

WALSINGHAM PARISH COUNCIL

Present:

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

Annual Meeting of the Parish Council on Wednesday 19 May 2021 at 7.15 pm for 7:30 pm

MINUTES

Welcome

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

Nominated by	SL	Seconded by	NM	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

Nominated by	EMB	Seconded by	NM	vote	all
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3. Allocation of responsibilities

- a. Planning Committee: all councillors
- b. Weekly check of playground apparatus, skate ramp, sports facilities: Lee Acton
- c. Visual check of street lights and other items owned by PC: all councillors
- d. The Internal Auditor was confirmed as 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 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** from Mrs E Carter, Mrs J Marozzi, Mrs K Richardson and PC J Pegden SNT Wells were accepted.

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

7. **Minutes of the Meeting** on 14 April were approved and signed.

8. Matters arising

- a. It was noted that the telephone kiosk in Friday Market is on a BT list for repainting. However, the one on the green in Great Walsingham will not be repainted (it was last done in 2017), but it will be cleaned.

9. Police Matters

- a. It was noted that fly-posting of anti-vaxx stickers had been reported to the Environmental Protection Team at NNDC and to the police. It is understood that the perpetrator was known to the police and it is believed that they have now left the area.

10. **Report from County Councillor**. Not present.

11. **Report from District Councillor**. Not present.

12. Finances

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

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Joanna Otte	expenses	101436	£68.07
Countystyle Recycling Ltd	emptying bottle bank (reissue with correct name)	101437	£27.00
Steward Safety Supplies	fire extinguisher check at VH	101438	£115.56
Norfolk Association of Local Councils	annual subs	101439	£117.96
Stafford Snell	internal audit	101440	£20.00
Came & Co			

13. 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 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** was approved and signed.
 - ii. **Accounting Statements** for 2020-21 were approved and signed
 - iii. 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 will also be placed on the notice board.

14. Highways

- a. **Potholes**
 - i. Wighton Road 300 yards
 - ii. Back Lane
 - iii. Holt Road
 - iv. Westgate Ford
 - v. Under railway bridge
- b. **Worn road markings:** Edgar Road / Dry Road
- c. **Other Highways issues**
 - i. A request to have a bus stop marked on Wells Road (opposite bus shelter) was considered. It was decided to leave this for the time-being because it was difficult to judge if it was required because residents were parking there while the pavement was being re-laid in Mount Pleasant. If parking here continues to cause a problem for the buses then a request for markings could be made to Highways. They tend to only put bus stop markings where deemed necessary. Many people think that the markings tend to 'urbanise' what is essentially village locations and there is also the cost (both laying the lines in the first instance and then the on-going maintenance / refreshing of them).
 - ii. A request to make Mount Pleasant one way was discussed. It was pointed out that it would probably lead to cars going faster as the drivers would not be deterred by the possibility of on-coming traffic. It would be irritating for residents who would be forced to go all the way round rather than leaving at which ever entrance was most convenient and it might be hard to enforce. There would probably be considerable costs involved as it would be changing a road layout. It was decided not to pursue this.

15. SAM2: has been in Houghton.

16. Defibrillators

- a. It was noted that the Pads and ChargePak (battery) will reach their 'use by' dates on 15 June. An order has been placed with the supplier (Andrew Deptford) for

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replacements for the two defibrillators (located at the Farms Shop and at Great Walsingham Barns)) @ £99 + VAT each.

- b. The Clerk was asked to contact Andrew Maclaren to see if the Walsingham Estate is responsible for the defibrillator at the Parish Hall and if they would like it to be taken under the wing of the Parish Council.

17. Anaerobic Digester / Egmere Energy

- a. It was noted that local residents (from Burnham Thorpe) who felt adversely affected by the bi-annual harvest operations to source feedstock for the biomass plant owned by Egmere Energy Ltd have instructed solicitors to write to North Norfolk District Council seeking information and requesting actions to be taken to address the environmental problems raised.
- b. It was noted that Walsingham Parish Council had not been 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.
- c. It was agreed that the communication from the operators had been useful and it was hoped that this will alleviate the problems previously experienced during the harvest periods and set up a line of communication.
- d. It was agreed that Nigel Morter should continue to represent the Parish Council at these meetings even though he has personal issues with the operation of the site as he lives nearby. Other members of the parish council have attended the meetings and if he felt he could no longer continue as the parish council representative he could hand it over.

18. Street Lighting

- a. It was agreed to renew the street-lighting maintenance contract with K&M Lighting for a further three years stating on 1 August 2021.
- b. Day burner on Scarborough Road to be reported.

19. Airfield Memorial Project (update from Nigel Morter)

- a. **Update:** Work has progressed since my last report, with the Roll of Honour foundation, the Roll of Honour and bench all being set. Metal surrounds have been situated around the Roll of Honour and bench to allow for decorative gravel to be placed around both. This will be loose around the Roll of Honour and set in resin around the bench. This leaves only the information boards and a little landscaping to complete the site.
- b. **Fund** stands at £9,931.59.
- c. **Costs:**
 - i. cheques approved: Anvil Engineering £1264.44; J. Middleton £100; Nigel Morter expenses claim July 2020 – March 2021: £1,032.38.
 - ii. Costs still to consider: Catering for dedication day (Assembly House); Marquee Hire final payment; Printing of Information Boards; Landscaping; Printing and Sundry expenses for dedication day.
- d. **Dedication of Memorial – 5 June 2021.** Plans are now reasonably advanced for the dedication day. Given the restrictions that will still be in place we have been limited to 30 people. This has resulted in the dedication being invite only, with a short ceremony at the memorial and afternoon tea in a marquee in the Control Tower gardens. We further propose that the idea of the street party originally planned should be returned to, possibly, in the summer of 2022.
- e. We would also like to invite Parish councillors to a coffee morning in September in order to thank them for their support in making the memorial a reality. Details to be confirmed.

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

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- c. It was agreed to have a Village Consultation organised by a working group led by C Williams with V Waller, S Landale, J Marozzi and E Meath Baker. The Clerk would provide support as required.
 - i. To decide what should be included in the consultation: work from the 'Plan for the Future'.

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

- a. **The proposal to take on responsibility for a regular newsletter** / magazine in order to provide the village with a lively, informative and accessible community service was agreed.
- b. It was decided to start with an **A4 news sheet** which would be photocopied and distributed by volunteers.
 - i. Editor – the Clerk was willing to edit and layout a newsletter with contributions from organisations and groups in the village
 - ii. Monthly or bi-monthly? – to be decided
 - iii. Photocopying –
 - iv. Distribution organiser –
 - v. Volunteers to deliver –
 - vi. Coverage – Great and Little Walsingham
 - 1. It was agreed that if the Barshams and Houghton St Giles wanted to be included, they be asked to 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 Walsinghamvillage.facebook which appears to be an effective way of engaging with people. E Meath Baker is the Administrator and C Williams and V Waller have access to use it.

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. **Withdrawn applications**
 - 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. WITHDRAWN.

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d. Other planning matters

- i. Residents had raised concern about the bill boards outside the Bull. It was noted that advice had been sort from the District Council regarding any constraints or recommendations about advertising signs in a conservation area. The Enforcement Officer was investigating.

23. Correspondence: circulated as usual.

24. Items for report or future agenda

a. Planting trees (email 21 March)

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

Meeting closed at 8.20 pm

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Meeting of Walsingham Recreation Trust

Following the Parish Council meeting Wednesday 19 May 2021

- 1) The **Minutes** of the meeting on 14 April were approved for signing.
- 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.
 - ii) Taps need repairing / replacing as they are difficult to turn off. Ask Alan Groom
 - iii) Paper towel dispenser in the gents needs to be moved so that children can use it.
 - iv) Carpet tiles in bar need sticking down. Get quote.
 - v) Metal strip at kitchen door needs to be nailed down properly. V Waller and L Acton to fix.
 - vi) Stickers for hand sanitiser dispensers.
 - vii) Emergency and disable exit door can only be unlocked with difficulty from the inside it. It was agreed to investigate the cost of replacing it with a bar release mechanism (door would have to open outwards).
 - b) **Improvements**
 - i) Broadband connection ordered from Plus Net. Engineer due to attend 1 June.
- 3) **Recreation Ground**
 - a) Inspection of playground apparatus: surf board springer damaged.
 - b) Moles on playing field and the recreation ground. Acorn Pest and Country Services to attend.
 - c) No dogs at Recreation Ground signs have been put up at the two entrances from Wells Road and on the path from Berry Hall.
 - d) Solid oak (from Walsingham) gate for entrance has been erected by WE (thank you letter). It was agreed to purchase a couple of 'please shut the gate' signs.
- 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: none
- 5) **Bookings**
 - a) Regular bookings:
 - i) Thursdays 4.30pm Youth Group
 - b) Bookings
 - i) Saturday 26 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: none.

Meeting closed at 8.30 pm