

WALSINGHAM PARISH COUNCIL

To:

Cllrs. B Landale (Chairman), L Acton, Mrs E Carter, Mrs S Landale, Mrs J Marozzi, Mrs E Meath Baker, N Morter, Mrs K Richardson, Ms V Waller, Mrs C Williams, J Woodhouse (Vice-Chairman)

Cc: District Councillor T Fitzpatrick, County Councillor M Dalby; PC J Pegden SNT Wells

**You are summoned to the Annual Meeting of the Parish Council
on Wednesday 19 May 2021 at 7.15 pm for 7:30 pm**

Signed:
Clerk to the Council

Date:

AGENDA

Welcome

1. The Chairman will ask for nominations for the **Election of Chairman** for the year.
 - a. The new Chairman will complete a declaration of office.
2. The new Chairman will ask for nominations for the **Election of Vice-Chairman**.
3. **Allocation of responsibilities**
 - a. Planning Committee: all councillors
 - b. Weekly check of playground apparatus, skate ramp, sports facilities
 - c. Visual check of street lights and other items owned by PC
 - d. To confirm Internal Auditor as Stafford Snell
4. **Policies to note / review** (available to view on the village website:
<https://www.walsinghamvillage.org/essentials/walsingham-parish-council/policies-and-guidance/>)
 - a. Code of Conduct (adopted 2012)
 - b. Standing Orders (new model standing orders adopted May 2018 reviewed 2019)
 - c. Financial Regulations (last reviewed May 2019)
 - d. Annual Risk Management Assessment (updated May 2021)
 - e. Transparency Code for Smaller Authorities (came into effect April 2015).
 - f. GDPR and Data Protection Policy
 - i. The Parish Council is registered with the ICO
 - ii. The policy is available on the website
 - iii. There were no requests nor breaches during the period since May 2019
 - iv. 'Things to Remember' circulated to all councillors
5. **Apologies**
6. **Declarations of interest** by the Councillors in any of the agenda items listed below
7. **Minutes of the Meeting** on 14 April to be approved for the Chairman to sign.
8. **Matters arising**
9. **Police Matters**
 - a. Police report
 - b. To note that fly-posting of anti-vaxx stickers was reported to the Environmental Protection Team at NNDC and to the police. It is understood that the perpetrator was know to the police and it is believed that they have now left the area.
10. **Report from County Councillor**
11. **Report from District Councillor**
12. **Finances**
 - a. **Statement and Accounts**
 - b. **To approve payments**

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13. Accounts and Annual Return

a. To approve annual accounts.

b. To note the **report from the Internal Auditor** Stafford Snell: *'I have carried out the Internal Audit of Walsingham Parish Council Accounts for the Financial year 2020-2021 as requested. Owing to the present situation it has been carried out online. This was only possible due to the excellent Parish Council Website set out by Joanna and her sending me other documents as requested. As usual I have found no problems with the accounts. The audit trail is easy to follow and all other documentation is on order. You have a very good Clerk at Walsingham.'*

c. To approve and sign the Annual Governance and Accountability Return (AGAR):

- i. The **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations.
- ii. **Accounting Statements** for 2020-21.
- iii. To note 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.

14. Highways

a. Potholes and other highway faults should be reported via the website:

<https://apps.norfolk.gov.uk/HighwaysDefect/default.aspx>

15. SAM2

16. Defibrillators

- a. To note that the Pads and ChargePak (battery) reach their 'use by' dates on 15 June. An order has been placed with the supplier (Andrew Deptford) for replacements for the two defibrillators (located at the Farms Shop and at Great Walsingham Barns)) @ £99 + VAT each.

17. Anaerobic Digester / Egmere Energy (report from Nigel Morter)

- a. To note that local residents adversely bi-annual harvest operations to sources feedstock for the biomass plant owned by Egmere Energy Ltd have instructed solicitors to write North Norfolk District Council seeking information and requesting actions to be taken to address the environmental problems raised.
- b. The Parish Council was not consulted about the solicitor's letter but has received a copy of it as members of Walsingham Parish Council (along with other councils' members in West Norfolk and residents) have attended recent meetings with the operators of the plant where problems about agricultural vehicles at harvest time have been discussed. The communication from the operators has been useful and it is hoped that this will alleviate the problems previously experienced during the harvest periods and set up a line of communication.

18. Street Lighting

- a. To confirm the renewal of the street-lighting maintenance contract with K&M Lighting due to start 1 August 2021 for one or three years.

19. Airfield Memorial Project (update from Nigel Morter)

20. Walsingham Development Project (report from Clare Williams)

- a. Street Light (solar powered) near bus shelter. This would have to be free-standing as UK Power Networks no longer allow fixtures on their poles.
- b. New bus shelter on Wells Road
- c. To set up a working group to organise a Village Consultation
 - i. To decide what should be included in the consultation

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21. Parish Newsletter / Magazine (see report which includes additional information and links to examples of local magazines)

- a. **To take on responsibility for a regular newsletter** / magazine in order to provide the village with a lively, informative and accessible community service.
- b. **Start with an A4 news sheet** which can be photocopied and distributed by volunteers.
 - i. Editor – the Clerk is willing to edit and layout a newsletter with contributions from organisations and groups in the village
 - ii. Monthly or bi-monthly?
 - iii. Photocopying –
 - iv. Distribution organiser –
 - v. Volunteers to deliver –
 - vi. Coverage – Great and Little Walsingham
 1. Will the Barshams and Houghton St Giles be included and if so, will they contribute to the cost of publication and arrange for distribution in their villages?

Additional points

- c. Use the village website more effectively e.g. regular updates of newsy communications;
- d. Use 'Clare's' Facebook which appears to be an effective way of engaging with people

22. Planning

a. Applications received since the last meeting

- i. PF/21/0850: Single storey extensions to north and east elevations of former barn converted to dwelling; alteration to the driveway at **Model Farm Barn Westgate** Walsingham Norfolk NR22 6DY. Link circulated. The following comment was submitted on 11 May: Walsingham Parish Council objects to this application because the extension would completely mask the barn end, damaging the form and rural character of the building. The Parish Council is aware that in the conversion of the barn to a dwelling, the Walsingham Estate was heavily constrained by the necessity to conserve as much as possible the form and character of the building. Given the planning and conservation department's stringent approach throughout the conversion process, the Parish Council trusts that a similar line is taken with the new owner.

b. Decisions made by NNDC

- i. LA/21/0401: Internal and external works to facilitate remodelling & alterations to dwelling at **13 Friday Market Place**. APPROVED.
- ii. PF/21/0422 amended: Single storey side extension; dormer to rear: replacement doors and windows in rear extension at **11 Westgate**. APPROVED.

c. Other planning matters

- i. Residents had raised concern about the bill boards outside the Bull. To note that advice has been sort from the District Council regarding any constraints or recommendations about advertising signs in a conservation area.

23. Correspondence: circulated as usual.

24. Items for report or future agenda

25. Next Meeting is on **Wednesday 30 June 2021** at 7.15 for 7.30 pm in the Village Hall

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 12/05/2021

Chairman to close Parish Council meeting

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Meeting of Walsingham Recreation Trust

Following the Parish Council meeting Wednesday 19 May 2021

- 1) To approve **Minutes** of the meeting on 14 April.
- 2) **Village Hall**
 - a) **Maintenance:**
 - i) L A Whitmore to carry out **Electrical work** to replace 2 light fittings in shower rooms, remove flood light fittings and wiring and replace scencor bulkhead fittings and install pir led fitting over the main door: for £485.50 + VAT. At least some of the work has been carried out.
 - b) **Improvements**
 - i) Broadband connection ordered from Plus Net. Engineer due to attend 1 June.
- 3) **Recreation Ground**
 - a) Inspection of playground apparatus
 - b) Moles on playing field and the recreation ground. Acorn Pest and Country Services to attend.
 - c) No dogs at Recreation Ground signs ready to put up at the two entrances from Wells Road and on the path from Berry Hall.
 - d) Wooden gate for entrance to be erected by WE
- 4) **Finances**
 - a) Receipts since previous statement: Covid-19 support grants £8,000;
 - b) Balance as at 11 May 2021: **£32,258.06**
 - c) Payments to approve:

Payee	Description	date	Chq no	Amount
- 5) **Bookings** (cancelled during the lockdown)
 - a) Regular bookings:
 - i) Thursdays 4.30pm Youth Group
 - b) Bookings
 - i) Saturday 19 June: private party
 - ii) Wednesday 30 June: Parish Council meeting
 - iii) Saturday 3 July: wedding reception (with hog roast outside)
 - iv) Saturday 14 August: private party
 - v) Saturday 11 September: private party
- 6) Any other business