

WALSINGHAM PARISH COUNCIL

Present: Cllrs. B Landale (Chairman), L Acton, Mrs S Landale, Mrs J Marozzi, N Morter, Ms V Paige, Mrs C Williams, J Woodhouse (Vice-Chairman)

and: District Councillor T Fitzpatrick,

Annual Meeting of the Parish Council on Wednesday 11 May 2022 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.

Proposed	JW	Seconded	SL	vote	all
----------	----	----------	----	------	-----

- 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	NM	vote	all
----------	----	----------	----	------	-----

3. Allocation of responsibilities

- a. Planning Committee: all councillors
- b. Weekly check of playground apparatus, skate ramp, sports facilities: L Acton
- c. Visual check of street lights and other items owned by the parish council
- d. Internal Auditor confirmed as Stafford Snell

4. The following **Policies** were noted / reviewed: 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 2021)
- c. Financial Regulations (last reviewed May 2021)
- 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. It was noted that there had been no requests or breaches in the previous year.

5. **Apologies** from Mrs E Carter, Mrs E Meath Baker, Mrs K Richardson, NCCllr M Dalby; PC S Blakeley (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 13 April were approved and signed.

8. **Matters arising** not otherwise on the agenda. Potholes in road through the coach park remained a problem (although the ones in the car park at Great Walsingham Barns had been filled in).

9. **Police Matters.** Report (emailed):

- a. There have been no crimes reported to police during April in Walsingham. Incidents that the Police have been called to attend in Walsingham include a report of some suspicious behaviour by some youths where no offences were found to have been committed. A non-crime domestic and a road related offence.

10. **Report from County Councillor** (circulated via email)

11. **Report from District Councillor:**

- a. National energy rebate scheme of £150 for bands A-D was underway.
- b. A 'levelling up fund' application has been submitted. The bid includes sports facilities (hockey pitch, tennis courts, pavilion with changing rooms and a swimming pool) for Fakenham.
- c. Support and advisory services are available for people looking to host / hosting Ukrainian refugees. There are quite a few families in the area who have taken in refugees.

WALSINGHAM PARISH COUNCIL

12. Accounts and Annual Return

- a. The **annual accounts** which had been circulated, 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, this was carried out online again this year. This was only possible due to the excellent work carried out by Joann with the accounts and all associated documentation. As a result there are no points I wish to raise with the Parish Council.'*
- c. To approve and sign the Annual Governance and Accountability Return (AGAR) to be sent to the External Auditors: PKF Littlejohn.
 - i. The **Annual Governance Statement** demonstrating the council's responsibilities and obligations was approved and signed.
 - ii. **Accounting Statements** for 2021-22 was 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.

13. Finances

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

Joanna Otte	expenses	101461	£75.70
Walsingham Estate Management	newsletter	101462	£61.91
FT Grds Maintenance	Gt Walsingham April	101463	£240.00
Norfolk ALC	annual subs	101464	£183.30
Steward Safety Supplies	annual service fire extinguishers VH	101465	£139.20
Stafford Snell	internal audit	101466	£20.00
Gallagher	insurance premium	101467	£2,134.99

14. Highways

- a. Potholes and other highway faults should be reported via the website:
<https://apps.norfolk.gov.uk/HighwaysDefect/default.aspx>
 - i. Potholes at coach park
 - ii. Potholes Wighton Road, left about 150 yards beyond crossroads.

15. Bus shelter

- a. The County Council has awarded 50% of the cost of a new bus shelter for Wells Road (opposite the school) through the Parish Partnership Scheme.
- b. To confirm location, apply for Street Furniture Licence and place order with Westcotec.

16. SAM2

- a. Located in Houghton at present.

17. Verge cutting and grounds maintenance

- a. **CGM** to cut grass on Playing Field only.
- b. **Vanessa Paige** to cut verges, War Memorial and footpaths (including Mill Lane) in Little Walsingham, maintain areas around village gateways and cut the hedge at the Village Hall. (However she was not able to do the strimming in the play area and around the village hall).
- c. **FT Grounds Maintenance** to cut grass (leaving rare plant near the Ford, and spring flowers) on verges and greens in Great Walsingham twice a month April – October (14 visits). Requested to add in grass cutting of play area and around village hall. To request a quote from FT Grounds Maintenance for cutting the grass at the play area and village hall.
- d. The Clerk was asked to write a letter of thanks to Billy Moore for tidying up Market Lane which looks brilliant.

18. Street Lighting: nothing to report

WALSINGHAM PARISH COUNCIL

19. Jubilee Celebrations double bank holiday weekend:

- a. The draft programme Thursday 2 – Sunday 5 June 2022 so far is as follows:
 - Scratch Choir: cancelled due to choir leaders having a covid at the first rehearsals.
 - May: Bunting-making workshop at St Seraphim's
 - End of May: putting up bunting around the village: the clerk to order for the Common Place and the Village Hall. (James Woodhouse and WE staff)
 - Thursday 2 June: evening Street Party in the Common Place with the Pilgrim Jazz Band, a BBQ, refreshments from Read & Digest and The Bull, Lighting the Beacon with a Bugle fanfare and choir. Road closure application for 5 – 11 pm has been submitted: reduced cost of £22. Light the Beacon at 9:30 pm
 - Friday 3 June from 7:30 pm: Ukulele Band, Norton's Café-Bar in the Anglian Shrine Garden
 - Friday 3, Saturday 4 and Sunday 5 June: Exhibition and Open Garden at St Seraphim's
 - Sunday 5 June: Picnic at the Rec (with football and games)
 - Sunday 5 June: Village Archive Exhibition and Display of Children's art and written work in the Village Hall with refreshments. The Clerk was asked to contact the Anglican Shrine regarding borrowing the outdoor games.
 - Sunday 5 June: Evensong at St Mary's (Ecumenical Service)
 - Monday 6 June: Mass at 12 noon
 - Poster for the primary school children to colour
 - It was noted that it had been decided not to get 50p commemorative coins for the school children – they were limited edition in a presentation case and cost about £7 each. [However in email discussions following the meeting it was agreed to purchase an alternative commemorative token for the Chairman to present to the primary school children].

20. Walsingham Village Archive and photocopier

- a. Photocopier to be ordered for installation in the Archive Room once the sink and glass washer have been moved to the bar.
- b. Website for village archive to be developed.
- c. It was noted that the Archive Group had had a useful meeting with a Community Archivist from the Norfolk Record Office, and as part of this project they would supply a laptop, two hard drives and a selection of archive storage materials.

21. Planning

a. Applications received since the last meeting

- i. LA/22/1058: Internal and external works including repair works to the timber jetty, roof structure, and the southern gable involving with wholesale replacement of the rotten bressummer jetty beam on the eastern elevation, re-roofing of original building to introduce an over cloak verge drip detail-Introduction of wind bracing into the roof structure; metal strapping onto purlins to improve the continuity of restraint to the southern gable wall; making good in appropriate materials at **The Manor House Westgate**. Link circulated. No objection.

b. Decisions made by NNDC

22. Correspondence: circulated as usual.

23. Items for report or future agenda

- a. Clare Williams wished to record her dissatisfaction at not giving gifts to the Primary School children.

24. Next Meeting is on Wednesday 13 July 2022 at 7.15 for 7.30 pm in the Village Hall

Meeting closed at 8 pm

WALSINGHAM PARISH COUNCIL

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: 03/05/2022

Meeting of Walsingham Recreation Trust

Following the Parish Council meeting on Wednesday 11 May 2022

- 1) The **Minutes** of the meeting on 13 April 2022 were approved and signed.
- 2) **Village Hall**
 - a) **Maintenance:**
 - i) **Glass washer** in the store room (now archive room) to be repaired and moved to the bar with a new sink unit and hot water heater. (Old sink unit to be removed from store).
 - ii) **Lockable cupboard** door for open space between the cooker and the fridge for the Youth Group's kitchen equipment. WE will do this.
 - iii) A request to erect a **plaque in the Hall in memory of Bernie Beckham** was approved. To be placed above the hatch from the bar to the hall as that was 'his' place.
 - b) **To consider ideas for revamping the bar lounge.**
 - c) **Missing keys**
 - i) It was agreed to ask WE to install push bar openings on the following doors to replace the locks (which were getting a bit dodgy and now had no keys) on the door in the Hall by the stage and the door from the lounge to the playing field.
 - d) **Inventory of kitchen.** Clare Williams' offer to make an inventory of the equipment in the kitchen was taken up.
 - e) **First Aid box:** needed some replacements e.g. sticky plasters and antiseptic cream.
- 3) **Recreation Ground**
 - a) Nets for football goals – available for use in the storage container.
- 4) **Finances**
 - a) Balance as at 7 April 2022: £32,963.75
 - b) Payments to approve:

Payee	Description	Chq no	Amount
V Paige	Cleaning (April)	102318	£160.00
Walsingham CP School Fund	Jubilee Tea Party	102319	£300.00
St Seraphims Trust	Jubilee railway exhibition	102320	£1,000.00
- 5) **Bookings**
 - a) Regular bookings: Thursdays 5 -6.30pm Youth Group; Friday mornings – Archive Group
 - b) Bookings
 - i) Sunday 22 May: RAF 100 Group
 - ii) Sunday 5 June: Jubilee Celebrations
 - iii) Saturday 2 July: private party
 - iv) Wednesday 13 July: Parish Council
- 6) **Any other business**
 - a) Nigel Morter asked if it would be possible for him to hold regular Open Mic music sessions in the Village Hall on for example Tuesday evenings 7 – 11 pm with 25% of the profits going to Addenbrooke's Hospital and Testicular Cancer. It was agreed that this was a great idea, but he would have to arrange his own events licence. The Village Hall does not have an alcohol licence, but the bar area is available for use.