

WALSINGHAM PARISH COUNCIL

Present: Cllrs. Brian Landale (Chairman), Lee Acton, Tom Lane, Elizabeth Meath Baker, Keith Tuck, Clare Williams, James Woodhouse (Vice-Chairman)

Meeting of the Parish Council on Wednesday 11 September 2024 at 7.15 for 7:30 pm in the Parish Hall

MINUTES

Welcome

1. **Apologies** Julia Marozzi, Nigel Morter, Vanessa Paige, NCCllr M Dalby and NNDCllr T FitzPatrick were accepted.
2. **Declarations of interest** by the Councillors in any of the agenda items listed below.
 - a. E Meath Baker declared an interest in item 12 Public Toilets.
3. **Minutes of the Meeting** on 11 July were approved and signed.
4. **Matters arising** not otherwise on the agenda
5. **Co-opting to fill the vacancy**
 - a. Two people had expressed an interest. It was agreed that if they were still interested, they should write a short application explaining what they would bring to the role to assist the councillors in making a decision.
6. **Police Matters**
 - a. It was reported that there had been problems with parking near the scaffolding on the High Street which had blocked to rode to large vehicles. A Parish Councillor had phoned 999 a advised by the PC at the previous meeting and he had been told that this was not the number to call and no one would attend as it was not an emergency.
7. **Report from County Councillor** circulated via email.
8. **Report from District Councillor** circulated via email.
9. **Village Hall Working Group.**
 - a. The **Terms of Reference for Walsingham Village Hall Working Group** (which had been circulated via email) were approved.
 - b. **Insurance.**
 - i. Information from the Loss Adjuster: *'there is a degree of underinsurance in relation to the contents claim. At the time of the loss the cover under the policy for contents had been set at £24,016. We calculated based on the inventory of contents that you provided the contents should have been insured for a figure of £37,385. The Insurance policy wording states: If at the time of damage, we establish that the amount insured does not represent the total value of the contents, we will reduce the amount we pay in proportion that the premium you have paid bears to the premium we would have charged you if you had declared the total value of the contents. The premium paid for the contents cover of £24,016 was £147.36. The premium that should have been paid on cover of £37,385 would have been £229.39. Premium paid represents 64.24% of the premium that should have been paid. Hiscox will therefore pay 64.24% of the agreed contents claim. Your inventory of contents included items that would form part of the buildings claim. Removing these from the submitted claim, I can agree the contents claim at £31,193.00. Hiscox will therefore pay 64.24% which amounts to £20,038.28. On the loss of income claim, you have accepted that the savings outweigh any potential loss of income incurred since the fire.'*
 - ii. Final settlement of the claim can be agreed as below:

Buildings Claim	£629,581.00
Contents Claim	£ 20,038.28
	£649,619.28
Less Interim Payments	£ 46,308.87
	£603,310.41
Less Policy Excess	£ 250.00

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£603,060.41

- iii. Form of acceptance for the above amount was completed and signed, ready for returning to the Loss Adjuster so that they can request final settlement of the claim.

c. Grant application for National Lottery Reaching Communities

- i. *'We can't take your idea any further right now. We'd like to help you understand why - in case you want to come back to us with your proposal (or another proposal) in future. We've decided not to take your proposal further right now because, as written, this large capital request was lacking in detail and clarity in significant sections compared to other applications. The information provided in relation to outcomes and community consultation was not as compelling as other proposals. The proposal did not clearly demonstrate or evidence how Walsingham Parish Council will measure the impact of the new village hall. There was no quantitative information provided on the number of beneficiaries, no clear plan on what would be done with building in future to encourage new users/groups into the building.'*

d. Funds Raised to date

- i. Total in **WRT Barclays ac £10,935.60** (incl. £2,600 from GoFundMe & £2231.51 from SumUp)
- ii. Total in **COIF Savings Account £30,000.00**

e. How to progress from here?

- i. It was decided that the Working Group would use this response to improve the application ready for re-submission.
- ii. It was suggested that it might be necessary to have a less ambitious design to suit the future needs and management of the village hall.

10. Highways

- a. **Potholes and other highway faults** should be reported via the website:
<https://apps.norfolk.gov.uk/HighwaysDefect/default.aspx>
- b. **Speed limit on Dry Road at Egmere:** waiting to hear from Highways when the works are programmed.
- c. The daughter of Steve Stanford has asked if the family can donate a **bench** to be located on the Sunk Road in memory of her father and mother. It was agreed that this would be acceptable.

11. SAM2

- a. During July and August, it was on Fakenham Road near the Friary. The highest speed recorded was 70 mph on 28 July at 2 am. The unit is now at Great Walsingham.

12. Public Toilets

- a. It was noted that the District Council is proposing to withdraw from the provision of public toilets in Walsingham before the end of the financial year and to transfer the facilities to the Walsingham Estate, the Parish Council or other local interest such as on the local religious organisations.
- b. It was agreed that this proposal was unacceptable. The District Council should continue to provide public toilets in Walsingham which has 300,000 visitors, tourists and pilgrims a year. The economy of North Norfolk relies on tourism and the provision of public toilets is vital to encourage people to visit and stay for longer in the village. The assertions about the car park need to be clarified with the WE. The District Councillor and the MP have been made aware.

13. Street Lighting: nothing to report.

14. 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). Work in progress.

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15. Defibrillators

- a. It was noted that the defibrillator outside the Parish Hall had a problem, but it was within the warranty period so has been taken away for servicing. The online Circuit system has been notified that it is not available. The defibrillator could not be repaired so a new one has been ordered to replace it (at no charge to the Parish Council).
- b. It was noted that the Farms Shop would be moving the defibrillator cabinet to the other end of the building where it will be more convenient to access.

16. Finances

- a. **Statement of Accounts** was approved and signed
- b. **The following payments were approved:**

Norfolk Copiers	service charge	101613	£52.77	05/08/2024
V Paige	verges & PRow July	101614	£135.00	05/08/2024
J Otte	expenses	101615	£73.54	
PKF Littlejohn	external audit	101616	£378.00	
NNDC	litter / dog bins	101617	£371.70	
V Paige	verges Aug	101618	£55.00	
Nurture Landscapes Ltd	grounds maintenance July & Aug	101619	£425.70	
R&J Woodhouse	batteries for SAM2	101620	£176.23	

- c. To consider opening accounts with Unity Trust Bank <https://www.unity.co.uk/>. Unity Trust Bank provides **online banking** facilities which complies with the Parish Council governance at a cost of £6 per month. It was decided that more information was required and comparison with other banking facilities.
- d. It was agreed to open a **deposit account** with CCLA to hold the payout from the insurance.
- e. It was noted that the **External Audit** had been completed.
 - i. The report from PKF Littlejohn states that: 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.' Other matters not affecting our opinion which we draw to the attention of the authority: 'In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to PAYE. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner. The Annual Internal Audit Report focuses on a series of internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provide a conclusion on internal control objective O in relation to trust funds and responded 'N/A'. The Annual Internal Audit Report will inform the authority's response to Assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.'
 - ii. The relevant documents have been put on the notice board and uploaded to the website as required.

17. Playground Equipment

- a. The repairs to the skate ramp to be carried out by Playscape.

18. Planning

- a. **Applications received since the last meeting**
 - i. PU/24/1444: Change of use of agricultural building to 4 dwellings (class C3) with associated development and building operations reasonably necessary for the conversion at **Barn At Brick Kiln Farm Edgar Road**. Link circulated. Object.

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- ii. PF/24/1477: Erection of single-storey side and rear extensions to existing semi-detached dwelling at **47 Scarborough Road**. Link circulated.

- b. **Decisions made by NNDC**

- i. PF/24/1477: Erection of single-storey side and rear extensions to existing semi-detached dwelling at **47 Scarborough Road**. APPROVED.

19. Correspondence: circulated as usual.

20. Items for report or future agenda

- a. Setting the Budget and Precept for 2025-26.

21. Village Hall Working Group meeting on **Wednesday 16 October at 7:30 pm** (in the Orangery?).

22. Next Meeting of the Parish Council on **Wednesday 13 November 2024** at 7:15 for 7.30 pm in the Parish Hall.

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