

WALSINGHAM PARISH COUNCIL

Present:

Cllrs. Brian Landale (Chairman), Lee Acton, Scilla Landale, Elizabeth Meath Baker, Keith Tuck, James Woodhouse (Vice-Chairman)

and: District Councillor Tom FitzPatrick, County Councillor Michael Dalby

Preceded by a meeting at 7pm of the Village Hall Working Group

Meeting of the Parish Council

on Wednesday 13 March 2024 at 7.30 pm in the Parish Hall

Followed by the Annual Meeting of Walsingham Recreation Trust

Meeting of Village Hall Working Group (Chair: James Woodhouse)

1. It was noted that the architects have put the **plans out to tender**. The deadline for return is 15 March. These will then be sent to the loss adjuster and insurer for them to make a decision on the payout and will be available for the Parish Council and WRT to consider. The Clerk was thanked for her work behind the scenes.

2. A **title** was agreed: Walsingham Village Hall Phoenix Project with the **subtitles**: 'Build Back Better' and 'help Walsingham Village Hall rise from the ashes'. The **logo** was also approved. Thank you to Clare for designing it.

3. Grant applications

- a. **Ideas for text** for the grant applications had been circulated 7 February and amended by Clare. The text for the National Lottery Reaching Communities application would be circulated for comments prior to submission next week.
- b. QS report:
 - i. demolish existing and build larger hall: Budget Total £962,494
 - ii. rebuild around remaining hall: Budget Total £739,007
 - iii. individual costs from QS report:

Ideas for separate funding applications	Costs from QS report
air-source heating	
Plumping & heating	£56,925
solar panels /PV [battery storage?]	£20,000
Archive Room (including fire- and water-proof storage for certain collections)	
Kitchen (supply & fit)	£15,000
Bar serving hatch	£5,500
Kitchen serving hatch	£3,300
Low level terrace balustrade	£22,781
Main hall – tables, chairs etc.	
Outside storage cabinets	
Car park	
Electric Vehicle charge points	

c. Grants:

Grants available	deadline	Max available
Reaching Communities	Ongoing	Over £20,001
Sheringham Shoal	31 March & 30 Sept	£15,000
Community Ownership Fund	Expression of interest open	£250,000
Egmere Energy	30 April 2024	£7,500
Platinum Jubilee Village Hall (ACRE)	Ongoing through 2024 until fund runs out	£5,000
Tesco (blue tokens)	Three monthly	£1,500

4. It was noted that WRT is recognized by HMRC as a charity for tax purposes so **Gift Aid** can be collected. A Gift Aid declaration form is available.



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5. **Online fundraising:** GoFundMe seems to be the best platform as its terms for charities are the most favourable. Facebook fundraisers can be set up in parallel. Both need a campaign title, short explanatory text, target sum, and a time frame is required for Facebook. It was decided that the Clerk should set up the GoFundMe campaign as the main online collection point for raising funds.
6. It would be possible to use the Xmas tree fixings to erect a **Totaliser** in the Common Place (unable to secure anything to the Pump as it is a Scheduled Monument). The thermometer could be a printed panel or hand painted (double sided or triangular in section for stability and visibility) around a post to go into the Xmas tree socket. It would need designing and to include some explanatory text (perhaps with a photo and logo) plus a link / QR code to a donations page. The Clerk would ask Steward Safety Signs for advice as to the best way to construct the totalizer for the Common Place and for Wells Road.
7. **Buy a Brick** using a GoFundMe platform with the following examples for donations. Donors will be asked to contact the Clerk to confirm dedications

Name	Cost	Number	Donation	
Buy a Brick	£9,695	12,120	£10	
Engrave a Brick			£50	(Cost £8)
Help the Heating	£51,750		£75	
Support the Roof	£115,471		£100	
Hand basin	£235	4	£300	Dedication plaque
Kitchen serving hatch	£3,300		£4,000	Dedication plaque
Bar serving hatch	£5,500		£6,000	Dedication plaque

8. **Rock on the Rec and Car Boot on 22 and 23 June.** Draft poster handed round. Well done and thank you to Keith Tuck
 - a. Saturday 22 June: 7pm Subzero Band, 9pm DJ Chris Esposito, Hog Roast and Bar.
 - b. Sunday 23 June: from 11 am: car boot sale; Walsingham Farms Shop BBQ; Five-a-Side Football, Giant Tombola, stalls, ice cream, refreshments (Katering 4U), Music: DJ Chris Esposito, Comback from the 80s, County Express, Blis Band 60s to 90s.
 - c. Volunteers needed to help with running the events and to get prizes for tombola & raffle.
9. Any other business for the Village Hall

Village Hall Working Group meeting closed at 7:30 pm

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Meeting of the Parish Council on Wednesday 13 March 2024 at 7.30 pm in the Parish Hall

MINUTES

Welcome

1. **Apologies** from Tom Lane, Julia Marozzi, Nigel Morter, Vanessa Paige, and Clare Williams were accepted.
2. **Declarations of interest** by the Councillors in any of the agenda items listed below.
 - a. Elizabeth Meath Baker declared an interest in item 8b as part of the Walsingham Estate.
3. **Minutes of the Meeting** on 10 January were approved and signed.
4. **Matters arising** not otherwise on the agenda
 - a. Scilla Landale reported that she is still working on the Street Furniture inventory.
 - b. Scilla Landale thanked the Parish Council on behalf of dog walkers for the taking on the cost of emptying the dog bin on the Pilgrim Way.
5. **Police Matters:** nothing to report.
6. **Report from County Councillor** (circulated via email)
 - The County Councillor asked if the maintenance on Edgar Road had been carried out. It was reported that although some of the potholes had been repaired the road surface was still in poor condition and potholes were opening up again. A councillor reported that she was not satisfied with the response from regarding her request for compensation for a damaged tyre and wheel both of which had to be replaced.
 - Michael Dalby confirmed that he would be contributing £4,000 to the speed limit reduction scheme on at Egmere. Highways would also provide £4,000. That left £4,000 for the Parish Council to find. Michael was thanked for supporting this project.
7. **Report from District Councillor**
 - Funding for the swimming pool in Fakenham had been procured. Work to build it next to the sports centre at the high school was due to start soon and should be completed within three years.
 - Sustainable Communities Fund had been discontinued but a proposal had been put forward to keep the remaining fund of £49,000 open for small grants up to £1000 for groups (outside towns).
 - The District Councillor reported that he had flagged up with NNDC that the public toilets in Walsingham were in need of an upgrade
8. **Highways**
 - a. **Potholes and other highway faults** should be reported via the website:
<https://apps.norfolk.gov.uk/HighwaysDefect/default.aspx>
 - i. **Potholes**
 1. Westgate
 2. Hindringham Road
 3. Holt Road / Common Place
 4. Knight Street
 - b. **Speed limit on Dry Road at Egmere**
 - i. The 800m section would be taken forward for a speed limit review to see if 50 (or possibly 40) is viable. The likely cost would be £12,000 cost. The County Council

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would contribute £4,000; the County Councillor has committed £4,000 from his personal budget. The Parish Council would need to find the remaining £4,000.

- ii. A letter had been sent to businesses and landowners to ask for financial contributions towards the cost of lowering the **speed limit on Dry Road at Egmere**.
 1. The Holkham Estate had replied that they would contribute £2,000.
 2. The Clerk was asked to follow up with the Walsingham Estate.

9. **SAM2** unit was at the Friary **Fakenham Road during December 2023 and January 2024** monitoring traffic speed and the volume of vehicles coming into the village.

From 16 December 2023 to 23 January 2024

- 10,574 vehicles were recorded coming into the village with an average of 714 per day.
- The peak times of travel were 8 am to 9 am (average of 33 vehicles); and 5 pm and 6 pm (average of 42 vehicles)
- The maximum speed was 55 mph at 7:55 am on 17 December, (although the average speed was just over 31 mph).
- The majority of vehicles were travelling just above the speed limit which is 30 mph. The 85th percentile speed (i.e. of 8,988 vehicles) was 31.9 mph; the average speed was 22.1 mph.

From 24 January to 3 March 2024

- 25,580 vehicles were recorded coming into the village with an average of 866 per day.
- The peak times of travel are 8 am to 9 am (average of 63 vehicles); and 5 pm and 6 pm (average of 66 vehicles)
- The maximum speed was 45 mph at 11:55 pm on 24 January, (although the average speeder was travelling under 30 mph).
- The majority of vehicles were travelling below the speed limit which is 30 mph. The 85th percentile speed (i.e. of 21,743 vehicles) was 27.3 mph; and the average speed was 21 mph.

10. Street Lighting

- a. Outages at Model Farm and Berry Hall
- b. Request for street light in the 'dark area between the bus shelter and almshouses on Wells Road. It was suggested that motion sensitive, solar powered lighting could be installed as part of the Village Hall project. (It was noted that it is important to protect dark areas such as the playing field for the benefit of wildlife).

11. Litter and dog bins

- a. 1 x litter bin to be located near grit bin on junction of St Peters Road / Wells Road (to replace the one by the school gate).
- b. Dog bin near Blind Dicks Lane was reported to be overflowing. The Clerk has followed this up with NNDC who organise the emptying.

12. Finances

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

Joanna Otte	expenses	101579	£108.96
Countrystyle Recycling	emptying bottle bank	101580	£11.40
Norfolk Copiers	service charge	101581	£102.22
Online Playgrounds	repairs to play ground equipment	101582	£4,443.06

- c. The following **standing order instructions were approved:**

FT Grounds Maintenance	grass cutting in Gt Walsingham and at Play area	April- Oct	£434.08
Norfolk Pension Fund	decrease in employer's contributions	from 25 April	£205.87

13. Internal Audit

- a. The appointment of Di Dann as the internal auditor was approved. A quote of £50 (plus travel expenses if required – Thursford – currently 45p /mile) received from Di Dann (retired member of Society of Local Council Clerks, partner of Norfolk Parish Training and Support, retired Parish and Town Clerk, CiLCA and FiLCA qualified).
- b. The **recommendations from MidTerm Audit** were noted:

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i. Policies

1. Risk Assessments: include SAM2 (operational risk: training provided, operators work in pairs, reports provided to PC meeting, insurances in place) and the Village Hall Project (financial and operational risk: including no commitment will be made to the project until the funding is secured)
 2. Standing Orders / Financial Regulations – update to amend procurement level (changed in January 2024).
 3. Asset Register: Add SAM2 and values. Upload to website to satisfy Transparency Code requirement to notify public of any land and assets held.
- ii. Payments and Audit trail: attach invoices for VH work to the payments for VAT element is. 572, 573, 576, 578.

14. Playground Equipment

- a. The repairs to the playground equipment which were identified in the annual inspection have been completed.
- b. The repairs to the skate ramp are still outstanding as these need to be carried out by a specialist. The Clerk is awaiting quotes.

15. Planning

a. Applications received since the last meeting

- i. LA/24/0184: Internal works to form a doorway through a wall and linking the existing master bedroom directly with the bathroom on the same floor at **Guest House & Tearooms 33 High Street**. Link circulated. No objection submitted 5 March
- ii. PF/24/0235: Erection of single storey rear extension at **Orchard Cottage The Hill**. Link circulated. No objection submitted 5 March.
- iii. PU/24/0317: Change of use of agricultural building to 4 dwellinghouses (Class C3), and building operations reasonably necessary for the conversion at **Brick Kiln Farm Edgar Road**. Link circulated. The following comment was submitted on 5 March: If approval is to be given the Parish Council would like to see a covenant or similar put in place that the dwellings are for the use of local residents and not to be used as Holiday Lets, Air B&B's etc. Addition comments: concern about blue asbestos on the site.
- iv. PF/24/0280: Widening of existing opening in garden wall, and widening of existing brick weave path. At **The Shrine Our Lady Of Walsingham Common Place**. Link circulated. Keith Tuck declared an interest as he is an employee. No objection submitted 5 March.
- v. PF/24/0359: Change of use of dwelling to mixed use of art gallery and dwelling at **The End Cottage 2 Egmere Road**. Link circulated. No objection.

b. Decisions made by NNDC

- i. PF/23/2641: Demolition of existing conservatory and erection of single storey extension at **The Manse 5 High Street**. APPROVED.

16. Correspondence: circulated as usual.

17. Items for report or future agenda

18. Next Meeting of the Parish Council is on **Wednesday 10 April 2024** at 7.30 pm in the Parish Hall. The parish council meeting will be preceded by the **Annual Parish Meeting at 7 pm**.

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 05/03/2024*

Parish Council meeting closed at 8:10 pm.

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Annual Meeting of Walsingham Recreation Trust

Following the Parish Council meeting Wednesday 13 March 2024

1) Trustees and officers

- a) It was **confirmed** that the
 - i) Parish Council is the **Management Committee** for the time being (as well as the Custodian Trustee) until local organisations are able / willing to nominate representatives as described in the WRT Scheme.
 - ii) Chairman of the Parish Council is the **Chairman** of the Walsingham Recreation Trust.
 - iii) The Parish Clerk is the **Treasurer and Secretary**.
- b) The following **appointments** were confirmed:
 - i) **Playground**: regular checks: Lee Acton;
 - ii) **Village Hall Working Group**: Parish Councillors and Joe Goswell and Mel Fielding

2) Annual Accounts for the year ending 31 Dec 2023 were approved and signed

3) Annual Report was approved. The Clerk was thanked for her work.

4) Gift Aid

- a) A Gift Aid declaration form is available for individuals making donations to WRT.
- b) It was noted that HMRC has confirmed that WRT is recognised as a charity for tax purposes.
- c) The Clerk is setting up an account with HMRC Charities Online in order to enrol for repayment claims.

5) Small Lotteries Licence application and registration

- a) It was confirmed that WRT meets the requirements of the Gambling Act 2005 to act as a Small Society for lottery registration and will comply with the regulations as laid out by North Norfolk District Council Licensing Section guidance for 'Lotteries – Rules of Operation' including:
 - i) Financial limits: proceeds of one individual lottery cannot exceed £20,000 and in one calendar year the total proceeds from the lotteries do not exceed £250,000.
 - ii) Tickets must identify the name of the society, the price of the ticket, the name of the promoter and the date of the draw.
- b) Keith Tuck was appointed as the promoter
 - i) NNDC requires the promoter of the lottery to produce a Basic Disclosure Certificate (BDC) dated no earlier than one calendar month on the day of application is received by the Licensing Authority
- c) The Clerk (Joanna Otte) and James Woodhouse were appointed to certify the Returns relating to lotteries promoted on behalf of the Society
- d) Application fee £40; (the annual fee £20 due at the beginning of the calendar year).

6) Finances

- a) Payments to approve:

Payee	Description	Chq no	Amount
North Norfolk District Council	Application fee Small Lotteries Society	102341	£40.00

7) Village Hall new build – see village hall working group meeting above

8) Playing Field

9) Any other business: none.

Meeting closed at 8:25 pm