

WALSINGHAM PARISH COUNCIL

Present: Cllrs. Lee Acton, Brian Landale, Julia Marozzi, Elizabeth Meath Baker (Vice-Chair), Nigel Morter, Vanessa Paige, James Woodhouse (Chairman),
Jamie Brooks and Karl Jackson joined the meeting following co-option.
Cillian reported on the Rock on the Rec and then left the meeting.

Meeting of the Parish Council on Wednesday 10 September 2025 at 7:15 for 7:30 pm in the Parish Hall

At 7:15 pm **Presentation from Leaping Hare Renewables** about a heating / cooling system with hot water for the new Village Hall using the Daikin air-to-air heat pumps, also known as air conditioners. Leaping Hare also install solar panels and batteries. Matthew touched on the challenges of heating a community space providing a warm space/s for use while keeping down the costs of heating an empty space. He explained the difference between air to air heating and air to water heating (both using air source heat pumps). The former is recommended for the Village Hall as it is quicker to heat air than water. The air-conditioning units (essentially fans) would be mounted above the doorways. The units could be used independently of each other and are super-quiet. There would be separate ceiling-mounted electric heating units in the toilets and kitchen. A low-energy hot water system heated by ASHP would be totally separate from the heating / cooling system. Approximately 60% of the heat would come from the outside air. It would have a boost function e.g. to run a legionella cycle. The system would need annual maintenance.

Matthew was thanked for his presentation and for answering questions, and left at 8 pm

MINUTES

Welcome

1. **Apologies** from Paul Creasy, Tom Lane and District Councillor Tom FitzPatrick,
2. **Declarations of interest** by the Councillors in any of the agenda items listed below.
 - a. E Meath Baker declared an interest in item 20.a.v: planning application at 22 High Street which is a Walsingham Estate property.
3. **Minutes of the Meeting** on 9 July 2025 were approved and sign.
4. **Matters arising** not otherwise on the agenda
 - a. It was reported that the footpaths had all be done except for Mill Lane. (Vanessa Paige would talk to the Estate Manager).
5. It was noted that Clare Williams had **resigned** as she is leaving Norfolk. An email from her was circulated to all councillors.

6. Election of Vice-Chair

Elizabeth Meath Baker was

Proposed by	V Paige	Seconded by	N Morter	vote	all
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It was noted that Brian Landale had offered to stand as Vice-Chair that would help.

7. Co-option to fill two vacancies.

- a. Three people had put their names forward for co-option: Lyndy Saville, Jamie Brooks and Karl Jackson.

Jamie Brooks and Karl Jackson both co-opted

Proposed by	E Meath Baker	Seconded by	J Marozzi	vote	all
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They completed a declaration of office and joined the meeting.

8. Village Fete and Rock on the Rec

- a. The Chairman welcomed Cillian to the meeting and thanked him for the fantastic job and hard work organising Rock on the Rec which not only raised funds for the Village Hall, but was a great social event. Cillian reported that the total income for the event was £3,330.84 (including cash from stalls, refreshments and silent auction winning bids). The total expenditure was £2074.50 and £200 float. It was noted with appreciation that the bands made no charge. Therefore the total raised for the Village Hall was £1056.34. Cillian said that he

WALSINGHAM PARISH COUNCIL

was extremely grateful for all the support he had received: donation of prizes for tombola and Silent Auction; the bands, all those who attended the event and the many who helped organise and run the event. He is hoping to organise a Bingo and Bands fundraiser at Christmas.

9. **Report from County Councillor:** not present

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

11. **Police Matters.** It was noted that speed checks had been carried out on Wells Rd in July.

12. Highways

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

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

i. Faded sign at Foundry Farm

b. **Speed limit reduction at Egmere:** the order for works still needs to be programmed. Nigel Morter will continue to follow this through with Highways and the County Councillor.

c. A request from residents to **support a call for 20 mph speed limit** /traffic calming measures on Hindringham Road and Scarborough Road was considered. As there had also been requests for the High Street and Wells Road to have a reduced speed limit, it was agreed to ask the County Council to make the built-up areas of both Great & Little Walsingham 20mph and advise on traffic calming measures.

d. The Clerk reported that Fakenham Medical Practice were asking for help to **arrange signage** at two key junctions to help guide people to the **Walsingham Surgery**. It was agreed to support this.

13. SAM2

a. From 15 June to 1 July 2025 **Friary Fakenham Road**

- 23,910 vehicles were recorded coming into the village with an average of 1,433 per day.
- The peak times of travel were 11 am to 12 am (average of 122 vehicles); and 3 pm and 4 pm (average of 129 vehicles)
- The maximum speed was 60 mph at 10:55 pm on 26 June, (although the average speeder was just over 38 mph).

The majority of vehicles were travelling below the speed limit which is 30 mph. The 85th percentile speed (i.e. of 20,324 vehicles) was 32.9 mph; and the average speed was 26.4 mph.

b. From 20 July to 10 August 2025 **Knight Street**

- 16,150 vehicles were recorded coming into the village with an average of 1014 per day.
- The peak times of travel are 9 am to 10 am (average of 102 vehicles); and 3 pm and 4 pm (average of 92 vehicles)
- The maximum speed was 45 mph at 11.45 pm on 27 July, (although the average speeder was travelling at just under 30 mph).
- The majority of vehicles were travelling below the speed limit which is 30 mph. The 85th percentile speed (i.e. of 13728 vehicles) was 27.7 mph; and the average speed was 20.3 mph.

c. From 10 August 2025 to 10 September 2025 **Hindringham Rd**

- 6,409 vehicles were recorded coming into the village with an average of 201 per day.
- The peak times of travel were 11 am to 12 noon (average of 22 vehicles); and 3 pm and 4 pm (average of 20 vehicles)
- The maximum speed was 55 mph at 11:20 pm on 7 September, (and the average speeder was about 38 mph).
- The majority of vehicles were travelling below the speed limit which is 30 mph. The 85th percentile speed (i.e. of 5,488 vehicles) was 31.4 mph; and the average speed was 24.2 mph.

14. Finances

a. **Statement of Accounts was approved and signed**

b. **Internal Control:** receipts and payments record, bank statements and invoices were passed to the Vanessa Paige for checking.

WALSINGHAM PARISH COUNCIL

c. The following payments were approved:

T McDonald (for WGF)	reframing large photo (Archive)	£70.00	26/06/25
Countystyle Recycling Ltd	emptying bottle bank	£36.00	13/07/25
Walsingham Estate Properties Ltd	repair memorial bench and park gate	£32.00	13/07/25
Walsingham Estate Management	ring gate latch for Rec gate	£49.99	23/07/25
HMRC	NIC	£49.83	23/07/25
James Woodhouse	hi viz vests x 10 (ebay)	£53.90	14/08/25
Cillian	for Rock on the Rec purchases	£250.00	14/08/25
Norfolk Event Medical Services (NEMS)Ltd	first aid for Village Fete	£484.50	19/08/25
HMRC	NIC	£120.63	23/08/25
Norfolk Assoc of Local Councils	annual subs	£234.23	23/08/25
Norfolk Copiers	service charge	£156.40	23/08/25
V Paige	grass cutting & hedge	£600.00	28/08/25
Claxton Hall Arch. Ltd.	planning appl etc.	£1,695.00	29/08/25
Planning Portal	Village Hall planning application	£1,555.00	02/09/25
Brambles Farm	portable toilets x 3	£348.00	03/09/25
Norfolk Copiers	service charge	£57.18	03/09/25
PKF Littlejohn LLP	external audit	£1,365.00	03/09/25
Josh.Biz (UK) Ltd	google maps module for website	£30.99	03/09/25
R&J Woodhouse	generator, tower light etc	£750.47	10/09/25
PKF Littlejohn LLP	external audit (VAT)	£273.00	10/09/25
Joanna Otte	expenses Aug - Sept	£97.07	10/09/25

15. Employment

- a. Salary increase for 2025-26. The Local Government Association (LGA) advised the National Association of Local Councils that the National Joint Council for Local Government Services (NJC) has agreed on pay rates applicable from 1 April 2025 to 31 March 2026.'
 - i. SCP 23 increased to £17.85 per hour. Back pay for 2025-26 April to August: £121.33 (incl employee's pension contribution £6.67); employer's pension contribution £27.30.
 - ii. Instructions to the bank to make the back payments and to change the monthly payments were signed.

16. Annual Audit

- a. Report from External Auditors was noted: *'Except for the matters reported below, 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. Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that while risk management arrangements were discussed by full council in the 2024/25 financial year, there is no evidence in the minutes that this was approved. As a result, this assertion should have been answered 'No'.*
- b. It was noted that the relevant documents had been uploaded to the website and put on the notice boards.

- 17.** It was agreed to set up **gov.uk email** addresses for the Clerk (essential) and for parish councillors (advisory) for council business. It was decided to instruct Josh.Biz (host of the village website) to provide these facilities.

WALSINGHAM PARISH COUNCIL

18. Village Hall Rebuild

- a. **Financial Risk Management** – has been approved.
- b. **Business Plan** has been updated including a cash flow forecast for the Phoenix Project and a budget forecast for the Village Hall.
- c. **Planning Application** has been submitted to NNDC for approval.
- d. **Application to Reaching Communities (lottery funding)** has been submitted for consideration for a grant of £200,000.
- e. **Next steps**
 - i. **Apply for smaller grants**
 - ii. **Preparation of specifications for tender document** (see list) including
 - 1. **List of equipment for kitchen** (for a kitchen designer) and for **bar serving area**
 - 2. **Types of flooring** for hall, meeting room, archive, storeroom, kitchen, bar serving area, toilets and main hall
 - 3. **Heating** (air-to-air) and **hot water** (ashp)
- f. **Village Hall Working Group:**
 - i. **Members:** James Woodhouse, Elizabeth Meath Baker, Karl Jackson, Jamie Brooks, Lee Acton, Tommy Lane, Vanessa Paige, Paul Creasy and Rachael Janes, supported by the Clerk.
 - ii. **Meeting 8 October 2025 at 6 pm in the Parish Hall** to look at the specifications.

19. Street furniture

- a. Notice board in Great Walsingham – needs to be repaired / replaced as the locking catch has come away from the frame. Advice from Walsingham Estate: The cabinet is quite rotten and would require extensive repair. The better option, for a similar cost would be to replace it, fitting new cabinet to the existing posts.
 - i. To make and fit a replacement cabinet in Walsingham estates own Oak: £556.96, price includes VAT and remains fixed for 60 day. (No allowance has been made for any work to the existing mounting posts.)
 - ii. Similar external oak notice boards from GreenBarnes.Co.Uk is priced at from £700 + VAT.
 - iii. Same size but in aluminium (green powder coat, with magnetic board) £302.74 + VAT and a pair of posts £198.46 + VAT
 - iv. 2 bay aluminium with a pair of posts £752.35 + VAT

It was agreed to have the notice board made from Walsingham Estate Oak by the Estate.

- b. A request for a **bus shelter** on the green at Great Walsingham was considered. It was decided that the expense of a bus shelter, which would only be used by a few school children waiting for the school bus in the mornings could not be justified.

20. Street Lighting

- a. The clerk reported that quotes for fixing the cost of electricity for the unmetered supply to the lights would be available later in the week. It was approved that the Clerk should make the decision about the fix if it made sense to do so.

21. Planning

- a. **Applications received since the last meeting**
 - 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**. Link circulated 8 July.
 - 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**. Link circulated. Objection submitted on 6 Aug. The Parish Council objects to development on this site unless the properties are available for homes for local people for example through an Exception Housing Scheme or perhaps as an almshouse model. While there are strong arguments for conserving old and existing farm buildings to give them renewed purpose if possible, demolishing the old buildings altogether (though

WALSINGHAM PARISH COUNCIL

they had zero merit) and building a whole new faux barn complex is quite a contortion to try to get round planning policy. It is quite a long way to move the goalposts from the previous planning permission. The Parish Council objects to this application.

- 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**. Link circulated.
- iv. PF/25/1690: Demolition of retaining wall and proposed two storey Side and Rear extension at **31 Scarborough Road**. Link circulated.
- v. 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**. Link circulated.
- b. **Decisions made by NNDC**
 - i. PF/25/1120 & LA/25/1121: Removal of degraded conservatory and erection of a single storey rear extension at **Mill House 5 Scarborough Road**. APPROVED.
- c. **Responding to Planning Applications**
 - i. All councillors were encouraged to respond to the planning applications when they are circulated, so that the Clerk can send a representative response to the planning authority. The Chairman recommended a planning guide <https://www.cpre.org.uk/news/cpre-and-nalc-launch-new-guide-to-planning-for-the-public/> .

22. Correspondence: circulated as usual.

23. Items for report or future agenda

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

24. Interim meeting to discuss **Village Hall** issues on **8 October at 6 pm** in the Parish Hall

25. Next meeting is on **Wednesday 12 November 2025** at 7:15 for 7.30 pm in the Parish Hall.

Meeting closed at 9:05 pm.

Joanna Otte, Clerk to Walsingham Parish Council, email: walsinghampc@googlemail.com Tel. 01328 822366
Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN *Agenda prepared on 02/09/2025*