

WALSINGHAM PARISH COUNCIL

Present: Cllrs. Brian Landale (Chairman), Nigel Morter, Keith Tuck, Clare Williams, James Woodhouse (Vice-Chairman)

And: Joe Goswell (WRT Refurbishment Working Group)

and: District Councillor Tom FitzPatrick and County Councillor Michael Dalby

Annual Meeting of the Parish Council on Wednesday 10 May 2023 at 7.30 pm in the Parish Hall

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

MINUTES

Parish Councillors completed a declaration of office

Welcome to all and God Save the King

1. Brian Landale was elected as **Chairman** for the year. Proposed by J Woodhouse, seconded by K Tuck. (No other nominations were made).
 - a. He completed a declaration of office.
2. James Woodhouse was elected as **Vice-Chairman**. Proposed by B Landale, seconded by N Morter. (No other nominations were made).
3. **Co-option** to fill the two vacancies (one for Little Ward and one for Great Ward).
 - a. As three people had put their names forward for co-option, a paper ballot was taken and the Chairman used his casting vote to decide between those who had an equal share of the vote namely Joe Goswell and Julia Marozzi. The result was the co-option of Lee Acton (Great) (and Julia Marozzi (Little). Joe Goswell would continue as a member of the Village Hall Working Group.
4. **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 to report problems
 - d. To appoint an Internal Auditor to replace Stafford Snell.
5. 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 2022)
 - c. Financial Regulations (last reviewed May 2022)
 - d. Annual Risk Management Assessment (updated May 2022)
 - e. Transparency Code for Smaller Authorities (came into effect April 2015).
 - f. Data Protection Policy (last reviewed May 2022)
 - i. It was noted that there had been no breaches or requests in the previous year.
6. **Apologies** from Scilla Landale, Tom Lane, Elizabeth Meath Baker, Vanessa Paige were accepted
7. **Declarations of interest** by the Councillors in any of the agenda items listed below. None.
8. **Minutes of the Meeting** on 12 April were approved and signed.
9. **Matters arising** not otherwise on the agenda: None.
10. **Police Matters**
11. **Report from County Councillor:** report circulated via email.
 - a. He was asked to follow up with Highways about the potholes around the village which had not be repaired, and to request for the debris down the centre of St Peter's Road to be cleared the crumbling surface repaired. He was also asked to put forward a request from the businesses at Egmere for a speed reduction on the B1105 – it is dangerous for their customers using the businesses as the visibility is very poor. There have been two serious accidents in the previous year.

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12. Report from District Councillor

- a. District Council elections had just taken place so there was little to report. The Local Plan is currently with the planning inspectorate. Once it has been returned and the feedback addressed the Plan will be sent out for public consultation prior to adoption.

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

- a. Potholes: Scarborough Road
- b. Tarmac damaged at the farm crossing on the Pilgrim Way – James Woodhouse would investigate as it is probably the responsibility of the Walsingham Estate.
- c. The member of the public was advised to report problems on other Public Right of Ways to the Highways so that the location could be identified.

14. SAM2

- a. **Barsham Hill:** from 31 December 2022 to 31 January 2023: 13,807 vehicles were recorded coming down the hill with an average of 812 per day. The peak times of travel were 8 am to 9 am (average of 40 vehicles); and 5 pm and 6 pm (average of 51 vehicles). The maximum speed was 90 mph at 11:50 am on 2 January, (although the average speed was just under 34 mph). The majority of vehicles were travelling below the speed limit which is 40 mph. The 85th percentile speed (i.e. of 11,736 vehicles) was 51.3 mph; and the average speed was 33.9 mph.
- b. **Friary Fakenham Road** from 2 February to 7 March 2023: 11,558 vehicles were recorded coming into the village with an average of 511 per day. The peak times of travel were 8 am to 9 am (average of 35 vehicles); and 5 pm and 6 pm (average of 38 vehicles). The maximum speed was 55 mph at 10:50 pm on 3 February, (although the average speed was just over 28 mph). The majority of vehicles were travelling just above the speed limit which is 30 mph. The 85th percentile speed (i.e. of 9,824 vehicles) was 34 mph; and the average speed was 28.7 mph.
- c. **Hindringham Road:** from 7 March 2023 to 13 April 2023: 5,776 vehicles were recorded coming into the village with an average of 269 per day. The peak times of travel were 8 am to 9 am (average of 15 vehicles); and 5 pm and 6 pm (average of 15 vehicles). The maximum speed was 55 mph at 8.20pm on 11 March, (although the average speed was just under 20 mph). The majority of vehicles were travelling below the speed limit which is 30 mph. The 85th percentile speed (i.e. of 4,910 vehicles) was 31.1 mph; and the average speed was 19.7 mph.

15. 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 Little Snoring Parish Council as requested. Due to the excellent work carried out by Joanna your clerk, I have found no problems with the Accounts.'*
- 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 2022-23 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 would also be placed on the notice board.

16. Finances

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

Joanna Otte	expenses (incl Coronation £104.47)	101374	£189.23
Joanna Otte	cash for Jazz Band (Coronation Street Party)	101375	£350.00
Norfolk ALC	annual subs	101376	£219.96
CGM	grass cutting playing field	101377	£170.28
Norfolk Copiers	monthly charge	101378	£56.62
Stafford Snell	internal audit	101379	£20.00
AJ Gallagher	insurance premium		

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17. Grit bins and rubbish bins

- a. It was agreed to purchase a new rubbish bin for St Peter's Road and to move the location from beside the school entrance gate to the grass on the opposite side of the road near the bench.
- b. It was agreed to purchase more grit bins (subject to approval from Highways of the new locations)
 - i. To replace damaged one on The Hill, Gt Walsingham
 - ii. For Station Road / M25
 - iii. For Mount Pleasant

Costs for 3 x grit bin and 1 x litter bin:

- ESE Direct excl. VAT: £730.95 or Bin Shop excl. VAT: £471.53

It was decided to get the cheaper ones from the Bin Shop.

18. Planning

- a. **Applications received since the last meeting:** none.
- b. **Decisions made by NNDC**
 - i. PF/23/0368: Change of use of shop (Use Class E(a)) to ancillary residential accommodation at **3 Guild Street**. APPROVED.
 - ii. LA/23/0406: Insertion of en-suite, painting of the front door and windows, repointing and repair of front exterior with traditional lime mortar and reuse of traditional bricks at **Guest House & Tearooms 33 High Street**. APPROVED.
 - iii. PF/23/0416 and LA/23/0417 Side extension to barn & addition of solar panels to existing cart shed at **St Peters Barn St. Peters Road**. APPROVED.
 - iv. LA/22/1058: Internal and external works including repair works to the timber jetty, roof structure, and the southern gable at **The Manor House Westgate**. APPROVED
- c. **Withdrawn**
 - i. PF/23/0405 & LA/23/0406: Insertion of en-suite, painting of the front door and windows, repointing and repair of front exterior with traditional lime mortar and reuse of traditional bricks at **Guest House & Tearooms 33 High Street**. WITHDRAWN
- d. **Other planning matters**
 - i. **Tree Preservation Order** ref: **TPO/23/1007**. NNDC TPO (WALSINGHAM) 2023 No.7 placed on a Poplar on Land At 2E Knight Street.

19. Street Lighting: no problems

20. Coronation Celebrations: review: Thank you to all who contributed to a great weekend. It was agreed to give the remaining Coronation bouncy balls to the primary school.

21. Correspondence: circulated as usual.

22. Items for report or future agenda

- a. Speed limit reduction of the B1105 at Egmore

23. WDG meeting on Wednesday **14 June at 9:30 am** in the Parish Hall

24. Next Meeting is the Annual Meeting of the Parish Council on **Wednesday 26 July 2023** at 7.15 for 7.30 pm in the Parish 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: 02/05/2023

Meeting closed at 8:30 pm

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Meeting of Walsingham Recreation Trust

Following the Parish Council meeting on Wednesday 10 May 2023

- 1) The **Minutes** of the meeting on 12 April 2023 were approved and signed.
- 2) **The Village Hall:** the way forward.
 - a) Clarification from VAT specialist regarding the financing of the rebuild by the Parish Council as the Custodial and Managerial Trustee of the Walsingham Recreation Trust, and under what circumstances it would be able to reclaim the VAT: directed to look at the following Govt VAT guidance:
 - i) VATGPB4450 Section 33 bodies: recoverable VAT: trust funds: 'Refund cannot generally be claimed on purchases paid for using monies from trust funds. Exceptionally claims can be made where the payment comes from the funds of a trust of which the section 33 body is the sole managing trustee, for example a village hall. To be eligible for a refund
 - (1) The body must be acting as sole trustee without payment
 - (2) The activities of the trust must be closely related to the functions of the body as to be virtually indistinguishable from them
 - (3) The claim must relate to non-business activities of the trusts, and
 - (4) Purchases made from the funds of the trust must not be on a scale that could distort competition.
 - ii) VATGPB8375 – Other local authority activities: Provision and maintenance of community projects including village halls: 'The VAT implications are likely to depend on the ownership of the village hall. A local authority may be regarded as owning a hall if it is sole managing trustee, as opposed to custodian trustee, whose role is simply to hold the property of the trust...Whether to authority is able to recover the VAT incurred on work to the hall will depend on the use to which the hall is put. If it is used for the authority's own non-business activities then the VAT will be recoverable under section 33. However, if the hall is used to make a supply which is by way of business, for example allowing someone to use the hall in return for payment (either monetary or non-monetary), then the normal VAT rules apply. If the authority uses donated funds to make a purchase it can recover the VAT incurred under section 33 as long as it
 - (1) Places the order
 - (2) Received the supply
 - (3) Holds a VAT invoice on which it is shown as the customer
 - (4) Pays for the supply
 - (5) Retains ownership of whatever is purchased
 - (6) Uses it, or makes it available for, its own non-business purposes, and
 - (7) Keeps sufficient records for the purchase and the purpose for which it is made.
 - iii) Verbal advice from Richard Strevens of PSTAX was that as the Parish Council is acting as the sole trustee of the WRT, insured the Village Hall and will undertake the ordering and supply of the rebuild which it will donate to the WRT, it can recover the VAT.
 - b) It was agreed to get fee proposals from at least two architectural firms to oversee demolition of damaged building, draw up plans for replacement structure and project-manage for the insurers to approve.
 - c) A draft Questionnaire for public consultation had been circulated. It was agreed to distribute it with the newsletter and to have an online version (on the village website and Facebook page).
- 3) **Fundraising for the new hall**
 - a) £150.00 for the Village Hall rebuilding and re-equipping made at the recent Walsingham Home Schooling Community play, performed at the Parish Hall.
 - b) Regular Farmers Market date change to Sundays to start on 28 May.
- 4) **Finances**
 - a) Balance as at 2 May 2023: £29,391.83; Receipts bookings: £500 donation; DD payments: £68.02 to NNDC
 - b) Payments to approve:

Payee	Description	date	Chq no	Amount
Hindolveston PC	Correction of credit error in 2022	19/04/23	Transfer	£94.50
- 5) **Recreation Ground**
 - a) It was noted that there was a black rubbish bin on the Rec along with the green recycling one.
 - b) Monthly Sunday Farmers Market: 25 June, 29 July, 19 Aug, 23 Sept, 28 Oct, 25 Nov, 9 Dec.
- 6) Any other business: none.