

WALSINGHAM PARISH COUNCIL

To: Cllrs. Lee Acton, Jamie Brooks, Paul Creasy, Karl Jackson, Brian Landale, Tom Lane, Julia Marozzi, Elizabeth Meath Baker (Vice-Chair), Nigel Morter, Vanessa Paige, James Woodhouse (Chairman),
CC: District Councillor Tom FitzPatrick, County Councillor Michael Dalby; PC Jonathan Kentfield

You are summoned to a Meeting of the Parish Council on Wednesday 12 November 2025 at 7:15 for 7:30 pm in the Parish Hall

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

Signed:
Clerk to the Council

Date:

AGENDA

Welcome

1. **Apologies**
2. **Declarations of interest** by the Councillors in any of the agenda items listed below.
3. **Minutes of the Meeting** on 10 September 2025 to be approved and sign.
4. **Matters arising** not otherwise on the agenda
5. **Report from County Councillor**
6. **Report from District Councillor**
7. **Police Matters**
8. **Highways**
 - a. **Potholes and other highway faults** should be reported via the website:
<https://apps.norfolk.gov.uk/HighwaysDefect/default.aspx>
 - b. **Speed limit reduction at Egmere.** Consultation circulated.
 - c. Highways have suggested that a site visit would be helpful to investigate the possibility of reducing the speed limit in Great and Little Walsingham to 20 mph speed limit and / or introducing traffic calming measures. Highways reference 3965-3550-3507-8677. A date to meet has yet to be agreed.
9. **SAM**
 - a. The unit was on Scarborough Road from 10 September to 26 September 2025 monitoring traffic speed and the volume of vehicles coming into the village.
 - 5,552 vehicles were recorded coming into the village with an average of 329 per day.
 - The peak times of travel were
 - 5 am – 6 am (average of 43 vehicles)
 - 12 pm – 1 pm (average of 44 vehicles)
 - The maximum speed was 70 mph at 9:25 pm on 19 September 2025 (and the average speeder was travelling just above 35 mph).
 - The majority of vehicles were travelling below the speed limit which is 30 mph. The 85th percentile speed (i.e. of 4,719 vehicles) was 35.9 mph; and the average speed was 23.38 mph.
10. **Donations.** To resolve that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. Donations **in previous years** have been made to St Peter's and St Mary's (£200 each for grounds maintenance), Heritage House and Citizens Advice (£100 each).
 - a. To decide on donations for this year.
11. **Finances**
 - a. **Statement of Accounts**
 - b. **To approve payments**

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12. To consider and set the Budget and Precept for 2026-27

- a. Review the figures (see attached):

Actual and Estimated payments to the end of March 2026: £59,739 (uses reserves & insurance for VH)

Actual and Estimated receipts to the end of March 2026: £47,697

Expected bank balances at the end of March 2026: £618,498 (with an estimated deficit of £6,845). This is made up of:

£603,000	Village Hall insurance payout
£ 6,000	insurance account
£ 7,448	Airfield Memorial Project
£ 340	WDG (village website)
£ 1,618	Archive Group (History Society)
£ 9,000	Parish Council reserves

Projected payments for 2026-27: £40500

Projected receipts for 2026-27: £12100 (includes interest on Village Hall fund)

- b. To determine whether or not there are any other likely calls on planned expenditure.

- c. To agree the precept for 2026-27

Options	Increase by	%	Precept
Current			£33,400
Option 1	£1,575	5%	£35,000
Option 2	£1,890	6%	£35,300
Option 3	£2,205	6%	£36,600

Option 3 provides a surplus of £8,200 towards the projected deficit for the current year (£12,041).

- d. To complete the Precept form for the District Council

13. To confirm Internal Auditor

- a. Di Dann has quoted £55 (plus travel expenses if required) to carry out the Internal Audit for 2025/26. In line with the new regulations within 'Governance and Accountability March 2025' she provides evidence which supports her competency: retired member of Society of Local Council Clerks, partner in Norfolk Parish Training and Support, retired Parish and Town Clerk, CiLCA, FiLCA and PiALC qualified and she is independent from Walsingham Parish Council.

14. To note that it is now a requirement for the Parish Council to have a **gov.uk email** and **website** and it is advised that councillors use gov.uk email addresses for council business.

- a. Josh.Biz (host of the village website) indicated that the cost of setting up gov.uk website and associated emails would be in the region of £3,000 and the annual hosting fee would be approximately £1,000.
- b. Norfolk Association of Local Councils can provide these facilities for approximately £100 per annum. This new parish council website can be linked to the village website and vice versa so that the visitor to either site would have a fairly seamless experience moving between them.
- c. To approve the application for a new gov.uk website and associated email addresses from Norfolk Association of Local Councils.

15. Village Hall Rebuild

- a. **Report from Working Group:** the working group met on 8 October to discuss the details to include in the specifications for the tender documents. The list has been forwarded to the architect. It was also decided to send the list of kitchen equipment and the plans to Howdens for a professional design.
- b. The **Planning Application** has been approved by NNDC.
- c. **Application to Reaching Communities (lottery funding)** has been submitted for consideration for a grant of £200,000.
- i. Recommendation to register the property with the Land Registry

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- ii. To note that a Tripartite agreement will need to be put in place if the application is successful. This will incur some legal fees.

d. Next steps

- i. **Apply for smaller grants**

16. Street furniture

- a. Notice board in Great Walsingham – has been made and erected by Walsingham Estate.

17. Street Lighting

18. Planning

a. Applications received since the last meeting

- i. PF/25/1934: Demolition of fire damaged village hall and erection of replacement village hall at **Village Hall Wells Road**. Link circulated.
- ii. **PF/25/2053 & LA/25/2054**: Proposed Internal alterations to facilitate conversion from multiple occupancy to a single dwelling at **Flat 1 30 High Street**. Link circulated. No objection submitted 4 November 2025.
- iii. **PF/25/2091 & LA/25/2092**: Works comprising rebuilding of boundary wall between Robin Hood Cottage and 4 Crown Yard at **Robin Hood Cottage 1 Egmere Road**. Link circulated. No objection submitted 4 November 2025.

b. Decisions made by NNDC

- i. PF/25/1378: Modifications to the existing house, a new Entrance Lobby, a new separate Car Port and Annexe (to front of property) to provide supporting accommodation, and the installation of solar PV panels and an air source heat pump at **29 St. Peters Road**. APPROVED.
- ii. PF/25/1292: Replacement of farm building (subject to previous Class Q approval for three dwellings) with a single self-build dwelling and associated development at **Brick Kiln Farm Edgar Road**. APPROVED.
- iii. PF/25/1288 & LA/25/1289: Repair rendering on exterior walls, repair/replace a number of broken roof tiles, repair wooden beams within exterior walls and repaint outside of property at **2 Guild Street**. APPROVED.
- iv. PF/25/1934: Demolition of fire damaged village hall and erection of replacement village hall at **Village Hall Wells Road**. APPROVED.
- v. PF/25/1690: Demolition of retaining wall and proposed two storey Side and Rear extension at **31 Scarborough Road**. APPROVED.
- vi. PF/25/1645: Change of use' from mixed use of residential/commercial to single dwelling (Class C3), external alterations and landscaping works at **22 High Street**. APPROVED.

19. Correspondence: circulated as usual.

20. Items for report or future agenda

- a. Policies to adopt: Bad Debt Policy, Investment Policy, IT Policy

21. Next meeting is on Wednesday 14 January 2026 at 7:15 for 7.30 pm in the Parish Hall.

Chairman to close Parish Council Meeting.