

WALSINGHAM PARISH COUNCIL

Present:

Cllrs. James Woodhouse (Chairman), Lee Acton, Julia Marozzi, Tom Lane, Elizabeth Meath Baker, Nigel Morter, Vanessa Paige, Clare Williams (Vice-Chairman)

And two members of the village (and Cillian – organiser of fundraiser on the Recreation Ground)

Annual Meeting of the Parish Council on Wednesday 14 May 2025 at 7:15 for 7:30 pm in the Parish Hall

MINUTES

Welcome

1. The Vice-Chairman asked for nominations for the **Election of Chair** for the year. James Woodhouse was elected and completed a declaration of office.

Proposed by	EMB	Seconded by	JM	vote	all
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- a. The long service of the outgoing Chairman, Brian Landale was acknowledged. He had been Chairman for over 50 years since the two villages of Great and Little Walsingham had been made a single Parish Council.

2. The Chairman asked for nominations for the **Election of Vice-Chair**. Clare Williams was elected.

Proposed by	EMB	Seconded by	VP	vote	all
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3. Village Hall Rebuild

- a. NEW REVISED DRAFT plans had been drawn. These have been circulated via email to Parish Councillors, members of the Walsingham Development Group and other interested parties (the Primary School, Archive Group, WI, and a couple of local people who have organised events in the past). The Plans were on show at the Parish Hall on Tuesday 12 May 5:30 – 6:30 pm (with the architects) at the Community Supermarket on Wednesday 13 May 10 – 12 am. Feedback was positive.
- b. A member of the village raised concern that this new village hall did not appear to be relevant to the village – it appeared to be a middle class events venue. She also queried the impact of parking and increased traffic. It was explained that the hall was intended for the local community who were looking forward to using it as well as providing a venue for weddings and other events. It was important to balance the needs of different customers (local and from outside the village) and to make the hall financially viable. Although booking fees at not be set, it had already been agreed that here would be a discounted rate for bookings from local people.
- c. **The way forward**
 - i. Are the plans ready? A couple of minor amendments were needed
 1. Swap female toilets with disable toilet and move the door in the corridor so that one toilet can be used separately if there is a booking in the meeting room and the hall (e.g. polling station and youth club)
 2. Make the folding doors between the seating area and the hall as wide as possible.
 3. [add locations for fire doors and site for air source heat pump and boiler room]
 - ii. Once the changes above have been made the plans should be ready to submit to the planning authority for approval and to get quotes from builders.
 - iii. When the costings have been received from the Quantity Surveyor the Business Plan can be updated, and applications for grants can be made.
- d. **Confirm the work for demolition.** It was agreed that the whole structure including the foundations and concrete base should be removed and the site levelled ready for new work to start. Carben Construction indicated that they would be able to carry out the demolition for £3,500. A written quote for this and for doing the car park would be available at the end of the week. It was agreed that if the written quote from Carben Construction came in at less than that from Mooney Demolition (£8,500 plus VAT) and that they could do the work soon then Carben Construction should be asked to do it rather than Mooney Demolition.

4. Rock on the Rec or alternative....

- a. Cillian proposed having a Village Fete on the Recreation Ground on 30 Aug (9:30am-11pm). This 'family fun day' would include games, stalls, food, music, auction, possibly also football and Morris Men. Twenty four stewards were needed and 16 had already come forward. It was agreed that this was a good fund-raising and social event for the community. It was noted that

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a risk assessment for the event was required for insurance cover. A date for a working group of volunteers and helpers to discuss the plans and organisation of the Fete was made for 7 pm on 11 June at VinedMe. (Cillian left the meeting).

5. Co-opting to fill the two vacancies

- a. A written note was circulated from Paul Creasey who was then co-opted to fill one of the vacancies. The Clerk would send him a 'welcome pack' including a declaration of office for completion before or at the next meeting.

Proposed by	JW	Seconded by	EMB	Vote	All
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- b. It was decided to leave the co-option for the second vacancy to a later meeting to allow those interested to write a short introductory note.

6. Allocation of responsibilities

- a. Planning Committee: all councillors
- b. Weekly check of playground apparatus, skate ramp, sports facilities: Vanessa Paige.
- c. Visual check of street lights and other items owned by PC: all councillors
- d. Newsletter delivery organised by the Clerk
- e. Internal Control Officer: Vanessa Paige
- f. Internal Auditor: Di Dann

7. Policies to note / 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 to be adopted including the update to procurements and contracts as advised by the Internal Auditor) circulated in via email
- c. **Financial Regulations**: (new model financial regulations to include reference to Procurement Act 2023 and Procurement Regulations 2024 as advised by the Internal Auditor) circulated in via email). The following policies need to be put in place:
 - i. Bad Debt Policy
 - ii. Investment Policy
- d. **Annual Risk Management Assessment**: updated May 2025 including recommendations from the internal auditor was approved.
- 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.

8. **Apologies** from Brian Landale were accepted (and also District Councillor Tom FitzPatrick, County Councillor Michael Dalby).

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

10. **Minutes of the Meeting** on 9 April were approved and sign.

11. **Matters arising** not otherwise on the agenda

12. **Report from County Councillor**: via email

13. **Report from District Councillor**. Not present

14. **Police Matters**: nothing to report.

15. Highways

- a. **Potholes and other highway faults** should be reported via the website:

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

- i. Yellow lines on Holt Road need to be repainted
 - ii. Potholes at the ford
- b. It was reported that the new speed limit on Egmore Road had not been put in place. The Clerk was asked to follow this up with Highways.
- c. It was reported that two benches needed maintenance
 - i. Bench at the War Memorial – clerk to inform the Walsingham Estate
 - ii. Bench at the Ford – Chairman to inform Andrew Wace.

16. SAM2

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- a. The SAM2 unit was on Wells Road during April 2025 monitoring traffic speed and the volume of vehicles coming down the hill.

From 28 March to 3 May 2025

- 11,667 vehicles were recorded coming into the village with an average of 566 per day.
 - The peak times of travel were 9 am to 10 am (average of 49 vehicles); and 2 pm and 3 pm (average of 65 vehicles)
 - The maximum speed was 85 mph at 11:40 pm on 12 April (although the average speeder was travelling at just under 40 mph).
 - The majority of vehicles were travelling just above the speed limit which is 30 mph. The 85th percentile speed (i.e. of 9,917 vehicles) was 34.6 mph; and the average speed was 29.6 mph.
- b. The speeding on Wells Road, and other sites, was discussed. It was decided to ask the police to carry out speed checks on Wells Road as this is a particularly vulnerable spot.

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 Great Snoring Parish Council for the year ending 31 March 2025. My findings are detailed below using the test provided in the Governance and Accountability (England) March 2024. I would like to thank the Clerk / RFO for providing me with all the information required for the Internal Audit.’ Summary of recommendations:

i. Documents to upload

1. Add the Terms of Reference for the Working Group (Project to rebuild Village Hall) to the Website (Policies and Guidance)
2. Delete the Asset Register which in the Policies and Guidance Folder. This is dated 2012 and totals £3358. The up-to-date Asset Register is already uploaded in the Finance Folder.

ii. Financial Regulations

1. The New Procurement Act & Regulations will require changes to Financial Regulations (11.1.k) , and Standing Orders (8a) at next review. The new Procurement Act came into force in February 2025. This means references to the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 (now both repealed) should be replaced with the Procurement Act 2023 and the Procurement Regulations 2024. Also, the previous requirement for open initiations for contracts over £30,000 including VAT must have been advertised on Contracts Finder – this has been replaced with a need to advertise on the Find a Tender website. For contracts exceeding £30,000 plus VAT where the contract is not being advertised but instead selected contractors are asked to quote or tender, there is no requirement to publish the details on Find a Tender, although the contract award notice would still need to be posted once awarded.
 2. Consider amending Financial Regulations (11.1.h) for smaller contracts and works. Currently over £100 requires 3 estimates; above £100 - £3000 3 quotes. In view of the difficulty in obtaining quotes for small works consider: Under £500 1 quotation; £501 - £5000 strive for 2 quotations; over £5000 strive for 3 quotations.
 3. Amend, as necessary, in the Risk Management Schedule which currently states “ 3 quotes for items £1000 and over”.
 4. **S137 Payments:** Noted that four s137 payments were recorded. (St Marys and St Peters Churches; CAB; and Heritage House). In fact, only Heritage House is a s137 payment. There are legal powers to support Church Grounds Maintenance and the CAB.
 5. **Village Hall Project:** This is a large project for a small village to undertake. The External Auditor will expect to see a full Financial Risk Assessment and a Project Plan ahead of the start of the project. The outline of this is already listed in the Risk Management Policy of the Council. Add to this “will allow for contingencies in project costings”
 6. **Rock on the Rec:** This appears to be an event organised by the Parish Council. If so, it should be supported by a Risk Assessment.
- 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 2024-25 were approved and signed

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- 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 (3 June to 14 July). The latter will also be placed on the notice board.

18. Finances

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

Mr & Mrs King	paint for War Memorial railings	101649	£23.00	04/05/2025
Joanna Otte	expenses		£132.55	
V Paige	grass cutting		£420.00	
Mrs D Dann	internal audit		£55.00	
Norfolk Copiers	service charge	WALS05	£105.24	

- c. Opening a cash deposit account at CCLA – the signatories were confirmed as James Woodhouse, Brian Landale and Elizabeth Meath Baker. The forms were available for completing.
d. Update mandate at for the Barclays Parish Council accounts: add Elizabeth Meath Baker (along with James Woodhouse, Brian Landale and Nigel Morter) and remove Scilla Landale and Keith Tuck. The forms were available for completing.
e. It was agreed that Nigel Morter would set up online banking for the Memorial Project account with two signatories to approve payments.

19. Street Lighting: nothing to report.

20. Planning

- a. **Applications received since the last meeting**
i. PF/25/0728: External alterations following removal of single lean-to (re-submission of PF/21/3021) at **St Seraphims Station Road**. Link circulated. No objection
ii. PF/25/0732: Two storey side extension and single storey side extension to dwelling, replacement garage, replacement windows and rendering to external walls at **Windsor House Wells Road**. Link circulated. It was reported that the neighbours were concerned about the impact on their property and garden e.g. loss of light. They had been advised to submit their concerns the planning authority and to contact the district councillor.
b. **Decisions made by NNDC**
i. LA/25/0453: Works to repair collapsed south gable wall of building at **10 Common Place**. APPROVED.
ii. PF/25/0305: Single storey extension to dwelling and installation of window at ground floor in side elevation at **Mileham House Swan Entry**. APPROVED.
iii. PF/25/0576: Erection of detached outbuilding (garden room) in grounds of dwelling at **4 Westgate**. APPROVED.
iv. RV/25/0093: Erection of dwelling (Estate House under NPPF Paragraph 79e) restoration of barns; associated landscape and ecology proposals and change of use of land from agriculture to residential curtilage) without complying with condition 2 of planning permission PF/20/0365 to allow for construction of tennis court and fencing to serve dwelling at **Creake House Walsingham Road Egmere**. APPROVED.

21. Correspondence: circulated as usual.

22. Items for report or future agenda

- a. Nigel Morter proposed to use some of the Airfield Memorial Project fund for a plaque commemoration a plane crash at Cromer which had taken off from Egmere was approved. He would ask Cromer Town Council to pay for the site and setting.

23. Next meeting is on **Wednesday 9 July 2025** at 7:15 for 7.30 pm in the Parish Hall
Meeting closed at 9 pm. The Chairman thanked everyone for attending.