

WALSINGHAM PARISH COUNCIL

Present:

Cllrs. Brian Landale (Chairman), Julia Marozzi, Scilla Landale, Tom Lane, Elizabeth Meath Baker, Nigel Morter, Vanessa Paige, James Woodhouse (Vice-Chairman)

Annual Meeting of the Parish Council on Wednesday 8 May 2024 at 7.15 for 7:30 pm in the Parish Hall

MINUTES

Welcome

1. The Chairman ask for nominations for the **Election of Chairman** for the year. Brian Landale was asked if he was willing to continue. He said that he was prepared to be Chairman but that this would be his last year. Brian Landale was re-elected.

Proposed by	E Meath Baker	Seconded by	James Woodhouse	vote	all
-------------	---------------	-------------	-----------------	------	-----

- a. The new Chairman completed a declaration of office.

2. The new Chairman asked for nominations for the **Election of Vice-Chairman**. James Woodhouse was re-elected as Vice-Chairman.

Proposed by	E Meath Baker	Seconded by	S Landale	vote	all
-------------	---------------	-------------	-----------	------	-----

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: parish councillors
- d. Internal Auditor: Di Dann

4. The following **Policies were noted / review**: available to view on the village website:
<https://www.walsinghamvillage.org/walsingham-parish-council/policies-and-guidance/>

- a. Code of Conduct (adopted 2012)
- b. **Standing Orders** (new model standing orders were adopted including the update to procurements and contracts) – circulated in advance via email
- c. **Financial Regulations**: amended to update reference to Public Contracts Regulations 2015 and Utilities Contracts Regulations 2016 (both previously 2006)
- d. **Annual Risk Management Assessment**: updated May 2024 to include recommendations from the internal auditor.
- e. Transparency Code for Smaller Authorities (came into effect April 2015).
- f. Data Protection Policy (last reviewed May 2023)
 - i. It was noted that there have been no breaches or requests in the previous year.

5. **Apologies** from Lee Acton, Keith Tuck, Clare Williams, District Councillor Tom FitzPatrick, County Councillor Michael Dalby; PC Jonathan Kentfield were accepted.

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

7. **Minutes of the Meeting** on 10 April were approved and signed.

8. **Matters arising** not otherwise on the agenda. None

9. **Police Matters**: not present.

10. **Report from County Councillor**: report circulated via email

11. **Report from District Councillor**: not present.

12. Village Hall Working Group.

- a. **GoFundMe page** 'Walsingham Village Hall Phoenix Project' set up with initial target of £30,000. Donations received: £700.
- b. How to promote **'Buy A Brick'** etc
 - i. Suggestion to have a pallet of bricks 'for sale' at the Rock on the Rec. It was agreed that this presented too much potential for loss and damage.

WALSINGHAM PARISH COUNCIL

- ii. Another suggestion was to have a 'Buy a Brick / raffle square (choose a brick / number on a large piece of paper – the squares are then cut up and one is drawn as the winner). The Clerk would draft a design.
- c. **Rock on the Rec** weekend 22 – 23 June.
 - i. Advertising banner has been ordered for Wells Road
 - ii. Tombola prizes needed. It was suggested that a list of those already approached and potential sources could be provided to councillors to avoid duplication.
 - iii. It was suggested that a meeting to finalise arrangements should be set up.
- d. **Totaliser:** The Clerk would meet up with James, Elizabeth and Andrew McLaren at the pump to work out the best way of setting up the totaliser.
- e. **Insurance payout:** no update
- f. **Grant applications:** call for evidence of future use e.g. from Youth Club, Warm Space, Living Room, WI, Primary School, concerts, practise space, exercise, social events etc.

13. Highways

- a. **Potholes and other highway faults** should be reported via the website:
<https://apps.norfolk.gov.uk/HighwaysDefect/default.aspx>
 - i. **Potholes:** Sunk Road, Scarborough Road, Edgar Road
 - ii. **Surface dressing** at Egmere – pothole not repaired prior to dressing so has reappeared.
- b. **Speed limit on Dry Road at Egmere**
 - i. It was noted that the residents at Egmere, although they are contributing to the costs, object in principle that the local community is being asked to contribute to the cost of making the highway safe.

14. SAM2

- a. The unit was on Scarborough Road. The data shows that there is excessive speeding
- b. New battery from Westcotec costs £84 (plus VAT) and delivery £7.50. James might be able to get a cheaper one elsewhere.

15. Street Lighting: nothing to report

16. Litter bin

- 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).

17. Accounts and Annual Return

- a. The **annual accounts** were approved and signed.
- b. The **report from the Internal Auditor** Di Dann was noted: 'I have completed an internal audit of the accounts for Walsingham Parish Council for the year ending 31 March 2024. My findings are detailed [in the report] using the test provided in the **Governance and Accountability (England) March 2023**. I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit'. Summary of recommendations:

Polices

- i. Risk Assessments: at next update to include SAM2 (operational risk) and the Village Hall Project (financial and operational risk)
- ii. Standing Orders / Financial Regulations – at next update to amend procurement level (this changed in January 2024). Date the document with the review date.
- iii. Asset Register: Add SAM2 and add values of assets to the register. Add register to the website to satisfy Transparency Code requirement to notify public of any land assets held.

Payments and Audit trail

- iv. Attach invoices for VH work to the payments made for VAT element i.e. 572, 573, 576, 578 (provides audit trail).

Risk Management

- v. **Operational Risk:** SAM2 Risk to volunteers: Risk level – medium. Mitigation: training provided on use of SAM2; operators work in pairs; reports provided to PC meeting; insurances in place
- vi. **Operational and Financial Risk:** Village Hall Project: to rebuild the Village Hall

WALSINGHAM PARISH COUNCIL

following arson attack.

1. Risk to council reputation: Risk level – Medium/High
2. Mitigation:
3. Legal Status established – Walsingham Parish Council (WPC) is Custodial and Managerial Trustee of the Walsingham Recreation Trust.
4. Project estimates known £750,000 - £1,250,000
5. Obtained VAT advice through Society of Local Council Clerks regarding the financing of the rebuild by the Parish Council and under what circumstances it would be able to reclaim the VAT.
6. Outsourced the project to Building Surveyor / Architectural Company.
7. Provided this Company with a copy of the WPC Financial Regulations and Standing Orders.
8. Update Financial Regulations and Standing Orders annually.
9. Will go out to public consultation about the rebuilding of the Hall.
10. Will review procurement documentation and publishing with appointed Company
11. Will assess tender returns with the appointed Company
12. No commitment will be made to the project until funding is secured.
13. Regular financial reports will be given to WPC on the progress of the project.

Procurement Thresholds: have changed with effect from 1 January 2024. Public contracts for goods or services over £214,904 (inc VAT), or for public works over £5,372,609 (inc VAT) must comply with the Public Contracts Regulations 2015. For open tender projects with a value lower than these thresholds, but higher than £30,000, there is a requirement to advertise the project on Contract Finder.

Employer's Role. The Council to note that advice given within Governance & Accountability 2014 Item 5.4 'Authorities with any employees are, by definition, employers and are required to apply Pay as You Earn (PAYE). PAYE taxes and employee and employer National Insurance contributions (NIC) should be calculated and recorded for every employee. Deductions should be paid to HMRC on or before the date prescribed.'

It is noted that the Clerk pays her own PAYE. Salaries and deductions should be calculated through HMRC RTI and evidence recorded. Employees are entitled to receive payslips. This is an onerous task for a small council but can be outsourced at a competitive price (contact NPTS for service providers).

The above explains why I have been unable to tick the 'YES' Box for Item G on the IA Report Page 4. I have attached a letter which should be forwarded to PKF Littlejohn along with AGAR to explain the reason for this 'No' Box and the advice given'

- c. To approve and sign the Annual Governance and Accountability Return (AGAR):
 - i. The **Annual Governance Statement** was approved and signed. It was noted that the Parish Council is registered with HMRC as an employer and uses HMRC RTI to calculate and report PAYE and NIC monthly. Monthly calculations and reports are also made to the Norfolk Pension Fund. The Clerk has access to payslips if required.
 - ii. The **Accounting Statements** for 2023-24 were approved and signed.
 - iii. It was noted 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 would also be placed on the notice board.

18. Finances

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

Joanna Otte	expenses	101587	£54.11
Norfolk ALC	annual subs	101588	£231.68
AJ Gallagher Insurance	annual premium	101589	£3,048.63
Vanessa Paige	verges (March & April) hedge on PROW (April)	101590	£315.00
Mrs D Dann	internal audit	101591	£50.00

WALSINGHAM PARISH COUNCIL

19. Playground Equipment

- a. The repairs to the skate ramp are still outstanding as these need to be carried out by a specialist. The Clerk is trying to find companies which are able to carry out the repairs and to provide quotes.

20. Planning

- a. **Applications received since the last meeting:** none
- b. **Decisions made by NNDC**
 - i. 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**. APPROVED.
 - ii. PF/24/0359: Change of use of dwelling to mixed use of art gallery and dwelling at **The End Cottage 2 Egmere Road**. APPROVED.

21. Correspondence: circulated as usual.

22. Items for report or future agenda

- a. Scilla Landale resigned from the Parish Council to make space for younger people who are motivated to get the Village Hall up and running. The Chairman led a vote of thanks to Scilla for her contributions over the years.

23. Next Meeting of the Parish Council on **Wednesday 10 July 2024 at 7:15 for 7.30 pm in the Parish Hall.**

Meeting closed at 8 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 30/042024*