both litter and dog poo. It was suggested that stickers could be put on the rubbish bins to inform people to that effect.
- ii. Another bench at the War Memorial. The clerk was asked to clarify if this was a request for an additional bench or a replacement.

### 12. Annual Governance and Accountability Return (AGAR) for year ended 31 March 2018

- a. PKF Littlejohn LLP have completed the limited assurance review: *'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'*
- b. Notice of conclusion of audit and relevant documents have been placed on notice boards and uploaded to the website.

### 13. Planning

#### a. Applications since last meeting

- i. PF/19/106: Installation of ramp to provide disabled access to the front of the church at the **Methodist Chapel, High Street**. Link circulated. No objection submitted 9 Aug 2019.
- ii. PF/19/0895: Conversion of the pistol club, Creake Buildings into a residential dwelling with associated access, parking, landscaping and erection of detached garage at **Agricultural Barn, Walsingham Road, Egmere**. Link circulated. No objection submitted 9 Aug 2019.
- iii. PF/18/2100: **Biomass Renewable Energy Facility, Egmere**: to vary the operational hours of the plant by allowing operations for an additional 2 hours per day for a maximum of 30 days per year during the harvest period for the purposes of delivering and unloading feedstock and filling the silage clamps. The District Council received notification on behalf of Egmere Energy (on 24 August) that such operations (working until 19.00) will take place between 15 September and 31 October 2019. In relation to concerns raised previously relating to the speed of vehicles during these times it is understood that there is signage on the site of the AD plant, advising drivers to drive with care/thought for locals, and all contractors are required to sign a Harvest and Haulage Protocol, establishing safe and courteous behaviour on the roads, especially close to houses.
- iv. PF/19/1398 Variation of condition 2 (plans) of planning permission PF/13/0168 (Construction of 20 mw solar photovoltaic farm with associated works including inverter housing) to allow installation of access tracks & two additional access gates at **Solar Farm, Bunkers Hill, Wells Road, Egmere**. Link circulated. No objection.



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### b. Decisions made by NNDC

- i. PF/19/0804 & LA/19/0805: Alteration to existing door opening in front elevation and installation of window; two dormers (one replacing current inverted dormer) to rear elevation, external alterations to existing conservatory; detached outbuilding at **St Josephs Cottage, 2 Hindringham Road**. APPROVED.
- ii. PF/19/0900: Replacement of existing windows with PVCu windows at **Richeldis House, Bridewell Street**. REFUSED
- iii. PF/19/0916: Replacement garage at **11 St. Peters Road**. REFUSED

### c. Other planning matters

- i. **Little Walsingham War Memorial** has been added to the List of Buildings of Special Architectural or Historic Interest reference 1465658 by Historic England.

### 14. Street Lighting

- a. UK Power Networks are putting the cabling underground near the AW compound at Westgate and removing the wood pole on which is a street light. UK Power Networks are not able to provide an alternative pole but will provide the electrical connection. The quote from K&M Lighting to supply a 5 metre galvanised tubular steel column, rewire and fit the existing lantern would cost **£796.98** (plus VAT). The Clerk was asked to investigate if it would be possible to use an alternative pole which was available from a local farmer.

### 15. Airfield Memorial Project: N Mortar not present.

### 16. Walsingham Development Group

- a. Christmas Lights and stalls on Saturday 30 November. Plans as in previous years. K Richardson has reported that not so many stalls as in previous years so please spread the word.
- b. Leaflet holders have been purchased and J Woodhouse will fix them to the map boards (info from the Clerk).

### 17. Correspondence: circulated as usual.

- a. It was noted that a request for a house to house collection for clothing was refused.
- b. S Landale volunteered to be part of the Norfolk ALC initiative for exploring and promoting well-being and green issues.
- c. To consider what action to take in regards to a letter from residents requesting that the Parish Council raises concerns about parking in Friday Market with the Walsingham Estate and the Shrines. Request for properly marked parking area with clear signage and limited number of resident parking bays, and also to address the problem of coaches shunting in and out, leaving engines running and damaging fabric of ancient buildings nearby.
  - i. It was noted that the land at Friday Market is manorial and the Lord of the Manor has to pay rates on it without receiving any income. Upgrading the Friday Market and instigating a paid parking scheme has been considered over a long period but it was felt that locals / residents would be hostile to this. A residents' parking scheme with marked bays etc would require investment and residents' parking would have to be charged for. The Estate / lord of the Manor would be very open to developing paid car parking there especially if the parish council were in support.
  - ii. Other proposals were suggested for local and resident parking.
  - iii. The Clerk was asked to contact the Estate to see if it would be possible to explore the issue.

### 18. Items for report or future agenda

- a. The Clerk was asked to contact Anglian Water to request that the pumping station at Westgate is cleared of weeds

19. Next Meeting is on **Wednesday 16 October 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](mailto:walsinghampc@googlemail.com) Tel. 01328 822366  
Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN

Agenda prepared by JO 04/09/19

*[Signature]*  
12th October 2019



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## Meeting of Walsingham Recreation Trust

Following the Parish Council meeting Wednesday 11 September 2019

1) **Minutes of the Meeting** of 10 July were approved and signed as a true record.

### 2) Village Hall

#### a) Internal maintenance:

- i) The clerk was asked to contact LA Whitmore and Sons to repair the exterior lights and to replace the bulb in the emergency exit light above the kitchen door and to remove and block up the extractor fan in the Hall.
- ii) Toilet seats in ladies and kitchen loos need to be re-fitted. Lee Acton would see what could be done.
- iii) 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). Lee Acton to fix.
- iv) Kitchen –
  - (1) new stove purchased from and installed by AO: reports received that it is fantastic.
  - (2) redecorated and removal of a couple of cabinets by Ivan Ashby Ltd
  - (3) kitchen equipment required e.g. flat bottomed pans for ceramic hob.
  - (4) The clerk was asked to see if the tall fridge freezer in the bar could be repaired and if not to replace to fit in the space in the kitchen by the serving counter.

### 3) Recreation Ground

#### a) Regular checks of apparatus: in order (apart from wooden train)

- i) Train ordered from NGF Play Ltd
- ii) WE will take measurements for a proposed gate at the top of the path.

### 4) Finances

#### a) Cheques to approve

Payee	Details	chq no	£	p
D Yarham	Cleaning (July and August)	102284	100.00	

### 5) Forthcoming Bookings

#### a) Clare Williams is setting up a new youth club – regular booking for Thursdays 4 – 6.30 pm.

- i) It was agreed to allow the church Youth Club to use the Hall free of charge and review in the future.

#### b) Regular bookings

- i) Thursday evenings (first in the month) History Society (Sept, Oct, Nov, Dec)
- ii) Tuesday evenings from 10 September to 15 October: Alpha course

#### c) Bookings

- i) Friday 20 September: Poetry and Story Telling event
- ii) Sunday 22 September: wedding anniversary
- iii) Thursday 26 September morning Parish Council travellers meeting
- iv) Saturday 28 Sept: child's birthday party
- v) Friday 4 October morning Parish Council traffic survey meeting
- vi) Wednesday 16 October: Parish Council meeting
- vii) Saturday 2 November: UK Cycling pit stop
- viii) Wednesday 27 November: morning WDG, evening Parish Council
- ix) Thursday 7 May 2020: Police & Crime Commissioner Election

### 6) Any other business

*Handwritten signature*  
9-10-19